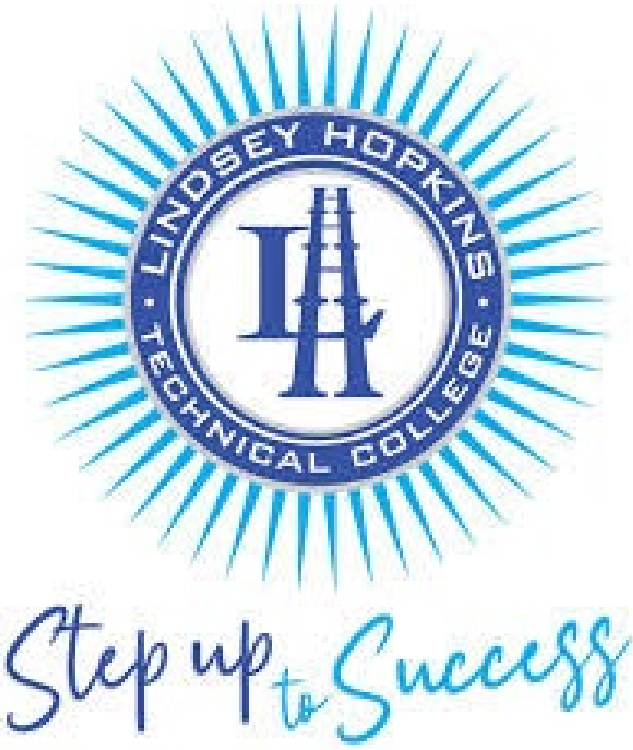
LINDSEY HOPKINS TECHNICAL COLLEGE



2026-2027 FACULTY AND STAFF HANDBOOK

LINDSEY HOPKINS TECHNICAL COLLEGE
(LHTC)

ACCREDITATIONS
For 50 years
Lindsey Hopkins Technical College
has been accredited by the
Commission of the Council on Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (770) 396-3898
Fax: (770) 396-3790
www.council.org

The school is approved by the following:
Florida Department of Veterans' Affairs

The Health Science Programs are approved by the following:
Practical Nursing - Florida Board of Nursing
Surgical Technology – Florida Department of Education
Dental Assisting – Florida Department of Education

The Automotive Service Technology Programs are approved by the following:

The National Institute for Automotive Service Excellence – ASE

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750 NW 20th Street - Miami, Florida 33127 - Phone: (305) 324-6070 - Fax: (305) 545-6397
www.lindseyhopkins.edu

@lindsey.tech **www.facebook.com/lindsey.tech** **@lindsey_htc**

VISION STATEMENT

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

MISSION STATEMENT

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

CORE VALUES

Honesty, Integrity, Respect
Fairness and Kindness
Citizenship, Cooperation, and Responsibility
Excellence

HONESTY, INTEGRITY, RESPECT

We value honesty, integrity, and respect as the foundation of our interpersonal and professional relationships.

FAIRNESS AND KINDNESS

We are committed to building positive relationships through equity and compassion which enhances the self-esteem, safety, and well-being of our students, families, and staff.

CITIZENSHIP, COOPERATION, AND RESPONSIBILITY

We honor and foster the diversity of our community by working collaboratively for the educational success of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

EXCELLENCE

We pursue the highest standards in all we do.

NOTE: This handbook contains site-specific information that standardizes procedures for employees working at (LHTC). Please note that Miami-Dade County Public Schools (M-DCPS) has information pertaining to district policies and procedures. This information is available through the M-DCPS portal, where you will find the most current rules and regulations for employees of M-DCPS. For additional information about LHTC's procedures, policies and memoranda please see the Faculty Information page at http://lindsey.dadeschools.net/ or the director.

Faculty and Staff Handbook 2026-2027

750 NW 20 Street, Miami, Florida 33127

ADMINISTRATIVE STAFF

Chantal G. Osborne ..... Director
Jean C. Saint-Phard ..... Associate Director
Zulay Lezcano ..... Assistant Director
George D. Pratt, III ..... Assistant Director
Shauntae Lewis ..... Business Manager
Kenyada Ragin ..... Administrative Assistant III

