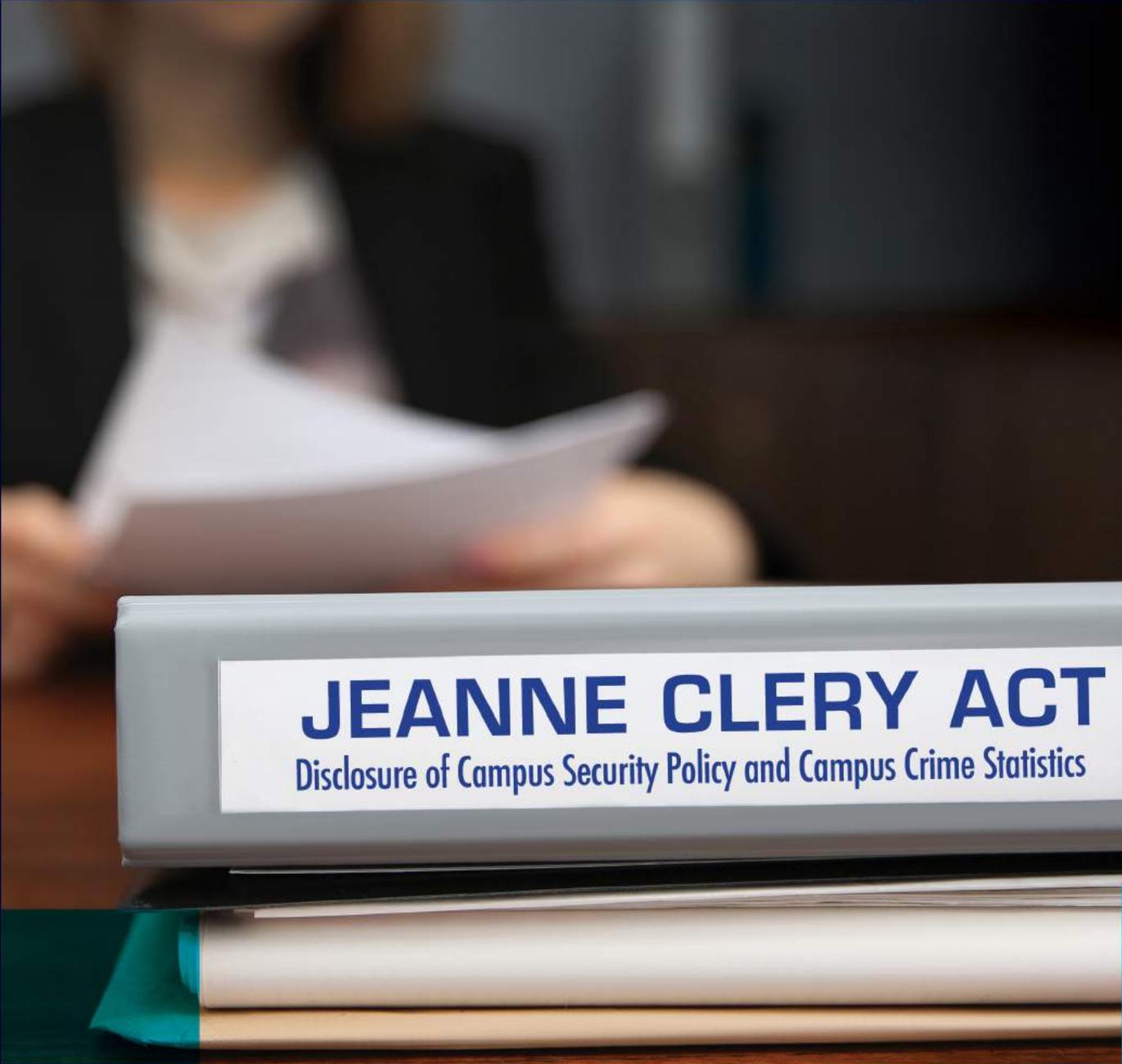


ANNUAL SECURITY REPORT

MIAMI LAKES EDUCATIONAL CENTER
AND TECHNICAL COLLEGE

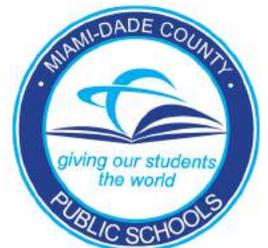


2018



MIAMI  DADE
TECHNICAL
COLLEGES

A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS



MESSAGE FROM THE PRINCIPAL



Miami Lakes Educational Center and Technical College (MLEC & TC) prepares this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (The Clery Act), Act 24 CFR 668.46. This security report is designed to provide students, staff, and the community with important information about campus safety and security and contains statistics about crime on campus. MLEC & TC has a planned, organized, and efficient procedure for providing a safe and secure environment for students, staff and visitors. Many people are involved in keeping our campuses safe and secure. It is important to remember that safety is a shared responsibility, and we strongly encourage every student, staff member, and visitor to contribute by reporting crimes and any suspicious activities. This report is part of our effort to ensure that this collaborative endeavor is effective.

