

Miami Coral Park Senior High School



**CORAL PARK
RAMS**

RIGHT ATTITUDE MEANS SUCCESS

***FACULTY & STAFF
HANDBOOK
2019-2020***

Miami Coral Park Senior High School 2019-2020 Faculty / Staff Handbook

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SECTION I INTRODUCTION AND GENERAL INFORMATION



**CORAL PARK
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THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Steve Gallon III
Ms. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas

Christopher Badillo, Student Advisor

SUPERINTENDENT OF SCHOOLS

Mr. Alberto Carvalho

CENTRAL REGION OFFICE (CRO) SUPERINTENDENT

Mr. John D. Pace

CENTRAL REGION OFFICE (CRO) DIRECTORS

Mr. Eric Acosta, Administrative Director
Dr. Gloria Arazoza, Administrative Director
Ms. Robin Atkins, Administrative Director
Dr. Janice Cruse-Sanchez, Administrative Director
Mr. Michael Lewis, Administrative Director
Mr. Alejandro Perez, Administrative Director

Miami Coral Park Senior High School

8865 SW 16th Street
Miami, FL 33165
(305) 226-6565

ADMINISTRATION

Scott Weiner, Principal
Gabriel Canales, Assistant Principal
Isis Casares, Assistant Principal
Zakia Garner, Assistant Principal
Yvette Sell, Assistant Principal

SCHOOL COLORS

Blue and Gold

ALMA MATER

Coral Park, we stand beside thee, guide our hopes and goals. Help us gain the knowledge, we need for future roles. Filled with love and loyalty. your sons and daughters we'll always be. Live forever in our song, Alma Mater great and strong. Coral Park live on forever, lift your colors high. Coral Park forever, we'll praise her to the sky.

SCHOOL MISSION STATEMENT

The mission of Miami Coral Park Senior High School is to facilitate and provide a rigorous and safe learning environment that will enable all students to achieve their full potential and become responsible, competitive and productive citizens in a continually-changing, technologically-driven, interdependent global society.

SECTION II

SCHOOL STRUCTURE



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DEPARTMENT CHAIRPERSONS

TBA	Magnet Lead Teacher
Arevalo, Juan	Advanced Placement
Barrial, Maria	Student Services
Delahoz, Carlos	Career Technical Education
Garcia, Annette	SPED
Herbert, Janet	Arts
Johnson, Latanya	Language Arts
Kalakowski, Paula	Social Studies
Morales, Lourdes	Math
Padron, Maria	World Languages
Rodriguez, Manny	Physical Education
Stratton, Janet	Science
Toca, Elizabeth	ELL/Reading

OFFICE PERSONNEL

Attendance Office	Cira Barreto Ivet Amador
Community Involvement Specialist	Ana Sosa
Duplication	Thalia Quiroz
Principal's Secretary	TBA
Purchasing	Lesley Suarez
Registration Registration Assistant	Christine Mederos Teresa Lizardo Leandra Sarria
SPED	Vivian Mendez
Treasurer/Substitute Locator	Isabel Santana

STUDENT SERVICES

Behavior Management Teacher	Annette Garcia
CAP Advisor	Horacio Sierra
Counselor 9 th grade	Yasel Ferrer
Counselor 10 th grade/Magnet	Anabella Arana
Counselor 11 th grade	Daphne Bidot
Counselor 12 th grade	Maria Barrial
Counselor SPED	Vivian Pedroso
SPED Program Specialist	Esmeralda Gomis
Testing Chairperson	Janet Stratton

SUPPORT STAFF 2019-2020

Activities Director	Carla Hernandez
Athletic Director	Emilio Condis
Assistant Athletic Director	TBA
Athletic Business Manager	Juan Carnicero
Athletic Trainer	Mario Rovirosa
Food Services Director	Janeth Canal
Head Custodian	Tomas Paneca
Lead Custodian	Omar Gonzalez
Media Specialist	Vivien Pazos
SCSI Coordinator	Jonathan Rodriguez
UTD Steward	William McDonnell

SECTION III

POLICIES AND PROCEDURES



CORAL PARK
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ATTENDANCE PROCEDURES FOR TEACHERS

In accordance with Miami-Dade County Public Schools and United Teachers of Dade, the following procedures should be followed:

Sign-in and Sign-out Procedures

- Sign-in on the payroll sheet when arriving each day.
- Sign-out on the payroll sheet when leaving each day.
- Hourly/overtime personnel must write-in the exact hours worked (follow the above procedures). Overtime will not be honored unless the **Principal has approved it in advance**.
- Please do not place additional markings or cross out on the sign-out sheets. Please do not use red pens.

Work Day

The employee workday shall be seven (7) hours and twenty (20) minutes for employees at the secondary level.

- The established workday at Miami Coral Senior High School is 7:10 a.m. to 2:30 p.m. for teachers, unless a faculty meeting is scheduled.
- **With no exception, teachers are expected to arrive at school on time and to meet classes and begin instruction on time.**
- In the case of late arrival or early departure from the work location, an employee present more than one-fourth ($\frac{1}{4}$) and less than three-fourths ($\frac{3}{4}$) of the workday is considered as working one half ($\frac{1}{2}$) day.
- An employee present three-fourths ($\frac{3}{4}$) or more of the workday is considered as having worked a full day, upon prior notification and *approval* by the principal or the designated supervising administrator.

ABSENCES

Please report your absence directly to the Principal's secretary. Make sure all lesson plans are available.

- Notify Principal's secretary of your absence in advance if possible, this is encouraged in order to allow adequate time to secure competent substitutes.
- To report absence on the same day, please call Mrs. Sarria at **(305) 551-1842 by 6:10 a.m.** Do not send a request via e-mail.

