MIAMI LAKES
EDUCATIONAL CENTER
& TECHNICAL COLLEGE

FACULTY & STAFF HANDBOOK

LEAD. INSPIRE. COLLABORATE. EXCEL.

ACADEMIC YEAR | 2026 - 2027

STUDENT SUCCESS

CAREER FOCUSED

COMMUNITY PARTNERSHIPS

CONTINUOUS IMPROVEMENT

Leadership Team:

Mr. Yaset Fernandez, **Principal/ Director**	Claudio Duckardt, **Test Chair**	Karen Crider, Department Chair, **Health Science Programs**
Dr. Nelmay Silva, **Associate Director**	Carmen Fernandez, **Business Office**	Maria Garcia-Barcelo, **HOSA Sponsor**
Angela Almaguer, **Assistant Director**	Susie Hayward, **Human Resources**	Michael Gibbons, Department Chair, **CVD- Class A and Heavy Equipment**
Erica Evans-DeSimone, **Assistant Director**	Jeannette Smith, **Secretary of Technical Education**	Pedro Perez, **Skills U.S.A. Sponsor**
Richard Zilka, Department Chair, **Evening Programs**	Charles Green, **Media Center Services**	Jorge Sanchez, Department Chair, **Transportation Programs**

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VISION & MISSION

The vision of Miami Lakes Educational Center and Technical College is to facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The mission of Miami Lakes Educational Center and Technical College 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.

OVERVIEW

Miami Lakes Educational Center and Technical College is a 38-acre campus located in beautiful Miami Lakes, Florida. It is part of the Miami-Dade County Public Schools system. It is one of only two dual- delivery schools in the district, providing adult technical training in conjunction with a full-service high school.

CORE VALUES

- Excellence - We pursue the highest standards in academic achievement and organizational performance. Equity - We foster an environment that serves all students and aspires to eliminate the achievement gap.
- Student Focus - We foster an environment that serves all students and aspires to eliminate the achievement gap.
- Innovation - We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.
- Accountability - We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.

ABILITY TO BENEFIT

Students 16 years of age or older with an interest in one of the 16 programs offered by the technical college can register based on their ability to benefit from these programs. The technical college's overall admissions policy provides all students an opportunity to complete a technical program. Students are counseled on academic expectations and basic skills requirements.

*Students 16 years of age or older must have a GED or high school diploma if they wish to apply for financial aid.

ABSENCES FROM/TARDIES TO WORK

It is the contractual responsibility of all full-time employees to "sign in" via the employee portal located on the MDCPS website. Part-time employees will "sign-in" on the payroll sheet located outside the principal's office.

If you find it necessary to be absent from school, please follow these procedures:

1. If you know of an upcoming absence, please advise the substitute locator, Ms. Susie Hayward, as early as possible. If you are feeling ill during a school day and expect to be absent the following day, please advise her before leaving that afternoon.

2. If, during the evening, you become aware of the need to be absent the following day, please call the substitute phone line at **(305) 818-2859** and leave a detailed message including your employee number. This line will be checked only until 7:00 AM.

3. If, in the morning, you become aware of the need to be absent or tardy, please call the substitute phone line no later than 6:20 AM. However, if after 7:00 AM you have an emergency and are going to be late or absent, please call the school and speak with Ms. Susie Hayward and reach out to your direct administrator (text/ email preferred). Evening teachers, please reach out to Mr. Atlas and Dr. Silva as soon as possible, but no later than 3:00pm.

4. On the day of your absence please call the school by no later than 1:00 PM to notify Ms. Hayward whether you will require a substitute the following day. When appropriate notice is not made, and the emergency temporary instructor is re-employed, you will have the option to utilize personal leave or leave without pay.

5. **DO NOT** USE KELLY EDUCATION SERVICES

6. **DO NOT** ask other teachers or your department chairperson to report your absence.

7. If tardy, notify Ms. Hayward and your immediate supervisor.

8. **DO NOT** make personal arrangements for a specific temporary instructor (substitute teacher) without administrative approval. However, you may make suggestions regarding which substitute you prefer.

9. All PD/Temporary Duty absences must have the principal's approval prior to registration. If the PD/Temporary Duty does not provide substitute coverage, none will be provided by the school unless previously authorized. The Temporary Duty Request form (FM-7433) will be used to request coverage for classes when working other than the regularly assigned instructional schedule. The Temporary Duty Request form is available from Ms. Hayward or on the MDCPS website. You are responsible for completing form, attaching documentation and submitting the form to Ms. Hayward at **least 5 school days** in advance of the requested day. She will submit it to the designated administrator for approval.

ACCIDENTS, EMERGENCIES, AND GENERAL SAFETY RULES AND REGULATIONS

Each person on campus is responsible for adhering to specific safety precautions according to their individual roles. Students should report all accidents and injuries to the classroom teacher or other members of the faculty or staff. Teachers will seek appropriate care and notify an administrator. Students are required to sign a safety agreement.

The following is a list of general rules:

1. Each teacher must maintain safety procedures for individual classroom and shop areas. These rules will be explained by the instructor who will test each student at the beginning of each block of instruction.
2. Students are required to pass a written safety test before they are permitted to work on hands-on projects.
3. Students are not permitted to turn on switches or operate any equipment without the instructor's approval.
4. Hazardous and/or flammable materials must be properly handled and stored.
5. Everyone, staff and student alike, should help keep the technical college safe and clean by placing all trash in proper containers.
6. The college always maintains a NO SMOKING policy for anyone in the building.
7. The college maintains a NO WEAPONS policy anywhere on premises (includes cars).

ACCIDENT REPORTING

Immediately contact an administrator any time a student or faculty and staff member is injured. An accident report must be completed and recorded.