Campus crime and arrest statistics include those reported by Miami-Dade Schools Police Department. MLEC & TC requests statistics for crimes on or near our campuses that are reported directly to the Miami-Dade Schools Police Department.

The annual report can be accessed electronically on the MLEC & TC website at miamilakes.edu, and a hard copy of the report is maintained in Student Services (Building 1) and Administrative Office (Building 3).

Thank you for taking the time to read the 2018 Annual Security Report. For the latest news and events occurring around campus, please follow us on Twitter: @mlectechcollege or visit our website at miamilakes.edu.

Regards,

Lourdes Diaz

Lourdes Diaz, Principal
Miami Lakes Educational Center and Technical College

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MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE

ADMINISTRATIVE STAFF

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Mr. Juan R. Gonzalez

Ms. Casandra Green

Mr. Scott E. Parker

Principal

Vice-Principal

Assistant Principal

Assistant Principal

CONTENT

The subsequent pages of the 2018 Annual Security Report (ASR), for Miami Lakes Educational Center and Technical College, are divided into seventeen sections that covers the following information:

1. School Overview
2. Timely Warning and Emergency Notification Measures
3. Preparing the annual Disclosure of Crime Statistics
4. Technical College Administrative Responsibilities
5. Security and Access to Campus Facilities
6. Enforcement Authority of Security Personnel
7. Programs Designed to Inform Students and Employees about Campus Security Procedures
8. Programs Designed to Inform Students and Employees about Crime Prevention
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10. Policy Regarding Possession, Use and Sale of Alcoholic Beverages
11. Policy Regarding Possession, Use and Sale of Illegal Drugs and Enforcement of Federal and State Laws
12. Educational Programs for the Prevention of Drug and Alcohol Abuse
13. Educational Programs to Promote awareness of rape, Acquaintance Rape and Other Forceable and Non-Forceable Sex Offenses
14. Information about Registered Sex Offenders
15. Emergency Response and Evacuation Procedures
16. Missing Student Notification
17. Statistical Crime Information

The content of the ASR adheres to all related School Board Policies and Federal Regulations and State Statutes.

SECTION 1 – SCHOOL OVERVIEW

The mission of Miami Lakes Educational Center and Technical College (MLEC & TC) is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

MLEC & TC has made meaningful contributions its immediate community as well as to other communities nearby. Representatives of the school participate in local chamber of commerce activities, business association functions and other community events. We are proud to say that the school receives outstanding support from the community in return.

When the school opened in 1976 with approximately four hundred students, it provided training in only sixteen program areas. Steady growth has resulted in continuous additions to program offerings and an expansion of the campus from two to six buildings.

Continuing its reputation for cutting-edge educational initiatives, MLEC & TC recently expanded to encompass a fully-accredited technical college offering a wide variety of programs including Licensed Practical Nursing, Medical Assisting, Patient Care Technician, Cosmetology, Culinary Arts, Heavy Equipment Operator, A/C & Refrigeration, Major Appliance Repair, CDL, Diesel Mechanic, Electronic Technology, Automation and Production Technology, and many more. Programs vary in length from one to four trimesters and all lead to industry certifications. Various forms of federal, state, and local financial aid are available to those who qualify. MLEC & TC is accredited by the Council on Occupational Education (COE).

SECTION 2 – TIMELY WARNING AND EMERGENCY NOTIFICATION MEASURES

An important component of emergency/crisis operations and management is immediate, appropriate, and accurate messaging to specific stakeholders. When an emergency occurs, the need to deliver key messages to stakeholders, specifically parents and students, is critical to a smooth and seamless process. Communication should be proactive, responsive, and action-oriented.

Miami-Dade County Public Schools (M-DCPS) Office of Communications manages the District's automated communications messaging system (Connect-ED), social media messaging, and media outreach/messaging – all methods the District uses to provide important information to parents, students, and our community of stakeholders.

All school personnel must be alert for possible criminal activity occurring on campus. Everyone should remain vigilant when moving about the campus, especially in the evenings. Unusual or suspicious persons should be reported to school security, school police, or school administrators who will then call 305-995 COPS. In the event that a student or staff witnesses a crime or emergency occurring, they are to immediately notify a member of the administrative staff school security, or notify the Miami-Dade Schools Police officer on campus officer. Students and staff may also call 911.

In the event that a situation arises, either on or off campus, that, in the judgement of law enforcement and constitutes an ongoing or continuing threat, a campus wide warning will be issued via the intercom system by school administrator and the campus will be placed on lockdown "Code Red".

Moreover, School Board Policy 8410 - Critical Response/Emergency Procedures directs the Superintendent of Schools to establish annually a District Critical Incident Response Team (DCIRT). The DCIRT is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources. The Superintendent has developed and updates as needed a Critical Incident Response Plan (CIRP)/Emergency Operations Plan (EOP) for all schools. The DCIRT, will be responsible for providing updates to the plan and training for school site administrators. Pursuant

to Florida Statutes, the CIRP/EOP should be confidential and exempt from public record.