- When you are absent from work, you must notify Ms. Sarria by 2:00 p.m. on the day that you are absent to communicate whether you will report to work the following day. **Failure to do so will result in the substitute being retained and you having the option to utilize personal leave or leave without pay.**

Medical and Dental Examination Leave

Principals or supervising administrators may release employees for *up to two hours* without sick leave being charged against the employee for the purpose of medical and/or dental examination.

If requesting permission to leave early, please strictly adhere to the following guidelines:

- Obtain permission from the Principal or designated administrator.
- Sign the *faculty sign-out log* and provide your designated administrator with the name(s) of who will be covering your class(es).

CAP PROGRAM

The CAP advisor is available to assist in obtaining college information and preparing necessary information for application to college. Scholarship information is available from the CAP advisor.

CENTER FOR PROFESSIONAL LEARNING (CPL)

The Miami-Dade Center for Professional Learning (CPL) provides courses for teachers and paraprofessionals for instructional improvement, add-on certification, and certificate renewal. Teachers and paraprofessionals earn Master Plan Points for course work, as well as approved conferences, intern supervision, and approved travel. Twenty (20) Master Plan Points are equivalent to one (1) college credit. Certificate renewal requires six (6) college credits or 120 Master Plan Points or a combination of college credits and Master Plan Points. All applications for certificate renewal that involve Master Plan Points **MUST** be sent to CPL.

Course calendars are distributed in the Mail Room, and are also available at the M-DCPS web site. Applications for course enrollment must be sent directly to TEC by school mail or may be faxed. The Center for Professional Learning is located at 525 NW 147 Street, Miami, FL 33166, telephone 305-887-2002. Uncertified copies of your CPL records can be obtained by

emailing your employee number to Mrs. Garner.

CLASSROOM COVERAGE

Occasionally, it may be necessary for a teacher to cover another class during his/her planning period because of district meetings, sudden illness, or other unforeseen circumstances. It is necessary that teachers plan for their classes a week in advance so that any unexpected loss of a planning time will not lessen their teaching effectiveness. In the event of an emergency, the Department Chair will arrange classroom coverage.

CLASSROOM MAINTENANCE

- Teachers are expected to maintain a clean, orderly classroom setting at all times.
- Keys to classrooms are available from Dr. Canales, Assistant Principal. The care of the classroom and all equipment in it is the responsibility of each and every teacher who uses the room. Classrooms are not to be left unlocked, and students should never be left unsupervised in the classroom. When leaving the classroom, teachers must lock the door and turn off the lights.
- Each teacher will be asked to sign an inventory log listing all equipment assigned to the classroom. Teachers should ensure that the inventory is accurate and is kept up-to-date. Any damage to property or equipment should be immediately reported to an administrator.
- No furniture or property is to be removed from the classroom without proper authorization from Dr. Canales.
- Food and drinks should not be consumed in the classroom.
- The custodian assigned to a teacher's room is responsible for cleaning the room each day. If the room is not cleaned, please notify Dr. Canales.

CLASSROOM OBSERVATION

Teachers should expect to be observed, both formally and informally, at any time. Your grade book, lesson plans, and student work folders should be easily accessible during class time. Instructional Performance Evaluation and Growth Systems (IPEGS) is the formal instrument for evaluations.

CLASSROOM SHARING

Depending upon the circumstances, teachers may be asked to share the same classroom. While all teachers need to assume the responsibility of seeing that the classroom is neat and orderly, teachers who are in a particular classroom for the majority of the day need to help teachers who are floating with appropriate file and storage space, as well as providing equipment such as staplers, dry erase markers, etc. Floating teachers need to make sure that the furniture/equipment is left as it was found, and that the room is left clean.

CLINIC PROCEDURES

The school does not provide medication unless provided by the parent and a Medication Authorization Form has been completed (there are no exceptions). Students with asthma may carry their own inhalers. Medicine should be taken at home whenever possible. Many students with ongoing health problems need to give doctor's notes to their counselors, especially if classes are consistently missed due to medical problems. Teachers are asked to be considerate of those students with chronic health problems.

CLOSED CAMPUS

Miami Coral Park Senior High School will continue the implementation of the closed campus lunch policy. Students **will not** be allowed off campus during the lunch periods. To accommodate all students during lunch, additional food carts will be in the spill out area outside the cafeterias.

COMPUTER USAGE

All staff members must comply with MDCPS Acceptable User Policy and sign the policy during the opening of school.

For review, this policy may be found at www2.dadeschools.net/technology/acceptable_use_policy.htm.

CUSTODIAL SERVICES – ZONE MECHANICS

The teacher should report any damage to furniture or the classroom to the Principal. Custodial Service Request Forms are available via email. Please assist the custodians by insuring that students maintain a neat environment. In an emergency situation, contact the main office via your emergency button or ask someone with a radio to call for a custodian.

DETENTIONS

Teachers may detain students for detention before or after school for just

cause; however, parents must be informed, in writing, at least 24 hours prior to the date of the detention, with a duplicate copy of the detention or student log of assigned detentions retained by the teacher.

DUPLICATION OF MATERIAL

The following duplication procedures will be implemented during the 2019-2020 school year (tentative procedures):

- During the workday, the copy clerk will be the only person operating the copy machines. As a reminder, the copy clerk should handle the majority of your duplication needs. Submit a duplication request to the copy clerk 48 hours in advance after securing approval from your department chair.

DUTY-FREE LUNCH

If you intend to leave the building during lunch:

- Inform the Principal or designee of intent to leave (Article XX, Section 6, C, p.135).
- Sign out in the designated book.
- Upon return, sign in by indicating the time of return.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

The Educational Excellence School Advisory Council (EESAC) was designed to improve schools and student achievement by raising the status of the education professional and increasing parental involvement (School Board Rule 6Gx13-1B-1.031). Specifically, Florida's Blueprint 2000 legislation requires that a School Improvement Plan (SIP) be developed and adopted at individual schools by the representative committee (EESAC) of faculty, staff, parents, and students.

