Faculty Handbook
2018-2019

Josephine Otero
Principal

Evie Mayor
Assistant Principal

Gina Spicer
Assistant Principal
Welcome Back Rockway Middle School Family!

The Opening of School Bulletin and Handbook contains much of the information needed to set your professional “way points” for this new school year. The policies and procedures for the Miami-Dade County Public Schools are available on-line via the Electronic Staff Handbook. To access the essential information contained in this document, please reference the School Board Rules folder within the One Drive folder. It is part of your professional responsibility to familiarize yourself with the information included in this manual and the information glossed in the aforementioned memorandum.

As has been our course, we will set ambitious goals and targets for what we want not only from our students, but also from ourselves. School-wide improvement targets have been outlined in our School Improvement Plan. We will look to these goals to provide direction throughout this year’s voyage. It is my hope that many of you, as instructional leaders, will play an active role in its further development and execution.

Team, as our next academic year looms on the horizon, I want to express my gratitude and the confidence I have in both the individuals and educators at Rockway Middle School. “Oh, The Places We’ll Go!”

Sincerely,

Josephine Otero

Josephine Otero
Principal
MISSION STATEMENT

Rockway Middle School's mission is to provide an innovative, nurturing, and mutually respectful academic and social environment.

VISION STATEMENT

Our vision is to foster academic excellence, inspire innovative thinking, and build a sense of belonging in our students.
<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Atencio</th>
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<tr>
<td>11:40 – 12:10</td>
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Last lunch (1:25 – 1:55) will bring their belongings with them to the Cafeteria as they will be dismissed from there.
## Period 4 Lunch Schedule

<table>
<thead>
<tr>
<th>11:40 – 12:10</th>
<th>11:50 – 12:20</th>
<th>12:00 – 12:30</th>
<th>12:15 – 12:45</th>
<th>12:30 – 1:00</th>
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Last lunch (1:25 – 1:55) will bring their belongings with them to the Cafeteria as they will be dismissed from there.
# Straight 6 Day - Period 3 Lunch Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
<th>Group 5</th>
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<tr>
<td>11:20 – 11:50</td>
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Last lunch (12:35 – 1:05) will bring their belongings with them to the Cafeteria as they will be dismissed from there.
IMMEDIATE ACTIONS:

Facility Staff:

- Assist the school principal in all duties assigned

Teachers:

- Implement immediate evacuation of students upon notification to evacuate.
- Check restrooms and rooms next to the classroom and account for all students.
- Determine that all students have cleared the room.
- Take a class list or gradebook with you.
- Instruct the first student in line to hold the main exit door open until all persons in the class have evacuated. Continue this procedure until the building is cleared.
- Supervise all students enroute to designated area.
- Make roll call check at the assembly point. Report anyone missing to the person in charge.
EVACUATION & LOCKDOWN PROCEDURES

**CODE RED:** Imminent, proximal threat to student and staff safety that exists on campus.

**CODE YELLOW:** Potential known threat to student and staff safety that exists within the community.

1. Announcement will be made by the principal or designee stating, “WE HAVE A CODE RED, WE HAVE A CODE RED” or “WE HAVE A CODE YELLOW, WE HAVE A CODE YELLOW.”
2. Administration will call 911 and the Miami-Dade School police/DCIRT: 305-995-COPS (2677)
3. Staff and students located in open areas should immediately report to the nearest secured area. Command posts are set up in the attendance office, media center and main office.
4. Teachers stand outside their doors and direct students, or staff, and visitors to the nearest secured area. (remain until hallways are clear)
5. Classroom doors should be closed and locked; open windows should be closed, and all audio-visual equipment turned off.
6. Students should remain quietly in their seats.
7. Cellular phones use will be limited and should be utilized by staff only.
8. Staff and students located in open areas (physical education field, spill-out area) should immediately report to the nearest secured area (locker room, cafeteria).
9. Staff and students in bathroom facilities should lock the door, if possible, or move to the nearest secured area.
10. Follow direction of emergency personnel and school administration throughout the emergency period.
11. Update announcements will be made every 30 minutes or sooner if indicated – if P.A. is down will use e-mail. If power is down we will try to correspond via cell phones.
12. All staff and students are to remain in LOCK DOWN mode until “ALL CLEAR” announcement is made.
13. What escalates a situation is the use of cell phones by students who give out misinformation. Please adhere to M-DCPS policy regarding use of cell phones.
14. School administration will debrief with the members of the CIRT, in order to assess the effectiveness.