Anyone with information warranting a warning should report the circumstances to MLEC & TC Administrative Office, by phone (305-557-1100) or in person at the Administrative Office located in the Building 3.

SECTION 3 – PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Persons should report crimes to the appropriate site administrator, security personnel and/or school police for the purpose of issuing a timely warning notice and inclusion in the annual crime statistics for that campus.

The crime statistics for MLEC & TC are maintained and provided by the Miami-Dade Schools Police Department (M-DSPD) which has jurisdiction for all of the district's public schools. M-DSPD works closely with the Miami-Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and Memorandum's of Understandings established with the numerous municipalities in Miami-Dade County Florida. Criminal incidents are reported to MDSPD which documents these incidents via the Police Offense Incident Reports. School administrators also document incidents using the District's Automated Incident Response System (AIRS) which archives and maintains a log of all major incidents for district schools.

Miami Lakes Educational Center and Technical College administration prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at miamilakes.edu. A hard copy of the report is also made available by request and is located in Student Services (Building 1) and Administrative Office (Building 3). This report is prepared in cooperation with statistics from the Miami-Dade Schools Police Department. Campus crime, arrest, and referral statistics are included in this report.

SECTION 4 – TECHNICAL COLLEGE ADMINISTRATIVE RESPONSIBILITIES

The school principal is responsible for the creation of the annual report.

To report a crime, students and employees should notify school administrators, the on-campus police officer or dial 911. School administrators will notify Miami-Dade Schools Police Department at 305-995-COPS or dial 911. Students and employees may report a crime to the following MLEC & TC staff members:

Lourdes Diaz, Principal	305-557-1100 ext. 2354
Juan R. Gonzalez, Vice Principal	305-557-1100 ext. 2231
Cassandra A. Green, Assistant Principal	305-557-1100 ext.2234
Scott E. Parker, Assistant Principal	305-557-1100 ext. 2212
Forrest A. Cutler, Assistant Principal	305-557-1100 ext. 2251

The Superintendent of Schools establishes annually a District Critical Incident Response Team (DCIRT). The DCIRT is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources. The Superintendent has developed and updated as needed a Critical Incident Response Plan (CIRP)/Emergency Operations Plan (EOP) for all schools. The DCIRT, will be responsible for providing updates to the plan and training for school site administrators. Pursuant to Florida statutes, the CIRP/EOP should be confidential and exempt from public record.

Miami Lakes Educational Center and Technical College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to Miami-Dade Schools Police Department and when appropriate to MLECTC administration for review. When a

potentially dangerous threat to the campus community arises, warnings will be issued through the intercom and/or other appropriate means such as DECON radio.

SECTION 5 – SECURITY OF AND ACCESS TO CAMPUS FACILITIES

During business hours, MLEC & TC is open to students, parents, employees, contractors, guests, and invitees. Miami-Dade Schools Police officers and/or school security monitors are present on both campuses all times during business hours. During non-business hours, access to all facilities is by key only to essential personnel.

School Police provides assistance in the following areas:

- A. prevention and detection of crime and the enforcement of the penal laws of this State as the violation occurs on or about the properties owned, leased, or controlled by the District,
- B. protection of students, staff members, and the school public,
- C. protection of school property,
- D. investigations of staff personnel,
- E. liaison with local law enforcement agencies,
- F. preventative and consultant activities in the areas of safety and security,
- G. assistance to other law enforcement agencies as specified in Mutual Aid Agreements provided for in F.S. 23.1225,
- H. enforcement of all traffic laws of this State when such violations occur on or about property or facilities under the control of the Board as provided for in F.S. 316.640.

Administration and other staff regularly report facility issues that may contribute to safety concerns. School administrators evaluate security issues such as landscaping, locks, alarms, lighting, communications, parking areas, etc. The administrator over facilities ensures that all issues are reported to Miami-Dade County Public Schools maintenance departments for prompt repair. Additionally, students and staff are surveyed regarding safety perceptions. These results are reviewed annually and adjustments are made as necessary.

All vendors engaged in maintenance of campus facilities must be cleared by Miami-Dade County Public School Operations. In addition, vendors must display their district issued identification card prior to entering the school.

To that end, School Board Policy 8475 - Criminal Background Screening of contractors ensures that non-instructional contractual personnel who are permitted access on school grounds when students are present, including contractual personnel whose performance of the contract is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent and incidental, and those contractors who have access to or control of school funds shall be subject to a criminal background check.

For purposes of this policy, a "contractor" shall mean any vendor, individual, or entity under contract with a school or with the School Board, but who is not otherwise an employee of the Board. The term also includes any employees of a contractor who performs services for the Board or school under the contract, as well as any subcontractor and employees of the contractor. The District shall inform these individuals that they are subject to criminal background checks.