The EESAC recognizes the principal as the instructional leader. EESAC members may make recommendations to the principal on issues such as curriculum, EESAC budget, discipline, and professional development. The EESAC has the responsibility to make recommendations for the SIP.

Members of EESAC include teachers, support staff, parents, and students who are elected by their respective constituents, as well as administrators, union stewards, and community/business leaders. More than 50% of the EESAC consists of persons who are not employed by Miami-Dade County Public Schools.

EMERGENCY PROCEDURES

Teachers should ensure that a current map of the evacuation route from their classroom is posted at all times. If you do not have a current map, please see administration immediately.

During times of emergency, the primary responsibility of all Miami Coral Park Senior High personnel is to provide for the personal safety of students, to isolate the problem area/areas, and to help keep the school under control.

If an emergency should occur, all personnel will be notified of the situation by an announcement on the public address system: **“TO ALL FACULTY: CODE RED OR CODE YELLOW.”** With this announcement, the school will immediately go into lockdown until further notice.

All personnel shall adhere to the following guidelines:

Teachers (other than those assigned specific duties):

Close and lock all classroom doors, and turn off the lights.

Maintain order and calm within the classroom.

Do not permit students to leave the classroom FOR ANY REASON.

Listen carefully to announcements; DO NOT dismiss students until advised by the Principal or designee.

Request that students move away from windows, and if necessary, sit in a crouched position away from any source of danger.

Teachers on unassigned periods shall report to the main office for further direction.

Custodians

Tomas Paneca shall assign each custodian on duty a specific area of responsibility. Each custodian caring for his/her specified area shall perform the following tasks:

Immediately check and monitor bathrooms.

Lock and close all doors leading into the building.

Move throughout the building, collecting and disposing of articles, which might be used for weapons (bottles, boards, etc.).

When the disturbance is over, immediately begin to clean up the affected area.

Cafeteria Staff

Janeth Canal shall assign each worker on duty a specific area of responsibility. The following tasks shall be attended to first:

Lock all entrances to the cafeteria.

Seal off all serving areas by locking all doors.

All workers, students, and adults must remain in the kitchen area.

Principal's Secretary

Upon the advice of the Principal:

Handle incoming (rumor control) calls from the parents, press, and community.

Notify the Regional Center, security, and the Police Department.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a voluntary no-cost program available to employees who are having problems affecting both their personal and professional life. The EAP is completely confidential. To contact the EAP, call (305) 995-7111, or in an emergency, you may call (305) 358-3551.

ENTERING SCHOOL DURING NON-SCHOOL HOURS

- All persons entering school at other than normal hours without an alarm key must make prior arrangements with the Principal or designee.
- Under no circumstances is anyone to enter the building without approval from an administrator.

EVACUATION PROCEDURES

Each teacher is responsible for knowing the evacuation route and the alternate evacuation route for each classroom that he/she uses during the day. The procedures are posted near each door and should be reviewed with all students at the beginning of each grading period. Students must understand the necessity for silence and order during an evacuation.

When the warning bell sounds, teachers and students must move quickly and quietly toward the exits. Teachers should take attendance once safely out of the building. Close all doors but leave them unlocked. Remain in the assigned waiting area with the students until the all-clear signal is sounded.

FIRE SAFETY

In preparation for our annual fire department inspection, please ensure that your rooms have the following:

- **An evacuation diagram posted.**
Graphic diagram of primary and secondary evacuation routes shall be posted adjacent to the primary exit door from each student-occupied space.
- **No door stop on interior doors**
Doorstops are not permitted on corridor doors.
- **No extension cords are to be used as permanent wiring**
It is not permitted to utilize extension cords as permanent wiring.
- **Certified fire retardant paint on your walls**
It is a fire violation to use paint on any school structure (i.e. walls, furniture) that is not fire retardant.

SITE SAFETY COMMITTEE

The following minimum functions are prescribed for Site Safety Committees:

- Meet a minimum of once each month and maintain written minutes of each meeting in the administrative file at the site.
- Evaluate all accidents that occurred during the previous month and ensure that reasonable preventative measures are taken to prevent recurrence.
- Assist in conducting required practice emergency drills and actual emergency evacuations.
- Make at least one safety inspection each six months of plant facilities and grounds; keep inspection records.
- Take or recommend action to have unsafe conditions and unsafe acts either removed or brought under control.
- Provide safety orientation to all new employees.
- Assist the Site Manager in making formal safety presentations to all employees at least twice annually.
- Provide materials for and maintain a site safety bulletin board.
- Maintain a formal administrative safety file at the site for review by

- visiting staff members and safety inspectors.
- At school sites only, review the curriculum at least once annually to recommend improvements to the safety instruction.

COMPOSITION OF SITE SAFETY COMMITTEE - School Sites (Secondary)

Site Safety Chairman
Teacher representative
Physical Education or athletic representative
Food Service representative
Custodial representative
Science Department representative
Vocational / Industrial Education representative
Community School representative, when applicable
Adult Center representative, when applicable

EXCUSING STUDENTS FROM CLASS **Upon Request From Offices**

Honor requests from the office. If a problem exists with students leaving class, ask the runner to clarify the request. If the request is not one of urgency, send the student when he/she has completed the learning activity. Should a second request be sent, send the student immediately.

FACULTY AND DEPARTMENTAL MEETINGS

In accordance with the labor contract, teachers are required to attend all faculty meetings. Announced department meetings should be viewed in the same manner. Faculty meetings are scheduled every 2nd and 4th Tuesday in the Auditorium.