ADULT STUDENTS WITH DISABILITY

Section 504 of the Rehabilitation Act of 1973 states that "No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance".
Students must self-disclose.

A disabled individual under Section 504, means **a student with a disability is defined as a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.** If it is determined that an individual is a qualified person with a disability, then **the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.**

ARRIVAL/DISMISSAL

Faculty, staff and student vehicles will enter using the main gate located in the northwest corner of the college. All vehicles must always have their parking permit visible. Otherwise, they will be stopped at the gate and asked for proper identification. Faculty, staff and students will exit using the gate located in the northeast portion of the college (the loop) until 6:00PM. After 6:00PM, the northwest gate will serve as the entrance and exit.

A.V./MEDIA OR COMPUTER NEEDS

Requests for A.V. equipment should be submitted to, Mr. Charles Green, Media Specialist. All requests for computer maintenance should be submitted to, Mr. Pedro Robles via a HEAT Self-Service ticket with "P. Robles" listed as the ITS contact.

BASIC SKILLS REQUIREMENT

All students who are enrolled in a career and technical program of 450 hours or more, except where indicated, shall complete a basic skills test within the first three (3) weeks from the time of entry (enrollment) into the program. The examination designated by Miami-Dade County Public Schools is the CASAS Goals 2.

The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-

Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an **official** copy of the degree, transcript, and/or documentation of test scores as evidence of the above.

2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested within the 1st weeks after they enroll. If upon program completion, the student passes the licensure exam, then the basic skills exit requirement is waived.

3. Minimum basic skills grade levels in reading, mathematics and language are defined for each technical or technical program. These basic skills are exit requirements from those programs. They are not used for entry or placement (see program description for required basic skills levels)
   - Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.
   - Upon completion of the instruction, which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

Adult students who have a self-disclosed disability may require testing modifications. However, consideration of modification requires the student to provide written documentation verifying the disability. Testing modifications may include:

- Flexible scheduling
- Flexible setting
- Flexible responding
- Flexible presentation

4. Students possessing a standard high school diploma from a Florida public school or approved private school with graduation year of 2007 or later.

ADULT BASIC EDUCATION (ABE)

Students entering the ESOL program are required to take the Comprehensive Adult Student Assessment Systems (CASAS) Steps language placement test.

Students entering the ABE or GED programs are required to take the CASAS Goals 2 for placement.

BULLYING

Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. Employees are required to report bullying incidents.

Please take any reported or observed bullying seriously. Escort the alleged targeted student to the program administrator as soon as a student report being bullied.
More information on bullying can be found at http://studentservices.dadeschools.net/bullying/.

CAMPUS SECURITY

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: http://www.miamilakes.edu/, and a hard copy of the report is maintained in Student Services (Building 1) and Administrative Office (Building 3).

CERTIFICATION

It is the professional responsibility of each educator to annually provide the principal with a copy of a current valid Florida Educator's Certificate or District-issued Technical Certificate and copies of other documentation such as Statement of Eligibility and/or college transcripts, if applicable. Additionally, please submit proof of your continuing education courses if it is required for program certification. Provide all required forms and certificates to Dr. Nelmay Silva, Associate Director.

CERTIFICATE OF COMPLETION/CLEARANCE FORM

Certificates will be issued to students who successfully complete all program and test requirements. The instructor, testing department, Media Center, financial aid, job placement specialist, business office, registrar and program administrator are required to sign the form indicating that the student has met the requirements.

CLASS COVERAGE

Any time a teacher needs to leave their classroom they must have coverage. Students **MUST** not be left unsupervised. If it is an emergency, please call the main office and request brief coverage by a security monitor. Note: this should not be a daily occurrence.

CLASSROOM DECORATIONS

Teachers are encouraged to decorate classrooms to ensure a print-rich industry-relevant environment. However, please do not tape posters directly to the walls or other surfaces. All posted items must be posted on bulletin boards. The glass near the door must also be clear of posters. **DO NOT COVER THE GLASS ON OR NEAR THE DOOR.**

CLASSROOM SUPPLIES

During the school year, if you need classroom supplies, please email your program administrator with your request.

COUNCIL ON OCCUPATIONAL EDUCATION (COE)

The Council on Occupation Education is the college's accrediting agency. Maintaining accreditation requires several components that necessitates instructor involvement. They are as follows:

- Advisory Committee Meetings
  Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught. It is each instructor's responsibility to ensure that their program has meet the following advisory committee requirements:

  - Consists of a minimum of three members external to the institution who have expertise in the occupational program,

- Represents each geographical service area covered by the program at each meeting (main campus and each branch campus),
- Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present),
- Meets at least once annually,
- Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.
- Complete a yearly Shop Evaluation of your program.
- Yearly Approval of Curriculum for your program.

Completion

- **Posting Final Grades**
  Final Grades are posted in the Post Final Grades screen in FOCUS. The screen displays, for the selected section, per the course pull-down menu at the top of the screen. To enter final grade for a student,the registrar will Use Gradebook Grades, or percent and letter grade can be typed. The letter grade will automatically be calculated if percentages are used. Instructors must have a completed gradebook (no missing grades or blank assignments) for final grade to be posted.

- **Posting OCPs**
  Registrars will use the post final grades screen to award the OCP for post-secondary classes. If the posted grade is a passing grade, the post-secondary course status will be set to satisfactory and the WDIS Hours and OCP will be awarded.