Further, every five (5) years following the initial entry into a contract with the Board or a school in a capacity described above, each person who is so employed as a vendor, individual, or employee of a contractor with the Board must meet Level 2 screening requirements.

The information contained in the reports received is confidential. The District shall share information received as the result of the criminal background check with other school districts.

Identification Badges

All contractors shall wear the required, state-created identification badge at all times while on school grounds. The badge must bear a photograph of the contractor and will be issued by the district after the district has verified that the contractor:

- A. is a resident and citizen of the United States or a permanent resident alien of the United States as determined by the United States Citizenship Immigration Service;
- B. is eighteen (18) years of age or older, and
- C. meets the statutory background screening requirements pursuant to State law and this policy.

The uniform, statewide identification badge will be recognized by the district and must be visible at all times that a contractor is on school grounds. The identification badge is valid for a period of five (5) years.

Any exemptions to this policy must be approved in writing by the Office of Employment Standards.

Violations

A contractor, who is present on school grounds in violation of this policy, and without a valid and approved exemption, commits a third-degree felony under F.S. 1012.32 punishable as provided in F.S. 775.082 or 775.083.

School Board Policy 8711 - Surveillance Systems, authorizes MLEC TC to implement surveillance systems to monitor safety throughout its campuses.

SECTION 6 – ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL

MLEC & TC adheres to School Board Policy 8480. Said policy authorizes the Superintendent of Schools to establish District security services, including School Police, which shall provide assistance in the following areas:

- A. prevention and detection of crime and the enforcement of the penal laws of this State as the violation occurs on or about the properties owned, leased, or controlled by the District,
- B. protection of students, staff members, and the school public,
- C. protection of school property,
- D. investigations of staff personnel,
- E. liaison with local law enforcement agencies,
- F. preventative and consultant activities in the areas of safety and security,
- G. assistance to other law enforcement agencies as specified in Mutual Aid Agreements provided for in F.S. 23.1225,
- H. enforcement of all traffic laws of this State when such violations occur on or about property or facilities under the control of the Board as provided for in F.S. 316.640.

The specific policies and procedures requiring the organization and responsibilities of security services for the District are found in the standard operating procedures and policies of the Police Department.

Eligibility

The Board shall employ school police officers according to F.S. 943.13. Any individual employed as a school police officer shall also meet any other requirements established by the Superintendent.

Commissioning

The Board may commission school police officers for the protection and safety of school personnel, property, and students within the District pursuant to the standard operating procedures and policies of the Police Department.

In addition to the school police and local municipalities departments, the technical college has uniformed security personnel that have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Safety and security personnel do not possess the arrest power over and above the average citizen. All crimes are promptly and accurately reported to site administrator and school police.

SECTION 7 – PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES

Miami Lakes Educational Center and Technical College conducts a student orientation at the beginning of each trimester. At that time, the Miami-Dade County Public Schools Code of Student Conduct (Post-Secondary) and the MLEC & TC Student Handbook is shared with the students. All students are required to sign an acknowledgement that they have reviewed and understand these documents.

The annual disclosure of campus crime statistics is prepared by the M-DSPD in conjunction with School Operations, Adult Education and Technical Colleges, and is disseminated to all Miami-Dade County Public Schools Technical Colleges. Each technical college reviews all violations of law reported and works with Miami-Dade County Schools Police Department in the reporting, investigation and prevention of violations of the law which may occur on technical college property.

To that end, the “Emergency Operations Plan (EOP): Teachers Responsibilities” was produced to assist instructional staff in responding effectively and expediently to critical incidents or situations that may impact the well-being of MLEC & TC students, faculty, and staff. The document provides teachers with guidance in responding to events that may potentially impact student safety and security.

SECTION 8 – PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

The annual security report is located on the school’s website for students and staff members to review. Moreover, during orientation, students are provided with the Student Code of Conduct and are informed of safety strategies and recommendations. Similar information is presented to new employees. Crime prevention workshops and informational materials are provided to students, faculty, and staff throughout the school year.

SECTION 9 – MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITIES OF WHICH STUDENTS ENGAGED OFF-CAMPUS

Miami Lakes Educational Center and Technical College does not have off campus locations for student organizations; therefore, it is not necessary to create a policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off – campus locations. MLEC & TC does not have off-campus housing facilities.

SECTION 10 – POSSESSION, USE AND SALE OF ALCHOLIC BEVERAGES

MLEC & TC adheres to School Board Policy 8405 - School Safety - that ensures that the following procedures are in place for keeping schools safe and drug free:

- appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- security procedures at school and during student commutes to and from school;
- prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a safe classroom environment.

The consumption of alcoholic beverages by students and staff is strictly prohibited and subject to the alcoholic beverage laws of the State of Florida and M-DCPS policy and regulations. Specifically, it is unlawful for any person to sell, give, serve or permit to serve alcoholic beverages to any person on school grounds. A violation of the proceeding may be cause for disciplinary action and criminal prosecution. The M-DSPD enforces all State underage drinking laws, as well as all Federal and State drug laws.