FIELD TRIPS/ FUND RAISING/ CLUB SPONSORS

All teachers sponsoring a club, chaperoning field trips, or engaging in fund raising activities must attend a mandatory procedures meeting scheduled in **August 16, 2019, during the Opening of Schools meeting**. Specific information regarding collection of funds will be discussed.

FOOD SERVICES

Food service personnel will make every effort to provide well-balanced, healthy meals for both students and staff. The cafeteria is open for breakfast and lunch and includes hot entrees. There is one scheduled lunch for all students and staff. Please refer to schedule for lunch time.

GRANTS

Teachers are encouraged to apply for grants to provide additional funding for innovative academic programs. **All staff members must notify the Principal** and contact the Federal Programs and Grants Administration Office prior to developing and/or submitting any grant application, except those submitted to the Miami-Dade Public Education Fund.

GUEST SPEAKERS

All guest speakers must be cleared prior to providing services. This process begins with the submittal of a Guest Speaker Request Form to the Activities Office. These forms are available in the Activities Office. The guest speaker should be instructed to register in the main office upon arrival. Teachers should inform the switchboard personnel as to where the guest speaker should report after sign-in.

INVITING COMMUNITY DIGNITARIES TO SCHOOL EVENTS

Teachers planning to invite any elected official, civic group leader, and/or any other community leaders must see the Principal for direction.

HALL DUTY

To support a safe environment at Miami Coral Park Senior High School, your presence is requested at your classroom door before school, during the change of classes, and at dismissal. Your support is greatly appreciated.

HALL PASSES

Students should not be released from any class ***without an official hall pass***, which is to be ***completed in its entirety***. An official hall pass is the yellow pass issued by Miami- Dade County Public Schools.

Each time a student leaves your classroom, they are to be issued a **new yellow hall pass** or the preprinted plastic pass for your room.

Teachers are encouraged to maintain a “**Student Location Log**”. Any time a student leaves the classroom, teachers should record the student’s

name, date, destination, time excused, and time returned.

Students should not be released from class **during the first and last 15 minutes of the period.**

Counselors will request to see students. Office aides will provide passes for students to teachers. Please do not send students to the office to see a counselor. Students can make appointments for counselors before school, during lunch, or after school.

ILLNESS/INJURY

Faculty

Staff members who become ill or suffer an injury should contact an administrator immediately. However, students should not be left unattended in the classroom.

Students

All student accidents, injuries, and illnesses resulting from contact with owned or leased property while the student is presumed to be under school authority shall be reported immediately to the Administration.

When a student becomes ill, he/she should be given a pass to report to the attendance office to call home. Office personnel will determine whether the student will be sent home or sent back to class.

In the event of an emergency, contact the office. An administrator will determine the proper course of action.

INTERNET ACCESS

Internet access is provided in the Media Center, computer labs, and classrooms. Miami Coral Park Senior has a web site at <http://www.mcpshs.net/> and members have an email address through the Miami Coral Park web site and MDCPS. All personnel must adhere to the MDCPS Acceptable Use Policy. All communication from the administrative staff will be from dadeschools.net. Each staff member should make certain that they have p-sync.

LOST AND FOUND

Lost items that have been found (purses, keys, jewelry, glasses, etc.) should be taken to the Activities Office.

MAIL ROOM

Each member of the faculty/staff has been assigned a mailbox.

MEDIA CENTER POLICIES

CIRCULATION

Teachers are encouraged to use the Media Center for research purposes and to check out as many materials as needed for personal and classroom use. Equipment, books, videos and other materials circulate on a long-term loan. Reference books and periodicals may also be checked out, overnight only. If necessary, the loan period may be extended for curriculum support purposes. It is requested that materials be returned promptly after use.

ACCESS

Individual students may visit the Media Center throughout the day provided that a yellow pass has been issued by the sending teacher. Passes are not required before and after school.

Teachers may send **small groups** of no more than **three (3)** students to the library to work on a specific assignment. However, if the Media Center is filled with classes, it may not be possible to accommodate small groups. Students must present an **official yellow hall pass and their class assignment** when they come from a class. The group may share a single pass, listing the first and last name of each student **and the assigned task**.

In order to monitor the student attendance, the Media Center staff will record the time of arrival on the student's pass. When the student is ready to return to the classroom, the Media Center staff will note the time of departure on the pass. Passes from students who stay until the end of the period will be returned to the classroom teacher's mailbox. **If students are disruptive or off-task, they will be sent back to class.**

Teachers may **schedule visits** to bring whole classes to the Media Center for research, check outs, or to use the computer labs. The teacher and the media specialist, Ms. Pazos, will meet and collaboratively plan the activity prior to the visit.

All teachers must remain with their classes to assist and supervise their

students. Classes scheduled for the computer lab are not required to sign in at the front desk because it is expected that the teacher will be monitoring their activities. Remember that the computers are **for educational purposes only**.

Substitutes are not allowed to bring classes to the Media Center. Every effort will be made to reschedule the visit when the regular teacher returns.

RESEARCH

The Media Center's home page is your gateway to the world of online information. The media specialist strongly recommends that staff and students begin all Internet searches through **Research Tools** section of the media center's web page. From there you will be linked to a number of comprehensive and reputable online databases purchased by the district. These reliable sources of information include: magazines, newspapers, dictionaries, encyclopedias, almanacs, mega search engines, maps, and career exploration tools.

EQUIPMENT

Audiovisual equipment is available for check out from the Media Center. Overhead projectors are loaned out for the year on a first come first served basis. TV/VCR combos may be checked out on an as needed basis. Damaged equipment should be promptly returned to the AV Department.

OTHER RESOURCES

The District provides the following resources to all schools:

Video/Film Library:

If the media center does not own a video title that teachers wish to use, the District has an extensive collection of over 13,000 curriculum related video and film titles. Teachers are **encouraged to utilize curriculum support materials owned by the District, before resorting to commercial video rental facilities**. To borrow these videos, please see the media specialist.