DEPARTMENT HEADS / OTHER SELECTED STAFF

Sheria Blackmon ..... Health Science Chairperson
Christina Brownlow ..... AGE Department Chairperson
Roshan Bruce ..... Office Manager
Jose Depablo ..... Testing Chairperson
Felicia Green ..... Registrar
Leonel Hernandez ..... Family & Consumer Sciences Chairperson
Tamika Adams ..... Dual Enrollment Coordinator/Trade & Industrial Chairperson
Jorge Rivero ..... Financial Aid Officer
Diana Erira Cobos ..... Activities Director
Magali Enriquez ..... BRIDGE Director/Curriculum Development
James White III ..... Media Specialist
Martine Paul ..... Job Placement Specialist

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STAFF ATTENDANCE

Reasonable regularity of attendance is expected from all Miami-Dade County Public Schools employees in order to maintain efficiency and productivity. The established workday at Lindsey Hopkins Technical College is 7:50 a.m. to 3:10 p.m. for teachers, unless a faculty meeting is scheduled. With no exception, teachers are expected to arrive at school on time and to meet classes on time.

- Part-time employees must sign in at their assigned scheduled work time and sign out at the end of their assigned scheduled time.
- Employees are expected to adhere to their working schedule. Any changes or variations must be approved in advance by the director or designee.

ABSENCES

You must notify Ms. Bruce at 305-324-6070 ext. 7006 state your name and type of leave (sick, personal) when you are not going to report to work. Employees are required to notify the school no later than one hour before the start of his/her scheduled workday. Failure to adhere to this procedure will result in being marked as Unauthorized Leave without Pay (U-LWOP). A leave card will be generated and placed in your mailbox. Please sign and return it to Ms. Bruce as soon as possible.

PAYROLL PROCEDURES

ALL Full-Time employees must sign into M-DCPS Mobile App or log into the employee portal to indicate their attendance at the start of their scheduled workday; you are not required to sign-out. DO NOT sign in if you will be absent the full day. If you're going to be absent half-day, you must sign in and report the absence for the other portion of the day to Ms. Bruce at the start of the workday. In lieu of signing a leave card (Form-5949), remote employees must email from M-DCPS email address to Ms. Bruce the completed leave card. If you have access to an electronic signature, this will be acceptable. The email and the leave card must be maintained for payroll records. Part-time (hourly) employees are also required to daily indicate their attendance by personally noting their presence on the Daily Payroll Attendance Sheet upon arrival by indicating the actual time they start and upon departure by indicating the end of their workday. Failure to adhere to this procedure will result in being marked as Unauthorized Leave without Pay (U-LWOP). Do not

scribble out or place any type of white out on the payroll sheets. If a mistake is made, please notify Ms. Bruce and she will communicate how to correct the mistake.

Signing in and out at the same time is not permitted. Employees will not be paid for days that they do not sign on the daily payroll attendance sheet. Employees leaving campus during work hours have the responsibility to inform an administrator and sign out on the log sheet located in the Main Office. You must also sign in upon returning to the building. Employees must adhere to established policies for calling in absent or tardy.

FACULTY DRESS/ID BADGE

All faculty members are expected to dress in a manner appropriate for a professional in the business community. To help provide a safe learning environment, all faculty, staff, and students are required to wear a school identification (ID) badge. IDs are issued in the registration office.

CARE OF THE ROOMS

Classrooms are to be kept in good condition at all times. All employees are expected to maintain a clean and professional environment in the classrooms and at workstations.

MAILBOXES

In order to maintain the school district's effort toward paper reduction, Lindsey Hopkins Technical College will use technology as a primary means for communicating. Therefore, it is the employee's responsibility to retrieve communications by accessing the school district's e-mail account daily.

LOST AND FOUND

Articles that are lost or found are taken to room C-104. Students are required to provide identification at the time a claim is made.

PART-TIME TEACHING ASSIGNMENTS

Adult education classes may be closed at the discretion of the director under the following conditions:

- ❖ Enrollment does not meet the teacher/student ratio as outlined in the current Adult Education School Allocation Plan
- ❖ A new class can be closed if it does not have sufficient enrollment at the end of the third class meeting. Fee-supported classes can be closed if the fee generated is not enough to support the class.

CERTIFICATION

All instructional staff must hold the appropriate certificate as required by Florida Statutes and school board rule. Teachers must provide the director's secretary with a copy of a current, valid Florida educator's certificate. Other documentation such as a Statement of Eligibility and/or college transcripts may also be requested by the administration.

COURSE/LESSON PLANNING

Systematic planning of class work is necessary to ensure quality instruction. State curriculum frameworks, student performance standards, and course curricula must be incorporated into class instruction.