Miami Lakes Educational Center and Technical College does not sell alcoholic beverages. The institution does not condone, nor will it accept as policy, the possession, use, and/or sale of alcoholic beverages by students or staff on school grounds, during any and all class activities.

Per the M-DCPS Code of Student Conduct (Post-Secondary), possession, use, and sale of illegal drugs are level four behaviors and are serious acts of unacceptable behavior than level one, two, or three. Level Four behaviors are serious acts of misconduct and violent actions that endanger the health and well-being of others and/or damage property, and actions that threaten life.

Students found in violation of this policy will be recommended for dismissal from post-secondary program by school administrator. In addition, School administrator must contact Miami-Dade Schools Police Department and obtain a Schools Police Automated Reporting (SPAR).

SECTION 11 – POLICY REGARDING THE POSSESSION, USE AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS

The possession, use, and sale of illegal drugs on school grounds or activities is prohibited and is governed by the Miami-Dade County Public Schools Code of Student Conduct, Miami-Dade Schools Police Department, and local law enforcement. As per the post-secondary Code of Student Conduct, possession, use, and sale of illegal drugs are level four behaviors and are serious acts of unacceptable behavior more than Level one, two, or three. They are serious acts of misconduct and violent actions that endanger the health and well-being of others and/or damage property, and actions that threaten life and therefore the students are recommended for dismissal from post-secondary program.

School administrator must contact Miami-Dade Schools Police Department and obtain a Schools Police Automated Reporting (SPAR).

SECTION 12 – PREVENTION OF DRUG AND ALCOHOL-ABUSE

MDTC & TC adheres to School Board Policy 5530 - DRUG PREVENTION

Schools shall strive to prevent drug abuse and help drug abusers through educational means. "Drugs" are defined as:

- A. all dangerous controlled substances as designated and prohibited by Florida law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted;
- E. anabolic steroids; and
- F. any substance that is a "look-alike" of any of the above. The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

A drug-free zone is established within 1000 feet of any facility used by the District for educational purposes.

Effective January 1, 2017, Switchboard Miami Programs, 211 Call Center, Helplines, and Family Counseling Services became JCS Helpline Services.

Students may call 211 Helpline Center for Drug and Alcohol Counseling and to receive referrals to local resources and support for individuals who need drug and alcohol counseling. Students may also visit:

http://www.miamidade.gov/assistance/drug_alcohol_counseling_services.asp
<http://jcsfl.org/services/switchboard-211/>

MLEC & TC uses the dissemination of information as well as both group and individual counseling in order to discourage and bring awareness to the harmful consequences of alcohol abuse and drug use. The school guidance counselors and district Office of Employee Assistance staff offer general guidance and referrals to alcohol / drug abuse community agencies to our faculty, staff, and students with alcohol or other drug-related problems in order to seek rehabilitation and treatment.

SECTION 13 – EDUCATIONAL PROGRAMS TO PROMOTE AWARENESS OF RAPE, ACQUAINTANCE RAPE AND OTHER FORCEABLE AND NON-FORCEABLE SEX OFFENSES

Federal and State Law require that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. School administrators will respond appropriately to all violations of the Student Code of Conduct, especially those of a serious, violent nature.

School administrator should be contacted and will contact Miami-Dade Schools Police Department if a sex offense occurs. The student may contact the police directly by calling 911.

Per the M-DCPS post-secondary Code of Student Conduct, Sexual battery, sexual assault, dating violence, domestic violence and stalking are level four behaviors and are serious acts of unacceptable behavior than level one, two, or three. They are serious acts of misconduct and violent actions that endanger the health and well-being of others and/or damage property, and actions that threaten life and therefore the students are recommended for dismissal from post-secondary program.

To preserve evidence for the proof criminal offense, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accuser and the accused shall be informed of the outcome of any institutional proceeding brought alleging a sex offense. This does not constitute a violation of the Family Educational Rights and Privacy Act. For purpose of this requirement, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

In the event of an incident regarding a potential sex related crime on the school campus, the involved individuals should contact the School Administrator who will notify Miami-Dade Schools Police Department or the involved individuals may contact the police department directly by calling 911.

That being said, The School Board of Miami-Dade, FL does comply with all Federal laws to include requirements and regulations of the U.S. Department of Education. The Board maintains an educational and work environment free from all forms of discrimination and harassment, which includes *Title IX of the Educational Amendments of 1972, the Violence Against Women Reauthorization Act (VAWA) Public Law 113-4, and the Jeanne Clery Act (20 U.S.C. 1092(f), as amended*. All schools authorized under the *Title IV Higher Education Act of 1965 (HEA)* must adhere to the above Federal requirements and policies.