Instructional Television/Teacher's Choice: Through WLRN, the District provides interesting and informative programs to augment the instructional program across the curriculum. This video-on-demand service allows teachers to schedule a video to be shown directly in their

classroom. To order videos:

- Dial 305-995-2269.
- Enter your employee number.
- Enter the video number (taken from the Teacher's Choice Catalog or from Channel 41.)
- Enter the date and time the video is to be aired.
- Note the channel on which the video will be aired.

Channel 39 is an interactive menu that allows you to see the step-by-step process as you order by phone. Visit the *educational services* section of the WLRN website at <http://wlrn.org/topic/education> to learn more about Teacher's Choice.

AUDIO-VISUAL SERVICES

Video Recording/Off Air Broadcast

Teachers may request that a video or TV broadcast be played via the closed circuit system. **Only videos from the media center collection or M-DCPS Video/Film Library may be shown on our closed circuit system.**

COPYRIGHT

The Media Center has computer software and videotapes that can supplement the curriculum. Teacher's Choice also offers many educational programs. It is important and expected that all faculty and staff will observe the United States Copyright Law and Fair Use Guidelines when using these resources. A simplified reference is provided in this handbook. A complete copy of the U.S. Copyright Law is available in the Media Center.

COPYRIGHT NOTICE:

The advancement of technology has made it very easy to "copy and paste" information (text and images) from a wide variety of sources. Failure to give appropriate credit to the original source of all "borrowed" information is a violation of copyright laws. It is the responsibility of all persons to properly document sources. Links to citation guidelines are available on the Media Center Home Page. Copies of the Copyright laws are available in the Media Center for your review.

Special Programs/Events

Special programs/events may be scheduled in the Media Center.

Approval by an administrator is required. **Events will not be confirmed until the appropriate form and necessary approval is returned to the Media Center. The sponsor of the activity is responsible for setting up, cleaning up, and restoring the Media Center to its original configuration.**

Laminating: A laminating machine is available in the Activity Office. Please fill out a request form and leave materials to be laminated in the Activity Office. Materials will typically be ready for pick up by end of the school day.

Scantron : A Scantron grading machine is available for teacher use in the mail room. **Students are not allowed to operate the Scantron machine.**

COPYRIGHT LAW

The Basics:

U.S. copyright laws protect all commercially produced materials (books, software, videos, audio tapes, newspaper, etc.). All teachers and staff are expected to observe federal copyright laws.

You may make a single copy of:

- A chapter from a book.
- A periodical or newspaper article.
- A short story, short essay, or poem.
- A chart, graph, diagram, drawing, cartoon, or picture.
- 250 words or less from a poem.
- A complete article, story or essay, if less than 1000 words, or 10% of the work whichever is less.
- An excerpt from prose, if less than 1000 words, or 10% of the work, whichever is less.
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

You may not make a copy of:

- Works to take the place of an anthology.
- “Consumable materials” such as workbooks or standardized tests.

You may not make multiple copies of:

- Anything that has already been copied for another class in your school.
- Work from the same author more than once.
- Work from the same collection or periodical issue more than three times per term.
- Works more than nine times per term.
- Work for other teachers or their students.

MESSAGES

When emergency messages are received, the staff member will be notified immediately. Personal, non-emergency messages will not be delivered. They will be placed in your mailbox.

OPEN HOUSE

Open House is held to provide parents with the opportunity to visit their child's school and teachers and to learn about the many programs available at Miami Coral Park Senior High School. All teachers are expected to attend Open House. Open House will be scheduled for September 24, 2019. More information will be given at a later date.

PARKING FOR STAFF MEMBERS

Faculty and staff members may park anywhere in the faculty parking lot with the exception of the reserved parking spaces.

PERSONAL PROPERTY LOSS FUND

Employees can be reimbursed up to \$300.00, for the loss of personal property while at work; this includes theft and damage. Excluded from reimbursement is loss/damage to personal vehicles; however, personal items taken from the vehicle, such as a briefcase, are covered. Employees must first report the loss to school site authorities, and then call the United Teachers of Dade (305) 854-0220 for claim forms.

PURCHASES/REIMBURSEMENTS

All requests for purchases and/or reimbursements must be approved in advance by the principal. Purchase and/or reimbursement requests not approved will be considered

unauthorized expenditures. We will not reimburse unauthorized expenditures.

SMOKING POLICY

Pursuant to School Board Policy 7434, **smoking is prohibited** on school grounds for all persons.

STAFF LOUNGE

The staff lounge is for all employees. **Employees are reminded that students are not allowed in the lounge.** Employees are reminded that office telephones are to be used only for the purpose of contacting parents or to conduct other school business. A telephone is available in the staff lounge for personal use.

STUDENT SERVICES

- Each counselor will contact the students by sending a Request for Student Form to the class. **Please do not excuse students to go to see their counselor unless you receive a counseling request signed by the counselor or unless an emergency exists and the student is, in your opinion, emotionally distressed.**
- If a counselor's request for a student conflicts with a scheduled classroom activity, the teacher may delay sending the student until the activity has been completed.

STUDENT SCHEDULE CHANGES

- **Teachers are NOT to suggest a class or schedule change to a student.** This process should involve the student, parent, and counselor. The proper request form should be submitted to the appropriate counselor for processing.
- Please encourage students to make an appointment to see their counselor if they are requesting a schedule change. **Teachers are not to enroll students in class before the sending teacher has signed him/her out of the previous class and books have been returned.**
- Please remind students that not all schedule changes will be approved.

SUPPLIES AND MATERIALS

The department chairperson will issue desk supplies and materials at the opening of school. For all other instructional materials, teachers are to fill out the appropriate request form and get their department chairperson's signature. Chairpersons will either send the supplies to them or direct the teacher to where supplies are available.