- **Clearance Packets**
  Upon receipt of a clearance packet, the registrar will review completed OCPs, CASAS Goals 2, and/or exemptions (if applicable). The registrar will determine if the student is an OCP Completer ora Full Program Completer and post the appropriate code and completion date in FOCUS.
  **Make certain that you are using the updated clearance packet.*

Licensure/Certification

- Instructors should encourage their students to take the certifications/licensure examination associated with their program.
- Instructors will submit proof of the license/certification to their respective administrator.
- Administrator will enter information on the Licensure/Certification chart.
- Administrator will make a copy of the license/certification for themselves and submit the other copy to:
  - Ms. Barrabi, Registrar
    - The Registrar will enter the license/certification in FOCUS.
    - The Registrar will periodically pull a report indicating all the license/certifications that have been uploaded and submit to instructors for review to verify that no student was overlooked.

Placement

- The Local Placement Data form (5498) will be collected every trimester to update student information.
- Instructors are to complete this form at any point within the trimester as soon as they are made aware of a student's placement.
- This form is to be submitted to Ms. Jeannette Smith, Secretary of Technical Education.
    - Ms. Smith will upload each Local Placement Form to FOCUS.
    - Ms. Smith will pull a report indicating all the Local Placement forms that we have indicating a placed student. She will submit the report to the instructors to make certain that no student was overlooked.

CURRICULUM FRAMEWORKS/STUDENT PERFORMANCE STANDARDS

Each technical college program has a state-approved curriculum framework that is updated on a yearly basis with student performance standards designed to prepare students for employment or to provide supplemental training for persons previously or currently employed in the occupational area. It is the instructor's responsibility to update his/her lesson plans to reflect all changes to their respective curriculum framework. The Florida Department of Education CTE Curriculum Frameworks link is https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/

CUSTODIANS & ZONE MECHANIC

Our custodial staff has numerous daily duties: general cleaning of the school, lawn care/maintenance, handling of deliveries, cafeteria duties, etc. If you require specific supplies or services, please submit an email to Mr. Nelmay Silva, Associate Director.

Additionally, items that involve repair may require the attention of the zone mechanic. In that event, again, please submit an email to Mr. Daniel Atlas.

COMPUTER/TECHNOLOGY ASSISTANCE

In the event technical support is required, an ISM Ticket must be generated through the employee portal requesting the applicable service. No service can be rendered without the i-HEAT request which routes service to the Technical Support (IT) Department. Be sure to list "Pedro Robles" in the box for ITS contact.

DRESS CODE

Faculty are expected to come to work at the technical college dressed in professional attire with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students are required to wear their respective program's mandatory uniform along with the college's logo. It is strongly recommended that instructors model the dress code to work in the proper clothing associated with the trade/occupation.

Miami Lakes Educational Center and Technical College ID badge must be worn visibly at all times by all faculty, staff, and students.

MANDATORY UNIFORM POLICY

All Post-Secondary Career Technical Education students will be required to comply with the following mandatory uniform policy.

The school uniform policy exists for the following reasons:

- **Safety** – To ensure that students are wearing the proper attire in the classroom to perform their assignments without the risk of injury.
- **Security** – To assist in the school's security plan by being-able to identify students who have authorization to be on school property; as well as identify the CTE program the student is registered in.
- **Career Readiness** – To ensure students meet the demands and expectations of the workforce industry. Students are required to wear the following uniform associated with their respective program along with the school logo patch embroiled or ironed-on.

DUPLICATING PROCEDURES

Instructors must complete the "Request for Copies" form located in the Teacher's Lounge at least 24 hours in advance. Please make certain that duplication requests do not violate copyright laws.

EMAIL

All staff should check their District email account at a minimum of once a day. Many communications will be issued only in email format. If you need to send an email to the entire staff, please send it to Mr. Yaset Fernandez, Principal, first with a request for him to forward it to the entire school.

EMPLOYEE INJURIES AND ACCIDENTS

All employee injuries or accidents that occur at the worksite must be reported immediately to an administrator. If applicable, appropriate medical attention/first aid will be provided and the necessary paperwork prepared to record the injury or accident. The principal's secretary will facilitate the preparation of applicable Workers' Compensation documentation for processing. Affected school employees are obligated to be treated in an authorized Workers' Compensation Centers listed in the Miami-Dade County Public School's Worker's Compensation Procedures Manual.

EQUIPMENT REPAIR

Report non-operating equipment to your supervising administrator via e-mail as soon as you become aware of it. He/she will advise you of the steps which must be taken to execute the repair. This may include obtaining estimates/quotes. Employees should not plan for equipment repair unless approval is granted by the administrator. Students may not use equipment that is not in safe working condition. Any equipment awaiting repair should be clearly marked as **out of order.**

EVACUATION & LOCKDOWN DRILLS

Emergency evacuation drills will be held at least ten (10) times per school year. Drills shall be held at unexpected times and under varying conditions to avoid distinction between drills and actual emergencies.

Diagrams of primary and secondary evacuation routes must be posted in each student-occupied space next to the exit door, clearly indicating by contrasting color and number each route of evacuation.

Teachers shall:

1. Ensure staff and students located in open areas should immediately report to the nearest secured area.
2. Stand outside their door and direct students, or staff, and visitors to the nearest secured area (Until hallways are clear).
3. Disregard the bell system.

4. Secure school perimeter, if necessary.
5. Close and lock all classroom windows and doors.
6. Turn off all audio-visual equipment.
7. Cellular phone use will be limited to the reporting of emergencies.
8. Teachers should continue with regular classroom activity.
9. Follow directions of emergency personnel and school administrators throughout the emergency process
10. Remain in LOCKDOWN, SECURE, HOLD mode until the "ALL CLEAR" announcement is made.

Once "All Clear" announcement has been delivered, regular school activity may resume.

During any actual emergency, the primary responsibilities of all school personnel are to provide for the personal safety of students, to isolate the problem area, and to assist in keeping the school organized and under control.

During an evacuation drill, each class or group shall proceed to a predetermined point outside the building. No re-entry to the building shall be permitted until properly authorized by the person in charge of the evacuation. At least two times per year we will conduct lockdown drills.