Students and employees should refer to *School Board Policy 5517- Anti-Discrimination/Harassment* for additional information about *Title IX* or concerns on who to contact regarding this matter. School policies can be accessed at www.dadeschools.net under the School Board tab. The Board also prohibits dating violence, domestic violence, sexual assault, and stalking in compliance with VAWA, whether the offense took place in school or in a school related function or off campus. Students and employees are encouraged to report to school administration if they are victims or suspect that someone is an alleged victim of such crimes. Schools will be required to pursue disciplinary proceeding in cases of alleged crimes that may include law enforcement officials in compliance with Federal, State, and local laws. All schools that are authorized under Title IX of HEA and participate in the Federal Student Aid Program must report and submit annual crime statistics as mandated by the *Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act)*. The information will be posted on the school's website as part of the Consumer Information Mandate required of Title IV schools. Student and employees should also refer to *School Board Policy 8405- School Safety* for additional information on reporting school crime and violation of the Student Code of Conduct.

SECTION 14 – INFORMATION ABOUT REGISTERED SEX OFFENDERS

MLEC & TC complies with School Board Policy 8470 - Notification of Registered Sexual Predators. As a public institution, the District is responsible for protecting its students. While physical protection does not extend beyond school grounds, any information that will help keep students safer must be disseminated. The purpose of including the school system in the notification protocol for sexual predators is to afford parent(s)/guardian(s) easy access to information that can enhance the safety of their children and the school system's students. All individuals designated as sexual predators pursuant to a written court order must register with the Florida Department of Law Enforcement. Upon notification from School Police of any registered sexual predators living in Miami-Dade County, all District schools will send sealed letters to the parent(s)/guardian(s) informing them of the identity of the sexual predators residing in Miami-Dade County.

Law enforcement agencies must inform members of the community and the public of a sexual predator's presence. Within forty-eight (48) hours after receiving notification of the sexual predator's presence, the sheriff or chief of police of the municipality where the sexual predator temporarily or permanently resides shall notify each licensed day care center and District schools within a one (1) mile radius of the sexual predator's residence, with the name, address, physical description, and a photograph of each registered sexual predator residing in Miami-Dade County, as well as the circumstances of the sexual predator's offense, and whether the sexual predator's victim was a minor at the time of the offense.

In order to comply with the statutory forty-eight (48) hour notification requirement, the School Police will notify the District's School Operations of specific registered sexual predators, via electronic mail, within forty-eight (48) hours after receiving notification of the sexual predator's presence. The electronic mail notification will contain the name, address, physical description, photograph of each registered sexual predator residing in Miami-Dade County, as well as the circumstances of the sexual predator's offense, and whether the sexual predator's victim was a minor at the time of the offense.

District

- A. At the beginning of the school year, all schools must distribute to all parent(s)/guardian(s) the letter from the Superintendent informing them of the District's involvement in the notification process.
- B. At the time of registration, the parent(s) of new students should be given the letter advising them on how to access information regarding sexual predators.
- C. As soon as the District School Operations has been notified of the presence of a specific registered sexual predator by the School Police, School Operations will inform all schools and all specific command staff from School Police of specific registered sexual predators residing in Miami-Dade County via electronic mail. Sexual predator notifications will be electronically transmitted (in PDF) file format. The electronic briefing will contain the photographs, physical descriptions, and known addresses of specific registered sexual predators.
- D. Once sexual predator notification has been transmitted to all schools, the principal at each school site is responsible for handling the sexual predator notification in the following manner:
 1. The principal at each school site is responsible for reading his/her electronic mail every day and ensuring that required action briefings are immediately acted upon.
 2. Upon receipt of the sexual predator notification, the principal will print a copy of the briefing attachment containing specific registered sexual predators.
 3. Subsequent to printing the sexual predator notification, the principal shall copy and distribute, the sexual predator notification along with the letter. The principal is responsible for notifying all parent(s)/guardian(s), faculty, staff, and the school resource officer if one is assigned to their school, via a sealed package. Principals at all Adult/Vocational/Education Centers are responsible for notifying students and faculty. Adult students do not have to receive a sealed package.
 4. All sexual predator notifications transmitted via electronic mail through a School Operations required action briefing are not to be forwarded or distributed by any other method or persons, other than the procedures established in this guideline.
 5. Schools must keep all information sent by School Operations regarding sexual predator notifications in an updated binder secured in the main office. Any parent(s)/guardian(s) seeking information on a registered sexual predator shall be given access to this binder.
 6. If individual schools receive information regarding sexual predators from any source other than School Operations which includes any law enforcement agency, they shall forward such information to the to the Director of School Operations/Special Programs. They must not distribute this information to staff, parent(s)/guardian(s), or students.

Sighting of Sexual Predator at School Site

- A. In the event that a sexual predator is sighted on school ground, the principal or the designee shall immediately contact 911 and District's Police at 305-995-COPS.
- B. Anyone who has reason to believe that a parent/guardian or student is a registered sexual predator or offender at your school site, contact School Operations/Special Programs at 305-995-2710.