SECTION IV

INSTRUCTIONAL PROGRAM



CORAL PARK
RAMS
RIGHT ATTITUDE MEANS SUCCESS

ATTENDANCE PROCEDURES

Daily Attendance

1. Homeroom attendance should be taken daily before 8:00 a.m. through gradebook.
2. Teachers must check the attendance bulletin daily and submit corrections.
3. The correction form should be placed in the attendance envelope each morning.

ATTENDANCE CODES (PINNACLE)

Description	Code	Weight
Excused Absence	A	2
Excused Absence- Block Schedule	A2	2
Unexcused Absence	U	1
Unexcused Absence-Block Schedule	U	2
Excused Tardy	T	1
Excused Tardy-Block Schedule	T2	2
Unexcused Tardy	TU	1
Unexcused tardy-Block Schedule	TU2	2
Entered Class	ENT	0
Withdrawn from class	WD	0
Excused Early	E	0
Special Note (i.e. field trip, assembly, etc.)	S	0
Indoor Suspension	I	0
Outdoor Suspension	O	1
Tardy and Excused Early	M	0
No Show	NS	0
Special Holiday	X	0

- For students marked with an “E,S,I,O,M or X” for official (homeroom) attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers can add a comment to denote a reason for excused absences.

Excused absences include the following:

1. Student illness.
2. Medical appointment.

3. Death in the family.
4. Observance of a religious holiday or service.
5. School-sponsored event or a previously approved activity.
6. Other individual student absences beyond the control of the parent or student, as determined by the principal or the principal's designee.
7. Court Subpoena.

Tardy to School

If a student is tardy to school they must report to the attendance office. Students will be issued a tardy pass to class.

COURSE SYLLABUS

A copy of your typed course syllabus is to be submitted to your department chairperson no later than **Friday, August 16, 2019**. The syllabus must contain your classroom expectations, grading and discipline procedures, and a description of course content related to your specific standards.

In order to foster communication with parents, all faculty members are expected to record their school-issued email address on their syllabus (or syllabi). In addition, all faculty members should display their email address during Open House, and encourage parents to use email as a means of contacting their child's teachers.

Make sure that each student, upon entering your classroom, receives a copy of the syllabus regardless of the day he/she enters, and **signs for his/her copy**.

CURRICULUM STANDARDS

Each subject area has a comprehensive listing of competencies or objectives to be met by students during their course of study. These include the Florida Standards which focus on the application of student's knowledge by providing opportunities for them to demonstrate their proficiency in a variety of ways.

Each department will maintain a copy of such standards for use by faculty members in that department. Standards to be covered should be included in teachers' lesson plans.

EXPECTATIONS

As you develop your permanent grade books, please be sure to adhere to the following guidelines:

- All grade books must be comprehensive in content and contain all district and school requirements.
- The mandated district attendance symbols and codes must be implemented in all classes and homeroom. Absences and tardies must be appropriately identified as satisfactory or unsatisfactory on a daily basis.
- A legend must be at the front of your grade book explaining all grades assigned to students, and the district grading scale must be listed.
- There must be definite symbols for indoor suspension, outdoor suspension, and student activities.
- All students must have their ID number listed below or beside their name.
- The content of your grade book must be typed or written in blue or black ink. Pencil cannot be used on a legal document.
- Electronic grade books must be consistent with the above guidelines.

GRADE BOOK

- Downloading and printing hardcopies will not be necessary unless the teacher wants a copy. Certain administrators and counselors will be able to view selected areas of the grade book, but they may not alter it.
- The grade book is automatically backed up on two different servers, creating archival copies, so that if one of your files becomes corrupted, the other may be retrieved.
- Your classes will be created for you. Please do not “create” duplicates or rename classes. If you wish to have a class renamed, send an e-mail to Mr. Sanchez, Gradebook Manager.
- If your Gradebook is missing a student from one of your classes, send the name, ID, and period number in an e-mail to Ms. Mederos, Registrar.

- Students will receive a Progress Report printed by Pinnacle, containing grades for all classes and comments as indicated by the teachers. All teachers are required to enter an “Academic Progress (Interim)” grade for each student into Pinnacle. Comments must be given for all students receiving a grade of “D” or “F.” The issuing teacher will obtain the students’ signatures of receipt and will turn in the log to their department chairperson.
- At the end of each nine weeks, teachers’ grades will be uploaded directly to ITS. All teachers will be required to enter quarterly scholastic, effort and conduct grades, as well as attendance and tardies into Pinnacle, prior to the upload.

GRADING POLICY

Senate Bill 636 mandates the statewide grading scale. The statewide grading scale is as follows:

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90 - 100%	Outstanding Progress	4
B	80 – 89%	Above Average Progress	3
C	70 – 79%	Average Progress	2
D	60 – 69%	Lowest Acceptable Progress	1
F	0 – 59%	Failure	0
I	0	Incomplete (secondary only)	0

In addition, please be reminded that teachers who use numbers and/or percentages in recording student grades must convert the number/percentage grade to letter equivalents of “A”, “B”, “C”, “D”, and “F”, prior to averaging to determine a student’s grade for a nine-week grading period. For further clarification, please refer to the Student Progression Plan, School Board Policy 5410.

HOME LEARNING POLICY

Regular, purposeful home learning is an essential part of a student's education.

School Board Policy 2330

HONOR ROLL

Miami Coral Park Senior High School has several programs for recognizing student achievement. Areas for recognition include Principal's Honor Roll, Superior Honor Roll and Citizen's Honor Roll.

IDENTIFICATION BADGES

I.D. badges must be visible when any student is leaving campus or attending a school field trip. The procedures for distribution of I.D. badges will be provided in a memorandum.