FACULTY MEETINGS

Technical College faculty meetings will be scheduled two times per month. Do not schedule appointments during those times, as this is a contractual obligation. ***All teachers are required to attend faculty meetings.***

FIELD TRIPS

A number of forms must be completed, and timelines followed in order to secure permission for a field trip; these differ if the field trip is in-county or out-of-county. ***Please note that all forms MUST BE PRINTED; no handwritten forms will be accepted.*** Should you have any questions regarding field trip procedures, please contact the Student Services department.

1) The field trip packet must include:
   a) Miami Lakes Educational Center and Technical College Activity Form
   b) North Region Office Field Trip Checklist
   c) M-DCPS Field Trip Packet Form (FM-2431)

2) Completed packets are to be turned into the Associate Director, Dr. Nelmay Silva, three weeks in advance of the trip for in-county and five weeks in advance of the trip for out-of-county trips.
   a) Failure to turn in field trip packet in the appropriate time frame may lead to the trip being cancelled.
   b) Out-of-county field trips need Office of Post-Secondary Career and Technical Education (OPCTE) approval; therefore, please follow the guidelines regarding time of submission in order to obtain needed approval.
   c) Please keep a copy of all documents.

3) Please follow up with the progress of the approval.
   a) Allow 3-5 days after packet submission before asking your direct administrator if field trip approval has been granted.
   b) Allow 2 weeks for out-of-county field trips for approval of the field trip and please ask your direct administrator if approval has been given.

4) Upon approval, please ensure that the appropriate information is available and accessible to your direct administrator at least 48 hours before the trip.

   These are:
   a) A Finalized field trip roster of students (FM-2431).
   b) Completed Parent Permission Form.
   c) Completed emergency contact numbers and medical information.
   d) A list of the chaperones who will be participating.

5) On the day of the field trip:
   a) Please turn in an updated field trip roster with the names of the students physically attending the trip to your direct administrator.
   b) Please make sure your direct administrator checks all pertinent information,
   c) In the case of an emergency dealing with a student or staff member, please call the school to inform the administration of the situation immediately.

FINANCIAL AID

Students enrolling in certificate programs of more than 600 hours may qualify for financial aid to assist them in meeting their expenses. For additional information and applications, students should make an appointment with the Financial Aid Officer, Ms. Rhoshonda Shotwell, via the "online" booking system.

FOCUS

FOCUS allows teachers to record and track student attendance and grades electronically. All teachers must use the FOCUS software to take daily attendance, create, and modify assignments within their gradebook. Teachers must keep accurate, updated attendance and grades in FOCUS. Students may also view their grades and attendance via the student portal.

Student grades must be entered into FOCUS. The teacher's gradebook is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Emphasis must be placed on accuracy and consistency in recording. Designated administrators will monitor gradebooks periodically. Students may also view their grades and attendance via the student portal.

FOOD FACILITIES

The Professional Culinary Arts and Hospitality program class welcomes all students and school personnel to dine in the cafeteria located in Building "3". **The cafeteria is open for lunch Wednesday - Friday from 11:00 a.m. - 12:50 p.m.** The program is entirely self-supporting and is not part of the Miami-Dade County Schools Lunch Program. **No food or drinks are allowed in instructional areas.**

FUNDRAISERS

Any person interested in sponsoring a fundraiser during the 2026-2027 school year must attend a training session and sign for receipt of "Procedures for Conducting a Fundraiser" to receive approval for any fundraiser. Fundraisers can only be conducted by a club, such as HOSA, Skills USA, etc.

GRADING CRITERIA/ SCALES

All students should be given a minimum of a weekly letter grade. Student evaluation is an important aspect of the total instructional program. Evaluation devices are to be used for assessment purposes. They are used to show each student, as well as instructors, what the student has mastered, where the student needs help, and how to motivate the student for continued learning. Instructors' oral and written tests, group discussions, written work, student folders, checklists, and observations are representative of the means to

be used to determine student progress. Ensure grades are aligned to standards listed in curriculum framework.

Students at Miami Lakes Educational Center and Technical College are awarded a letter grade based upon their progress on their respective program's objectives and competencies. The determination of the specific grade a student achieves is based on the teacher's best judgment after careful consideration of all aspects of the student's performance during the grading period. The following grading scale will be used to award grades for adult students:

ACADEMIC GRADE

A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of, and an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during the grading period.

A grade of "B" (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The "B" student will be progressing at a rate enabling achievement of virtually all the instructional objectives and competencies established for the subject being graded.

A grade of "C" (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

A grade of "D" (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

A grade of "F" (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

All post-secondary students must be notified when it is apparent that the student is performing unsatisfactorily in any program. A student conference should serve as the primary means ofcommunicating student progress and achievement of the standards. If improvement is not seen, a counseling referral should be submitted to student services.

GUEST SPEAKER(S):

All guest speakers must be cleared in advance by completing a Miami Lakes Educational and Technical College Activity form and submitting to your direct administrator. Do not make any other arrangements until you have received the approval. Individuals who enter school grounds for a "one-time only" event or presentation do not need to register as a school volunteer. However, they must show a valid, government

issued picture ID. All guests will be escorted to and from the classroom.

HOURS OF WORK

All full-time employees must sign in **daily** upon arrival when they report to work. **Under NO circumstances is any employee allowed to make changes on the payroll sheet.** The teaching day for all full-time instructors is **seven hours and twenty minutes (7hrs. & 20mins).** Thirty minutes duty free are allowed for lunch/dinner; the remaining portion of the workday is spent in planning and preparation. In most cases, teachers shall not be required to remain longer than one hour beyond the regular workday for faculty meetings. Part-time instructor's schedule is associated with the course that they are teaching. All faculty and staff will receive their work schedule via memorandum.