Each teacher must create a syllabus and submit it to the department chairperson by the end of the second week of class. This syllabus must be distributed to students by the second week of class.

Instructors will develop weekly lesson plans to describe the objectives, activities, materials and evaluation mechanisms needed for the course work goals. Current lesson plans must be available in the classroom at all times for review by the director or designee.

Teachers are required to prepare emergency plans for use by a substitute using a daily format for five days. Lesson plans must be submitted to the department chairperson before the third class meeting and replaced as necessary.

Required teaching conditions are in compliance with the United Teachers of Dade UTD contract.

STUDENTS ACCIDENTS/INJURIES/ILLNESSES

When a student is injured in any way, the supervising teacher or person in charge must be certain that an accident report is completed and filed in the office immediately. The following procedures are to be followed:

- Press the emergency call button to notify an administrator and/or security. (If not in a classroom send a reliable student to the office) or nearest security personnel.
- Do not attempt to move the injured student.
- Isolate the injured or sick student.
- An administrator and/or security will move the student to a secure area (if possible) and call 911 if needed.
- The attendance office will notify the parent or other adult listed on the student's emergency contact information on FOCUS.

STUDENT PROGRESS

When a teacher identifies a student not making academic progress, the teacher should make a referral to a school counselor. If a student has excessive absences, a referral can be made to the school counselor to ascertain the problem and address possible solutions.

CODE OF STUDENT CONDUCT

Teachers must discuss the Post-Secondary Student Code of Conduct with students during the student's first week of class.

STUDENT ATTENDANCE POLICIES/PROCEDURES

All students are expected to attend class regularly and as scheduled. The teacher, on a daily basis, records attendance records in an electronic grade book. Students are withdrawn after the sixth consecutive absence from class as follows: A1, A2, A 3, A4, A5, A6 and WX. Submit an add/drop card to the registration office indicating the date of the WX. The date of A1 is the date that should be indicated for the WX on the add/drop card. No show students are to be withdrawn after the third consecutive no show absence from your class as illustrated: N1, N2, N3, and WN. Submit an add/drop card to the registration office indicating the date of the WN. The date of N1 should be the date that is indicated for the WN on the add/drop card.

Once a student has been withdrawn, the student may re-enter provided there are openings in the class.

NOTE: It is the teacher's professional responsibility, by law, to take daily student attendance. This record must be accurate.

HOW TO ACCESS GRADEBOOK

Correct reporting of attendance is essential. On a daily basis, instructors are expected to record attendance and withdrawal information in Gradebook for all students. Go to http://www.dadeschools.net/ and log-in at the portal. Click on Apps/Services/Sites on the top of the page. Scroll down. Click on Focus and log-in. On the left side are all the options for recording data in Gradebook.

MEDIA CENTER

Monday thru Thursday: from 7:45 a.m. to 9:00 p.m.

Friday: from 7:45 a.m. to 2:00 p.m.

A sign-up sheet and assignment sheet are located in the library media specialists' office. It is recommended to schedule class visits at the earliest possible date to ensure available space. Teachers should consult with the media specialists when signing up to visit the center; only two classes per period may be scheduled. The remaining space is reserved for individuals and small groups. Teachers should ensure that, when leaving the center, students clear the tables of books they have used. Either a cart or a specific shelf will be available to prepare the books for re-shelving.

CURRICULAR PARTNERSHIP PLANNING

Curricular partnership planning involves both teachers and the media specialist working together to utilize information resources. They work jointly creating a partnership, each bringing their own expertise. Together, teachers and the library media specialist brainstorm a unit then set goals and objectives. Teachers should plan on a minimum of two weeks advance notice to prepare a curricular partnership.

Teachers may not sign up for class visits to the media center on days they will be absent. In addition, substitute teachers are discouraged from sending individual students or groups to the media center.

INVENTORY CONTROL

The goal of Lindsey Hopkins Technical College's in-house inventory control system is to maintain zero loss of property. To support this goal, administrators and instructors conduct annual property inventories across all departments. Faculty and staff are required to follow established procedures to notify administration whenever property is moved from its original location.