IMPLEMENTATION OF SCHOOL-WIDE CURRICULUM PROCEDURAL GUIDELINES

1. LESSON PLANS

- Emergency Plans –**Three (3) “Block” days of emergency lesson plans must be submitted to the department chairperson by Friday, August 16, 2019. Department chairpersons will review all emergency plans to ensure that sufficient preparation has been made by the teacher to cover the entire 120-minute block. Emergency plans should be updated as necessary.**

Emergency plans must include the following:

- **General information about procedures**
- **Seating charts**
- **Necessary materials/copies**

Weekly Lesson Plans - must be available for review by 7:20 a.m. Monday morning of each week.

Weekly lesson plans should include the following:

- Learner outcomes including objectives
- Learner tasks
- Home learning
- Assessment items

- CRISS Strategies
- ESOL Strategies

2. DAILY PROCEDURES

In every classroom, the following items should be visible on a daily basis:

- Vocabulary
- Student-selected book
- Daily learner outcomes
- Instructional Focus Calendars

3. COLLABORATIVE PLANNING

All teachers are expected to attend the regularly scheduled collaborative planning sessions if possible.

4. STUDENT WORK SAMPLES

Student work samples will be collected on a monthly basis to monitor student progress on school-wide curriculum initiatives.

5. CLASSROOM POLICIES/GUIDELINES

A copy of all teachers' classroom expectations is to be submitted to the department chairperson by **Friday, August 16, 2019**. After review, a copy of expectations from each department member is to be submitted to the Principal.

6. RECORDING KEEPING

Student folders, which should remain in the classroom and include representative samples of student work, must be maintained for all students enrolled in each teacher's class(es).

7. ROOM DECORATIONS

Rooms should be conducive to the learning environment. Teachers are asked to decorate all bulletin boards in the classroom. Supplies provided in the Activities Office.

LESSON PLANS

Please refer to the Implementation of School-wide Curriculum Procedural Guidelines memorandum and Miami-Dade County Public Schools' Electronic Staff Handbook Item # 52 for lesson plan

guidelines.

PROGRESS REPORTS AND REPORT CARD DISTRIBUTION

Please refer to the Miami-Dade County Public Schools' Electronic Staff Handbook Item # 40, 41, 47, and 68 for information regarding progress reports and report cards.

PROMOTION, PLACEMENT, AND GRADUATION

Please refer to the Student Progression Plan, Miami-Dade County Public Schools' Electronic Staff Handbook Item # 40, 41, and 67, and the following website:

<http://www.dadeschools.net/ehandbook/pupil/intro.pdf>

STUDENT PROGRESSION PLAN

Please refer to the Miami-Dade County Public Schools' Electronic Staff Handbook Item # 40, 41, and 67 for information regarding the Pupil Progression Plan. School Board Policy 5410

STUDENT EVALUATION AND RECORDS

Please refer to the Miami-Dade County Public School's Electronic Staff Handbook Item # 40, 41, and 67 for information regarding student evaluation and records.

STUDENT FEE SCHEDULE 2019-2020

All staff members will be provided with information regarding collection of any fees during the Opening of Schools meeting.

STUDENT FOLDERS/PORTFOLIOS

A folder or portfolio must be kept for each student in a teacher's class. Representative samples of students' work must be filed in the folder/portfolio, including graded tests, papers, and other assignments.

SUBSTITUTE/EMERGENCY LESSON PLANS

When making your emergency lesson plans, consider the following points:

Purpose of the Substitute Lesson Plans

- To maintain continuity of procedures and operation in the absence of the regular teacher.
- To use student time effectively and for a worthwhile purpose in the absence of the regular teacher.

Planning Tips

- Plan in detail; it is better to over-plan than to under-plan.
- Do not assume that the substitute can “figure it out.”
- Plan for worthwhile, meaningful activities that can be directed by any teacher regardless of subject area training.
- When developing emergency plans, it is recommended that you include a graded written assignment to ensure student participation.

Organization and Discipline

- Seating charts are invaluable to substitutes and should be kept up-to-date.
- Classroom discipline is of special concern to substitutes. Any instructions along these lines would be appreciated.

First and Second Period Attendance

- Leave detailed notes for this important part of the day.
- Be sure attendance rosters and other materials are located in the place stated.

Follow-up for the Regular Teacher

- Correct assigned work and record grades for activities completed during your absence. Return paper to students in order for them to know that they did meaningful work while you were absent.
- Support your substitute. Follow through by being prompt and firm in dealing with reports of misbehavior during your absence.

Three days of emergency plans are to be submitted to your department chairperson by **Friday, August 16, 2019**. Each day's plan should be in a separate folder with a completed cover form and instructions. When a day's plan is used because of teacher absence, replacement plans must be turned in by the second day after the teacher returns to work. **In summary, each of your emergency plan folders should include:**

- Instructions for substitute (Xerox form).
- Seating charts for each class, including Homeroom.
- Location of attendance rosters.
- Daily lesson plan which includes:

- Review
- Aims, objectives, or goals
- Material and/or special techniques – activity sheets usually work well
- Procedures: introduction, demonstration, questions, provision for individual difference, and closure
- Clear and specific class and homework assignments
- Plans for evaluation of learning
- Copy- planning tips

SECTION V STUDENT ACTIVITIES AND ATHLETICS



**CORAL PARK
RAMS
RIGHT ATTITUDE MEANS SUCCESS**

ACTIVITIES

Principal's Role

The principal of the school is ultimately responsible for the operation of the school, including all matters pertaining to the activities program. The appointment of the activities director is made at the discretion of the principal on a year-to-year basis.

Student Activities Director

The student activities director is responsible for administering the extracurricular activities program such that it reflects the school's philosophy, School Board Rules, and State law.