Moreover, in accordance with Florida State Statute 775.21 ("The Florida Sexual Predators Act") and Florida Statute 943.0435, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement (FDLE) within 48 hours of establishing permanent or temporary residence. The FDLE makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of predators (only) in a manner deemed appropriate by the sheriff or police chief. It is the responsibility of the county sheriff to notify the institution if an offender or predator is enrolled, employed, or carrying on a vocation at the institution. MDTC & TC is required to inform members of the campus community where to obtain information about such offenders/predators.

M-DCPS, School Operations, sends out a weekly briefing to all school Administrators regarding all registered sex offenders. This comes directly to the school Principal and Assistant Principal and is then disseminated to the staff/faculty and students.

Miami Lakes Educational Center and Technical College is required to inform members of the campus community where to obtain information about convicted sex offenders/predators in Florida. Any member of MLECTC community who wishes to obtain information regarding sexual offender/predators in our area may refer to the FDLE website at www.fdle.state.fl.us, call 1-888-FL-PREDATOR/1-888-357-7332), or utilize the FDLE website searchable database at <http://offender.fdle.state.fl.us>. The FDLE searchable database may be used to find all registered sex offenders in any city, county, or zip code in the state.

In the event that a sexual predator is sighted at our school site, the principal or the designee shall immediately contact 911 and District's Police at 305-995-COPS.

Anyone who has reason to believe that a parent/guardian or student is a registered sexual predator or offender at our school site should contact School Operations/Special Programs at 305-995-2710.

SECTION 15 – EMERGENCY REPONSE AND EVACUATION PROCEDURES

Fire/evacuation drills are conducted monthly. Diagrams of primary and secondary evacuation routes are posted in each occupied space next to the exit door clearly indicating, by contrasting color and number, each route of evacuation.

Any person can activate the nearest fire alarm pull station when discovering valid cause for a building evacuation. Additionally, students and staff may be notified by an administrator via public announcement system if an evacuation of the building/campus is deemed necessary.

The Superintendent of Schools annually establishes a District Critical Incident Response Team (DCIRT). The DCIRT is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources. The Superintendent shall develop and update as needed a Critical Incident Response Plan (CIRP)/Emergency Operations Plan (EOP) for all schools. The DCIRT, will be responsible for providing updates to the plan and training for school site

administrators. Pursuant to Florida statutes, the CIRP/EOP should be confidential and exempt from public record.

Miami Lakes Educational Center and Technical College participates in monthly emergency evacuation and response drills. Each drill is entered into the Emergency Drill Reporting System.

SECTION 16 – MISSING STUDENT NOTIFICATION

Miami Lakes Educational Center and Technical College cares deeply about the safety and well-being of everyone on its campus - every student, faculty member, staff member and/or visitor. The technical college considers the creation and maintenance of a safe and secure environment essential to a place where student learning is encouraged and supported.

In the case of an abduction or missing student, the school administrator calls 911 and the Miami-Dade School Police Department. The school-site Critical Incident Response Team will be mobilized. The team will obtain all relevant information, including those involved and witnesses. MDTC & TC will institute a Lockdown Procedure to secure the campus and turn over control to M-DSPD.

MLEC & TC does not maintain on-campus housing for students and as such is not required to establish or maintain a procedure for missing students.

SECTION 17 – STATISTICAL CRIME INFORMATION – MAIN CAMPUS

CLERY ACT CRIME STATISTICS			
Miami Lakes Educational Center & Technical College Crime Statistics are provided by the Miami-Dade Schools Police Department. Edwin Lopez, Chief of Police			
	2015	2016	2017
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE ON CAMPUS CRIME STATISTICS			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	0
Homicide	0	0	0
Motor Vehicle Theft	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Stalking	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE ON CAMPUS ARREST STATISTICS			
Dating Violence Related Incidents	0	0	0
Domestic Violence Related Incidents	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations Referred	0	0	0
Hate Crimes	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred	0	0	0
Weapons Possession Arrests	0	0	0
Weapons Possession Referred	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE ON CAMPUS HATE CRIME STATISTICS			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Intimidation	0	0	0
Larceny-Theft	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Simple Assault	0	0	0

SECTION 17 – STATISTICAL CRIME INFORMATION – INSTRUCTION SERVICE CENTER

CLERY ACT CRIME STATISTICS			
Miami Lakes Educational Center & Technical College - Parkway Campus Crime Statistics are provided by the Miami-Dade Schools Police Department. Edwin Lopez, Chief of Police			
	2015	2016	2017
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – PARKWAY CAMPUS ON CAMPUS CRIME STATISTICS			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Homicide	0	0	0
Motor Vehicle Theft	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Stalking	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – PARKWAY CAMPUS ON CAMPUS ARREST STATISTICS			
Dating Violence Related Incidents	0	0	0
Domestic Violence Related Incidents	0	0	0
Drug Law Arrests	0	1	0
Drug Law Violations Referred	0	0	0
Hate Crimes	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred	0	0	0
Weapons Possession Arrests	0	0	0
Weapons Possession Referred	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – PARKWAY CAMPUS ON CAMPUS HATE CRIME STATISTICS			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Intimidation	0	0	0
Larceny-Theft	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Simple Assault	0	0	0