IDENTIFICATION

All faculty, staff and students must visibly wear their school identification at all times while on campus.

INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEMS (IPEGS)

The Instructional Performance Evaluation and Growth System (IPEGS) is the assessment and appraisal system for all instructional professionals in Miami-Dade County Public Schools (MDCPS).

The primary purposes of IPEGS are to:

- improve the quality of instruction by ensuring accountability for classroom/program performance;
- contribute to successful achievement of the goals and objectives defined in the vision, mission, and goals of M-DCPS;
- provide a basis for instructional improvement through a productive instructional personnel appraisal and professional growth; and
- provide a collaborative process that promotes self-growth, instructional effectiveness, and improvement of overall job performance.

LAB AND SHOP MAINTENANCE

It is suggested that the instructor develop an acceptable tool control plan in checking out and checking in tools for student use. All tools and materials should be accounted for daily. Students in specific shop areas are responsible for housekeeping duties. The work area shall be maintained in a safe and clean condition.

The instructor is directly responsible for safety in the shop and classroom. The instructor is responsible for creating a safety plan, documenting in each student's file that they understand the safety protocols for each project or equipment they will be using, instructing students in safe work habits, and maintaining a safe work environment. Defective or otherwise unsafe equipment must be reported to the program administrator immediately. Equipment bearing a PC number must be identified, tagged, and surveyed according to Miami-Dade County Public Schools policies. Instructors may not dispose of tools or equipment unless directed to do so by the program administrator.

LAMINATING

Instructional materials that need to be laminated should be submitted to the Media Specialist, Mr. Charles Green. Please allow 72 hours turn-around time.

LESSON PLANS

All lesson plans shall reflect objectives, activities and a way of evaluating a student's progress. The objectives must be tied to the program's curriculum frameworks. Lesson Plans **MUST** be available upon request from an administrator.

EMERGENCY LESSON PLANS

Five (5) days of emergency plans MUST BE COMPLETED and provided to your program administrator. Plans should be updated and replenished on a timely basis for use by the temporary instructor. Please note that students are not permitted to perform any hands-on activities with the temporary instructor, therefore, all emergency plans should consist of non-hands-on activities.

If you are aware of an absence in advance, please make every effort to provide timely substitute lesson plans that correspond to current area of focus.

LUNCH AND CAFETERIA PROCEDURES

All post-secondary students may purchase food from the C-Cafeteria and can eat their food in the C cafeteria, courtyard or student lounge located in building one. **Eating in the classrooms or other parts of the school building is strictly prohibited.**

MAINTENANCE SERVICES

Miami Lakes Educational Center and Technical College does not have a zone mechanic on duty to perform minor repairs of the building and classroom areas. The Head Custodian will refer major repairs to the School Board Department of Maintenance.

Custodians are on duty from 6:00 a.m. to 10:30 p.m. (Monday through Thursday and Friday 6:00 a.m. to 8:00 p.m.) at Miami Lakes Educational Center and Technical College. Light custodial duties are performed while classes are in session. Heavy cleaning and major custodial duties are performed when classrooms are vacated. Should you need the assistance of a custodian, contact your building administrator via email.
All electrical, mechanical, or building related concerns fall under the jurisdiction of the zone mechanics Whenever necessary repairs are needed in a teacher's classroom, a similar MDCPS maintenance work order will be placed. Corrective action will be prioritized based on the nature of the problem.

MEDIA CENTER

The Media Center contains a collection of technical and industrial books that instructors may borrow. Automotive manuals, reference books, and career materials are also available. Trade journals for the various technical areas, ordered through the Media Center, are distributed directly to each department. Items may be checked out in accordance with Media Center policies.

The Media Center has collection of videos and other audiovisual materials that instructors may use to supplement their instructional program. These AV materials, and the equipment needed to view them, may be borrowed from the Media Center for classroom use. Additional equipment available include: televisions, projection screens, LCD projectors, laptop computers, CD players, and DVD players. All materials should be returned the same day unless other arrangements have been made.

Instructors may also assign individuals or small groups of students to view AV materials in the Media Center. It is necessary to reserve a room if a group needs to be accommodated. Post-secondary instructors sending individual students for specific assignments should indicate this information on a hall pass.

MEDICAL/DENTAL LEAVE

Employees who need to leave early or arrive late on a given day for a medical or dental appointment must fill out the form in its entirety and submit to your program administrator **72 hours prior (three days) to the requested date.** Documentation may be requested. A maximum of two requests per trimesterwill be granted, at the principal's discretion. Submittal of this form does not guarantee approval. Medical/dental

leave will not be granted on faculty meeting dates.

PARKING LOT UTILIZATION AND GUIDELINES

Vehicle security and personal safety are optimal in these designated parking areas. All employee vehicles must obtain and display the issued parking decal.

PHONE EQUIPMENT PROBLEMS

For support with your classroom or office telephones an ISM must be generated.

PRODUCTION SHOP

Many technical programs incorporate hands-on activities in a shop/laboratory setting to enable students to acquire skills related to program area. Activities should be similar to those found in business and industry wherein patrons provide projects and pay material and shop fees. Such technical shops are referred to as "Production Shops."

Acceptance of production work in a technical shop must be justified as an educational benefit to the student. Instructors should use good judgment in the acceptance of production work to ensure that work accepted has instructional value and can be completed in a relatively short period of time. Production work of a major nature should be discouraged.

Clientele:

- Students currently enrolled in a technical program
- School Board employees
- Selected public customers in the area of cosmetology (only)
- The instructor must verify ownership of all production work to be done on all motor vehicles or other production equipment including boats or engines. Proof of ownership(vehicle registration, title or bill of sale) must be presented to program administrator or person issuing work order before permission is granted for work to be done.
- Work order must include customer M-DCPS employee number where applicable.