OFF-CAMPUS USE OF SCHOOL PROPERTY

When it is necessary to remove equipment from the Lindsey Hopkins Technical College campus for educational use, (i.e., job fair presentations, displays, open houses), faculty must do the following:

1. Complete Lindsey Hopkins Technical College for approval for Off-Campus Use of School Property Form.
2. Complete M-DCPS Outgoing Controlled Equipment form, FM-1670: Sections A, B, C, and G.
3. Obtain signature of director or designee on both forms.
4. Director or designee retains copy of each form.
5. Originator retains copy or each form.
6. A copy of each form is forwarded to Administrative Assistant III (Building Operations Manager) for data input and filing.
7. When equipment is returned, obtain signature of receipt from principal of designee on both forms.
8. Forward copy of signed forms to Administrative Assistant III (Building Operations Manager) for data input.

A faculty member who plans to use equipment off-campus for more than one week requires an off-campus memo from the director and a COMPLETED Outgoing Equipment Form (FM-1670: Sections A, B, C, and G). When annual inventory is taken, equipment must be on site. All forms are available from the Building Operations Manager.

Theft of equipment must be reported immediately to the administrator in charge and security at extension 7017.

EMERGENCY PROCEDURES

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies **Adults and staff** are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults

POLICIES, DIRECTIVES, AND PROCEDURES

SCHOOL DISTRICT POLICIES

School employee will find at http://www.dadeschools.net/ a link to the school board which when clicked on leads to the adopted school board policies. All employees are expected to have knowledge of these policies, including, but not limited to the following:

Weapons Separation-Dismissal or Suspension-All Personnel
Conduct-Standards of Behavior
Members of the Same Family
Maintenance of Appropriate Student Behavior
Corporal Punishment-Prohibited
Dress Code
Suspension, Board-Approved Alternatives, Expulsion, and
Referral to Florida Department of Children and Families
Employee-Student Relationships
Reporting Incidents
Responsibilities and Duties - Permanent Personnel
Personnel Files
Drug-Free Work Place General Policy Statement
Tobacco-Free Work Place
Equal Access-Availability of Secondary School Facilities to Students for Meetings
Employee Assistance Program
Violence in the Workplace
Educational Excellence School Advisory Councils
Acceptable Use Policy - Internet
Equal Opportunity Employment and Assignment
Discrimination/Harassment:
Complaint Procedures for Employees
Cone of Silence

M-DCPS Acceptable Use Policy for the Exploration and Utilization
of the Internet as a Tool for Learning
Copyright and Fair Use Guidelines
Miami-Dade County Public Schools E-Mail Policy
Criteria for Suspension and Dismissal
Code of Ethics and the Principles of Professional Conduct of the
Education Profession in Florida
How To Use Common Sense and Professional Judgment To Avoid
Legal Complications in Teaching
3-Year Strategic Plan: 2024-2027
Goals and Objectives

IPEGS Evaluation Procedures
District Policy Against Bullying
Purchasing and Reimbursement Procedure

SCHOOL SITE DIRECTIVES, MEMORANDA, AND PROCEDURES

Additionally employees are expected to review the *Faculty Information page* at the school's website http://lindsey.dadeschools.net for an update on school directives, memoranda, and procedures including but not limited to the following:

Directive- Work Hours Memorandum
Directive-Faculty*/Staff Meeting Schedule 2026-2027*
External and Internal Emergency Procedures at LHTC
Inventory Control Manual
Administrative Directive Memorandum:
The Instructional Use of Video Recordings at LHTC

Miami-Dade County Public Schools

SCHOOL BOARD MEMBERS

Ms. Mari Tere Rojas, Chair
Ms. Monica Colucci, Vice Chair
Mr. Roberto J. Alonso
Dr. Dorothy Bendross-Mindingall
Mr. Joseph S. Geller
Ms. Mary Blanco
Mr. Danny Espino
Ms. Luisa Santos
Mr. Alejandro Duran, Jr., Student Advisor

SUPERINTENDENT OF SCHOOLS

Dr. Jose L. Dotres

DEPUTY SUPERINTENDENT

Dr. Michael A. Lewis

OFFICE OF POST-SECONDARY CAREER AND TECHNICAL EDUCATION

Mr. Rene Mantilla, Assistant Superintendent
Mr. Reginald J. Fox, Administrative Director
Dr. Cadian Collman-Perez, District Director
Dr. Susana Mauri, District Director

LINDSEY HOPKINS TECHNICAL COLLEGE ADMINISTRATIVE STAFF

Ms. Chantal G. Osborne, Director
Mr. Jean C. Saint-Phard, Associate Director
Ms. Zulay Lezcano, Assistant Director
Mr. George D. Pratt, III, Assistant Director
Ms. Shauntae Lewis, Business Manager
Mr. Kenyada Ragin, Administrative Assistant III