SECTION 17 – STATISTICAL CRIME INFORMATION – INSTRUCTION SERVICE CENTER

CLERY ACT CRIME STATISTICS			
Miami Lakes Educational Center & Technical College – RMEC & TC Instructional Service Center Crime Statistics are provided by the Miami-Dade Schools Police Department. Edwin Lopez, Chief of Police			
	2015	2016	2017
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – RMEC & TC CAMPUS ON CAMPUS CRIME STATISTICS			
Aggravated Assault	0	1	0
Arson	0	0	0
Burglary	0	0	0
Homicide	0	0	0
Motor Vehicle Theft	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Stalking	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – RMEC & TC CAMPUS ON CAMPUS ARREST STATISTICS			
Dating Violence Related Incidents	0	0	0
Domestic Violence Related Incidents	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations Referred	0	0	0
Hate Crimes	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred	0	0	0
Weapons Possession Arrests	0	0	0
Weapons Possession Referred	0	0	0
MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE – RMEC & TC CAMPUS ON CAMPUS HATE CRIME STATISTICS			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Intimidation	0	0	0
Larceny-Theft	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Simple Assault	0	0	0

ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/ harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/ harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits sexual harassment and other sexual misconduct such as unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures, or pictures. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited discrimination or harassment against students by employees, other students and their parents or guardians, or third parties. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property or at another location, if it occurs during an activity sponsored by the Board.

For additional information about Title IX or any other discrimination/harassment concerns contact:

Title: Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
Address: 155 N.E. 15th Street, Suite P104E
Miami, FL 33132
Phone: (305) 995-1580
Fax: (305) 995-2047
E-mail: crc@dadeschools.net
Website: <http://crc.dadeschools.net/>

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Title: Division of Special Education
504 Coordinator
Address: 1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132
Phone: (305) 995-1796
Fax: (305) 523-0591
E-mail: ese@dadeschools.net
Website: <http://ese.dadeschools.net/>

The Board will take immediate steps to discipline individuals for:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination/ harassment, or who has participated as a witness in a discrimination/ harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of discrimination/harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination/harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

The District Compliance Officer will supervise compliance with Federal and State regulations and address complaints in accordance with law and Policy 5517.02. The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Reports and Complaints

Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent.

Students who believe they have been harassed or discriminated against are entitled to use the complaint process in Policy 5517.02. Students and parents are encouraged to present complaints of discrimination or harassment by other students or employees to the Principal. Complaints against employees will be referred by the Principal to the CRC Office as soon as possible after the alleged conduct occurs while the facts are known and potential witnesses are available. During the investigation, the complainant and the subject of the complaint shall be provided an opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the Code of Student Conduct to allegations of discrimination/ harassment by students.

The investigative process through CRC involves the investigation of complaints of harassment and discrimination based on the protected categories. The CRC office investigates each case within a reasonable time.

Documentation of investigations of complaint, and of any corrective action taken by the school site and throughout the District, will be maintained by the department that conducted the investigation. Records of ongoing investigations are kept confidential until a final determination is made on each case. During the investigative process, appropriate preventive measures will be taken to protect the victims and the school community. Subsequent to the completion of a case, the complainant and the subject of the complaint will be provided with written notification of the outcome of the investigation. The District will take remedial action, as necessary, to address and resolve any substantiated complaint of discrimination or harassment and to prevent its recurrence.

Initiating a complaint will not adversely affect the complainant's participation in educational or extra-curricular programs, unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not be proceeding solely on the basis of an anonymous complaint without first attempting to ascertain the identity of the complainant. If after such efforts, the complainant remains anonymous, the investigation will proceed to the extent possible.

Privacy/Confidentiality

Miami Lakes Educational Center and Technical College respects the privacy of students, the individual(s) against whom the complaint is filed, and the witnesses consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. All records generated under this policy and Policy 5517.02 shall be maintained as confidential to the extent permitted by law.

The complaint process in Policy 5517.02 is not intended to interfere with student rights to pursue complaints with the United States Department of Education, Office for Civil Rights, or the Florida Department of Education. The CRC Office processes such complaints according to the procedures and standards set forth by Federal and State agencies.

Education and Training

The Board promotes preventative educational measures to create greater awareness of unlawful harassment and discrimination. The Superintendent shall provide appropriate training to members of the School District community related to the implementation of this policy and Policy 5517.02.

Sexual Conduct

Any teacher, administrator, coach, or other school authority, including all faculty and staff, who engages in sexual conduct with a student may also be guilty of a crime.

F.S. 110.1221, 1000.05, 1006.07

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May 2008

Revised 11/19/13 © Neola 2011

ANTI-DISCRIMINATION POLICY

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/ activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

*Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132*

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>