PROPERTY CONTROL (Inventory/Audit)

Equipment valued at $1000 or more are assigned a Property Control (PC) number for identification and inventory purposes. The school is responsible for equipment listed on this inventory monthly. Please do not alter or remove property control numbers on equipment, furniture, etc. that has been assigned a property control number.

Equipment with PC numbers should not be moved from the area for which it was purchased or to another location within the school before completing the proper “Transfer of Equipment” forms. See Building Administrator for procedures.

Annually, auditors from the District Property Control office conduct an onsite inspection of the school to verify the status of equipment with PC numbers.

Surplus, obsolete or irreparable equipment with PC numbers must be disposed of using the proper forms and procedures (See building administrator responsible for equipment in your building).

The principal is responsible for the total school equipment inventory. Each program administrator and all department heads will assist their program administrator by conducting three equipment audits (opening of

schools, after winter recess and after spring break), and maintaining and up-to-date, accurate equipment inventory for their department.

Instructors will receive a list of items that have been assigned to them. They are responsible for the specific PC'd equipment and will have to inspect issued items to verify the condition and location of this equipment. Reports will be submitted to a designated administrator for verification.

PURCHASE ORDER

A purchase order is required for all purchases. A purchase may not be made without an approved purchase order. School Board Policy 6610 specifies that purchases of $2,500.00 or more, but less than $50,000.00 require at least three (3) written quotes to be solicited from vendors, of which at least one must be a certified Minority/Women Business Enterprise (M/WBE). Form # 1012 is to be used when submitting an internal purchase order. Orders in violation of these procedures will result in the instructor being held responsible.

PROFESSIONAL CONDUCT – CODE OF ETHICS

All persons employed by The School Board of Miami-Dade County, Florida, are representatives of Miami-Dade County Public Schools. As such, they are expected to conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system. Unseemly conduct or the use of abusive and/or profane language in the workplace is expressly prohibited.

Instructional Personnel

Members of the instructional staff, subject to the rules of the State and District Rules, shall teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction as provided by law and by the rules of the State Department of Education.

Members of the instructional staff shall keep abreast of development in their subject area through attendance at professional meetings, acquaintance with professional publications, and participation in in-services activities.

Non-Instructional Personnel

Members of the non-instructional staff shall maintain all certifications, licenses and job requirements as a condition of employment. Failure to do so shall warrant disciplinary action up to and including dismissal from all employment.

Any loss of certification, license or other job requirement shall immediately be reported by the non-instructional staff member to his/her site supervisor. Failure to do so shall constitute a violation of this rule.

PROFESSIONAL DEVELOPMENT

It is each instructor's responsibility to stay current with teaching and industry trends. Some programs require yearly continuing education. Please make certain that you are satisfying these requirements. Submit verification to your program administrator. Professional Development will be periodically offered on campus. For off campus PD's, please refer to the section of this document under **ABSENCES FROM/TARDIES FROM WORK.**

REPORTING CRIME AND DISRUPTIVE BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the responsible administrator or designee.

Students have the responsibility to report to the instructor or principal any criminal act or disruptive behavior occurring on the school premises. All students should be notified annually of this responsibility.

REFERRALS - ADMINISTRATIVE

When referring students to administration, please be certain you have done the following:

1) attempted to speak to the student concerning the problem.
2) exhausted all other avenues on discipline plan.
3) referred student to counselor.
    - Please include any and all steps attempted by teacher to resolve the problem on the referral form.
    - Students must be referred for lack of progress and excessive absences.

RIGHT TO PRIVACY

Employees are not to release any information on students' attendance, progress, etc., to anyone including parents and/or spouse without having a signed "Permission for Release of Records and/or Information from Records release (form #1867E). Inquiries by phone or in person should be referred to Student Services.

SECURITY PLAN

Any suspicious persons and/or acts observed on the campus should be reported immediately to security personnel and/or administrator. The proper authorities will be called by the administrator or security personnel.

To ensure a safe campus the following measures are in place:

- The school site is under video surveillance.
- The school site has one point of entry and one exit which is covered by security personnel at all times.
- All visitors will be directed to the Visitor's Parking area.
- All visitors must obtain a visitor's pass from the security at the front gate.
- Classroom doors must be locked at all times.
- The school security monitors and specialists monitor campus day and night.
- Signs displayed on campus direct all guests and visitors to the specific building where assistance will be provided.
- Teachers who have invited guest speakers **must** clear such visitors **two weeks** in advance of the invitation with the designated volunteer liaison.
- Office staff and student services personnel will alert teachers of any danger.
- Neither faculty nor staff will return to the campus buildings on the weekends, unless authorized.

SMOKING

On July 1, 1996, the State of Florida enacted into law the prohibition of smoking near technical college property. FSS 386.212 states that it is unlawful for any person to smoke tobacco within 1,000 feet of the real property comprising of a public or private school between the hours of 6:00 a.m. and midnight. Students violating this policy will be suspended. The use of electronic smoking vaping devices is also prohibited.

SOCIAL MEDIA

Please use caution and discernment when communicating with students in any electronic forum. All messaging can be traced and phones confiscated when accusations arise.

STUDENT ATTENDANCE

Attendance is defined as the contact time within the class. Students must follow the teacher's guidelines for signing-in and signing-out of class. Adult students absent from class for six consecutive class sessions will be withdrawn. Students must report to the registrar's office before returning to class to re-register for class.

- **EXCESSIVE ABSENCES**
  - Students enrolled in the Adult Education Program are expected to attend all scheduled classes. Instructors will keep daily records of student attendance.
  - Students whose attendance falls below 80% during any given month should be referred to the school counselor.
  - Student whose attendance falls below 70% should be referred to the school counselor and placed on a probationary contract for one year.
  - If unable to attend classes regularly, students may request to be withdrawn from the program.