General Activities and Information

Activities Calendar

The activities director will maintain a master calendar for activities and athletic events in order to minimize conflict. The calendar will be available online on the school's website. Proposed activities must be cleared with the activities director for placement on the master calendar.

Announcements

The activities director will be responsible for the daily announcements. Please submit all announcements, in writing, to the activities office forty-eight hours in advance. Announcements will not be broadcast without the activities director's approval.

Assemblies

The activities director coordinates the days and times of all assemblies. Some assemblies will be attended by all students, some will be attended by certain groups, and others will be open so that teachers may sign up to take their classes.

- Students will attend assemblies as a class group and sit together in their assigned seats. Students will be taken to the assembly by their teacher and will leave together. Doors to the auditorium will be closed once the assembly begins and no one else will be admitted.
- Students will not be permitted to leave assemblies except in the case of an extreme emergency.
- Classroom teachers must accompany their classes to the assembly and remain seated with them throughout the entire program.

- Teachers should re-check their roll after arriving in the auditorium. Any teacher who leaves his/her class unattended will not be allowed to sign up for any future assemblies.
- Teachers must require quiet, courteous behavior from students during assemblies. Rude behavior such as booing, hissing, whistling, rhythmic hand clapping, and talking during the program are not permitted. Students will be excluded from assemblies as individuals or as an entire class if behavior is objectionable.

Clubs

Clubs must provide a service to the school, student body, or community. Membership must be open to the entire student body, except in the case of various honor societies. Club sponsors are appointed by the principal on an annual basis and are responsible for the activities and finances of the club. The activities director will provide club sponsors with further information about responsibilities and financial transactions.

Membership in fraternities and sororities in high school has been expressly forbidden by State law. Anyone found in such an organization is subject to removal from all school activities and shall be suspended or expelled. Students who violate these statutes are subject to the rules and regulations of the Code of Student Conduct. For further information, please refer to *F.S. Statute 232.40 – Pupils Prohibited from Belonging to Secret Societies*.

Pep Rallies

Pep rallies will be scheduled periodically throughout the school year and the cooperation of teachers and students is expected. Teachers must accompany their classes to the gym and remain with their class. No visitors are allowed in pep rallies without the approval of the activities director.

Student Parking

Students are expected to park their cars in the designated student lot.

Student Participation in Activities

Students who have been absent from school on the day of an organized activity may not participate in that activity without a verified excused absence.

Student Publications

The RAMPAGE is the school newspaper and the ARIEON is the school yearbook.

ATHLETICS

Principal's Role

The principal of the school is ultimately responsible for the operation of the school, including all matters pertaining to the athletic program. The appointment of the athletic director is made at the discretion of the principal on a year-to-year basis.

Athletic Director

The athletic director works under the direct supervision of the principal and is responsible for administering the athletic activities program such that it reflects the school's philosophy, School Board Rules, and State law.

General Athletics Information

Faculty Attendance at Athletic Events

Members of the Miami Coral Park Faculty and Staff are encouraged to attend athletic events.

Student Dismissal for Athletic Events

At the beginning of a sport's season, the coach will circulate a list of all students on the team. Teachers should retain this list for reference. Teachers will receive notification via the attendance bulletin regarding sports teams excused early for an event.

Student Eligibility

In order to participate in the athletic program, students must maintain a cumulative academic and conduct Grade Point Average (GPA) of at least 2.0 per semester.

TRANSFERRING STUDENTS – All transferring students are athletically ineligible for one year from the date of the transfer, with the exception of magnet students. A request may be submitted for review by the Athletic Transfer Review Committee (AETRC) to determine

athletic eligibility.

Student Tickets

Student tickets for athletic events are sold through the athletic office.

SECTION VI

Attachments



Miami Coral Park Senior High



Bell Schedule

2019- 2020

Block One	7:20am-8:55am
Pass	8:55am-9:00am
Block Two	9:00am-10:30am
LUNCH	10:30am-11:10am
Pass	11:10am-11:15am
Block Three	11:15am-12:45pm
Pass	12:45pm-12:50pm
Block Four	12:50pm-2:20pm

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>

Rev: 08/2017

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA ADHERES TO A POLICY OF NON DISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENT

It is the policy of the School Board that all students and employees be treated with respect. The School Board affirmatively strives to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by the School Board.

The School Board Policy Covers the Following Protected Categories:

AGE - This category prevents denial of employment and/or educational opportunities because of a person's age.

COLOR - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

DISABILITY - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

ETHNIC / NATIONAL ORIGIN - This category prevents denial of employment and/or educational opportunities because of a person's ancestors' place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

GENDER - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

GENDER IDENTITY - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

GENETIC INFORMATION (GINA) - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

MARITAL STATUS - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

POLITICAL BELIEFS - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

PREGNANCY - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

RACE - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American,

Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

RELIGION - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

SEX - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

SOCIAL AND FAMILY BACKGROUND - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

Sexual Harassment will NOT be tolerated.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITS SEXUAL HARASSMENT WHICH INCLUDES: UNWELCOME SEXUAL ADVANCES; REQUESTS FOR SEXUAL FAVORS; AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE, WHEN:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Unwelcome verbal or physical sexual conduct must be either severe or pervasive.

Retaliation occurs when an employer takes an adverse action against an employee because he or she engaged in a protected activity, such as complaining about discrimination or threatening to file a charge of discrimination. An employee cannot file a complaint of retaliation unless he/she has filed a charge of discrimination, participated in an investigation or opposed an unlawful employment practice.

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

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

Division of Exceptional Student Education

504 Coordinator

1501 N.E. 2nd Avenue, Suite 409

Miami, Florida 33132

Phone: (305) 995-2037 TDD: (305) 995-2400

Email: ese@dadeschools.net

Website: <http://ese.dadeschools.net>

Rev: 07/2014