- **STUDENT TARDIES**

  When a student is tardy, please be sure to indicate the exact arrival time in FOCUS.

- **WITHDRAWALS**

  If the student is absent enter "A" in the gradebook. Adult students absent from class for six consecutive class sessions will be withdrawn. A withdrawal form must be immediately submitted to the registrar on the sixth day for withdrawal. The withdrawal date must be the same in the gradebook as it is in the withdrawal form. Please do not enter "W" in the gradebook, the registrar will enter "W" for student withdrawals. If a student is returning after he/she has been withdrawn, student should go to Student Services to re-register and should only be admitted to class with a registration/reentry form. Do not admit student to class without a registration/reentry form (new student schedule) from Student Services.

STUDENT FOLDERS

An active file must be maintained on each student enrolled in your class. The file should contain such items as student information card, individual progress charts, test results, anecdotal information, student referrals, individual achievements, and any other materials which are deemed to be pertinent to the student's accomplishments and progress in the class.

All program completer folders must be maintained in perpetuity by the school. Do not dispose of any contents of these folders.

STUDENT HANDBOOKS

All faculty and staff members should review the Miami Lakes Educational Center and Technical College Students Handbook as well as the Post-Secondary Code of Student Conduct. This information is available at the college's website.

STUDENT HEALTH CARE

The school does not have facilities or personnel to render medical assistance. If a student has a medical problem that might result in an emergency, the instructor and Student Services Department should be notified when the student initially enters the class. School officials will not call for an ambulancebut will call the fire rescue. The fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring the medical attention is responsible for allcosts incurred.

STUDENT SERVICES

The student services team is available for students and teachers Monday – Thursday from 7:00 a.m. – 7:00 p.m. and from 7:00 a.m.-5:00 p.m. on Fridays.

STANDARD OF PROGRESS

All students enrolled in technology college classes must be making academic progress. Any student who is not, should be referred for a lack of progress to the counselor.

TRANSFER

To transfer a student from one course to another, a transfer form must be submitted to the registrar. The registrar will drop the student from the current courses/sections and add the new course to the student's schedule. Instructors will then view the student under the new course in the gradebook.

VOLUNTEER INFORMATION

A volunteer may register at the school site or work location where he/she would like to provide services. The volunteer must present picture identification and complete the School Volunteer Program Registrationon the Parent Portal. Miami-Dade County Public Schools' Volunteer Program has two **levels** of volunteers: Level 1 (L1): The standard clearance level for volunteers which includes all volunteers, **with the exception of the "high security" positions**. A national background check is conducted. Level 2 (L2): High security clearance level for positions where fingerprinting is required: Certified Volunteer, Overnight Chaperone for field trips, or Listener/Mentor. Fingerprint results usually take 3 – 5 days.

VISITORS

All visitors to the school must check in with valid identification with Security at the guard gate. The visitor will then be directed to their destination in office areas only. There should be **no visitors in classrooms**.

WEAPONS SEARCH TEAM POLICY

Miami-Dade County Public School District conducts "random weapons searches" at all secondary and post-secondary school sites. "Safety Checks" will be conducted to ensure the safety of faculty, students, and staff for both the secondary and postsecondary divisions.

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGEMENT TO AVOID LEGAL COMPLICATIONS IN TEACHING

A. Interaction with Students

1. Maintain a professional barrier between you and students. You are the adult, the teacher,and the professional; act like the expert, not like another one of the kids.
2. Keep the classroom door open when talking with students.
3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters.
4. Do NOT flirt with students.
5. Do NOT discuss your personal life or personal matters with students.
6. Do NOT discuss your husband, wife, girlfriend, boyfriend, or dates with students.
7. Avoid leaving your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself.
9. Use verbal praise and reinforcement.
10. Know your school policies and District and State laws governing corporal punishment.

11. Establish and follow a consistent behavior plan. Treat each student with respect. Know the student's rights.
12. Do NOT make telephone calls or write notes of a personal nature to students
13. Do NOT harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.

B. Record Keeping and Accounting Procedure

1. Know the laws, School Board policies, and school rules, and follow them.
2. Know your rights.
3. Know your school policies and District and State laws regarding collecting money,purchasing materials and equipment, and follow them.
4. Establish a policy regarding your grading system consistent with school and District policies, where applicable.
5. Give a written explanation of it to students at the beginning of the year or when they begin your class or unit of instruction.

C. Reputation in the Community

1. Keep your co-workers and supervisors informed; work and communicate as a team; planand teach together.
2. Dress and act appropriately and professionally. You are a role model in the communityas well as in the school; be a good example for students.
3. Use common sense and good judgment. Ask yourself how someone else could perceiveyour comments or actions. Ask yourself if your comments or actions could be taken outof context and/or misinterpreted.
4. Avoid putting yourself in a position where you must defend, explain, or justify yourbehavior or actions. Avoid putting yourself in a position where it is your word againstanother person's word.
5. Maintain a professional reputation in the community. Even when you are off the job, be discreet.

Civil Rights and Diversity Compliance and Common Sense Suggestions for Non-Instructional Employees

- Do not discipline, counsel, or touch students.
- Do not flirt with students, staff members, and co-workers.
- Do not discuss your personal life or personal matters with students, staff members, and coworkers.
- Know and follow your worksite policy regarding reporting absences and tardies.
- Request vacation days in writing and in advance for approval. Do not call in the morning andexpect to be granted vacation leave for that day.
- Do not conduct personal business during work hours or use the phone for personal calls.
- Be present and on time every day.
- Be a role model at work and in the community.
- Dress professionally, appropriately, and modestly. Wear your uniform if your jobrequires it.
- Know School Board Rules, especially regarding Drug-Free Work Place, Violence in the Workplace,Weapon Possession, Corporal Punishment, Sexual Harassment, Employee

Conduct and Non- Instructional Personnel

- Do not argue with co-workers; use of profanity is prohibited by Board Rule.
- Respect your supervisor and follow all instructions given, whether or not you agree with them.
- Request a leave if you will be absent from the worksite more than 30 days.
- Do not assume your supervisor/principal knows why you are absent for a long period of time. Notify him/her in writing of your intentions. It is better to resign than be terminated fromyour job for abandonment.

Miami Dade County Public Schools Board Rules

1170.01 - **EMPLOYEE ASSISTANCE PROGRAM (EAP)**
The School Board encourages the earliest possible identification and intervention for mental health problems, illegal drug use or controlled substance abuse, emotional problems, and other personal concerns, and supports sound treatment efforts. Whenever feasible, the District will assist employees and their immediate families in resolving these issues. However, the decision to seek assistance and accept treatment is primarily the individual employee's responsibility. Any costs associated with treatment in excess of those costs covered by the employee's medical insurance plan shall be borne by the individual.

1210.01 - **CODE OF ETHICS**
All members of the School Board, administrators, teachers, and all other employees of the District, regardless of their position, because of their dual roles as public servants and educators are to be bound by the following Code of Ethics. Adherence to the Code of Ethics will create an environment of honesty and integrity and will aid in achieving the common mission of providing a safe and high-quality education to all District students.

3113 - **CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP**

MIAMI-DADE COUNTY SCHOOL BOARD ANTI-DISCRIMINATION POLICY

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, 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

3380 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**
Employees have a right to work in a safe environment. Violence or the threat of violence by or against students and employees will not be tolerated.
Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning physical well-being is strictly forbidden. Any student, parent, visitor, staff member, volunteer, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline or reported to the appropriate law enforcement agency.

3430.01 - **FMLA LEAVE**
An employee who is pregnant or ill shall be granted extended leave without pay at the employee's request. A supporting health care provider's statement shall be submitted at the time the leave is requested, as well as prior to returning to work at the conclusion of the leave.
Parental leave shall also be provided, upon request, to male employees and adoptive parents of infants (one year of age or less), when accompanied by supporting documentation establishing the date of birth or date of adoption, as applicable. Parental leaves may begin no later than the end of the first year after the date of the child's birth or adoption. The maximum period for which a parental leave may be granted is one year.

3590 - **PERSONNEL FILE**
A personnel information system shall be prepared for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

Sufficient records shall exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District policies, and evidence of completed evaluations. The records will be kept in compliance with the laws of the State of Florida.

4210 - **STANDARDS OF ETHICAL CONDUCT**
All employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

4213 - **STUDENT SUPERVISION AND WELFARE**
Protecting the physical and emotional well-being of students is of paramount importance. Each support staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.

5517.02 - **DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS**
The Office of Civil Rights Compliance (CRC) is responsible for investigating complaints of discrimination and harassment, including sexual harassment and retaliation filed by employees, students, and their parents. The CRC office accepts complaints of discrimination and harassment directly from any member of the School District community. Upon receipt of a complaint, the CRC Compliance Officer will route the complaint to the appropriate school or District office for investigation and/or response.

CRC Office Contact Information

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

5517.03 - **PROHIBITION ON DATING VIOLENCE AND ABUSE**
Student dating violence and abuse is prohibited in all locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the dating violence or abuse occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation.

5630 - **CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE**
Teachers or other designated members of the staff are authorized to control students assigned to them and shall keep order in the classroom.
Corporal punishment is strictly prohibited. Comprehensive programs for alternative discipline include, but are not limited to, counseling, timeout rooms, in-school suspension centers, student mediation and conflict resolution, parental involvement, alternative education programs, and other forms of positive reinforcement.

6430 - **ILLNESS OR INJURY IN LINE-OF-DUTY --INSTRUCTIONAL AND NONINSTRUCTIONAL**
Any School Board employee shall be entitled to Illness or Injury In Line-of-Duty Leave when absent because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in Board work. Illness or Injury In-Line-of-Duty for employees represented by a collective bargaining agent will be defined in the collective bargaining agreement.

7540.03 - **STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**
The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information

systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

7540.04 - **STAFF RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS**
The School Board provides access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users are defined as anyone authorized by administration to use the network. This includes, but is not limited to: staff, vendors, contractors, and volunteers. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

8330 – **STUDENT INFORMATION, RECORDS, AND PRIVACY RIGHTS**
In order to provide appropriate educational services and programming, the School Board has the authority to create student educational records and is responsible for maintaining, reviewing for accuracy, and restricting access to the records. Continued efforts will be made to protect the accuracy and privacy of the information contained in student educational records.

8141 - **MANDATORY REPORTING OF MISCONDUCT BY EMPLOYEES**
The School Board shall address employee misconduct and, where appropriate, provide a measured disciplinary response consistent with due process. This policy establishes the duty for all employees, including but not limited to instructional personnel, administrative personnel, school support employees, and school officers, to report alleged misconduct by any other employee, including but not limited to instructional personnel, administrative personnel, educational support employees, and school officers that affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student. This policy also establishes procedures for reporting and requires the Superintendent to report to law enforcement misconduct by educational support employees, instructional personnel, or school administrators that would result in disqualification from educator certification or employment, and includes an explanation of the liability protections provided under F.S. 39.203 and 768.095.

8462 - **STUDENT ABUSE, ABANDONMENT, AND NEGLECT**
Any person, including teachers, administrators, support personnel, and other District and school personnel, who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Florida Department of Children and Families ("DCF") in a manner prescribed by this policy.