FIRE DRILL OR EVACUATION OF THE BUILDING

1. Administration will call 911 and the Miami-Dade County Police/ DICRT
2. In the event of a fire, the fire alarm will be activated. If in the event we need to evacuate the building for any other reason an announcement will be made over the P.A. or by alternate means.
3. Teachers should immediately evacuate the students upon notification to evacuate. Check and see that everyone has departed the room. Take a class list with you.
4. Security will check all bathrooms/elevators.
5. Teachers should follow the evacuation map located in each classroom.
6. Teachers are to supervise students reroute to your designated area.
7. Please make sure you are completely clear of the building!
8. Once the all clear has been give you may return to your classroom.

**Procedure During Class Time**
1. Classroom teachers explain what the emergency exit route is.
2. Students exit classroom and **WALK** in a single line to their designated area.
3. Students evacuate the building by designated routes to the assembly area (see map posted in classroom) No talking is permitted.
4. Teachers:
   A. Take Fire Drill folder containing class rosters with you.
   B. Check that all students are out of the classroom.
   C. Check that all exits are clear.
   D. Close and lock your classroom door.
5. In assembly area, teacher takes roll and accounts for all students.
6. Students in classrooms other than their own are to remain with class until given permission to rejoin their class.
7. Students remain in orderly lines and silent lines until all clear sign is given.
8. After returning to the classroom, teacher takes roll and accounts for each child.

**Procedure Used Before School and During Lunch**
1. Students in front of the school in the morning are to walk alongside school personal across 29th Terrace to safety
2. Students having lunch are to walk alongside across 93rd Court to safety.

**Procedure When Not in Your Own Classroom**
1. Teachers should be familiar with the assembly areas and evacuation routes designated for that classroom or area.
2. The Fire Drill folder should accompany the class and be used by the teacher, or supervising adult, to account for all students.

**All School Personal Are to Participate During A Fire Drill**
Parents, guest and community people on grounds during a fire drill must participate.

**PROPERTY CONTROL**

**CONTROLLED PROPERTY**
All property of Miami-Dade County Public Schools in excess of a minimum value is considered “Controlled Property” and, as such, receives an etched PC (Property Control) number. The current minimum value for controlled property is $1,000. The District maintains an inventory of all controlled property and regularly schedules audits of this inventory.

In order to effectively and efficiently monitor property at Rockway Middle School, a database is maintained which records the property control (PC number) as well as the location (room), description, faculty/staff assignment and department assignment of each piece of property.
PLANT SECURITY REPORT

Faculty and staff are expected to monitor the equipment in their classrooms/work space. Faculty and staff must inform an administrator immediately upon discovery of loss, stolen or damaged school property. M-DCPS requires a Plant Security Report be submitted within 24 hours of the discovery of loss, stolen or vandalized School Board property.

The following procedures will improve security against loss by theft or vandalism:

- All rooms should be locked when not in use by an employee, especially during the lunch break and after school.
- Equipment that is valuable, portable, personally useful, or easily disposed of should not, to the extent possible, be left unattended or unsecured, particularly near exit doors.
- Do not give keys to students to perform errands.
- Upon departure from a classroom, the auditorium, or locker rooms, the supervising staff member will see that all students are out of the facility and each door is locked.
- Teachers are advised not to confiscate or hold items of value belonging to students: such items then become the responsibility of the teacher. Request a security monitor or administrator if it is necessary to take an item from a student.

CONTROLLED PROPERTY TRANSFER FORM

Controlled property should not be moved from its assigned location without the prior written approval from the principal or designee. The teacher/staff member requesting the move is responsible for submitting a Controlled Property Transfer form to the principal or designee for approval.

OUTGOING PROPERTY CONTROL FORM

If controlled property is to be removed temporarily or permanently from the school, an Outgoing Property Control Form must be completed. All information on this form must be completed carefully and the receiving party’s signature recorded. These forms require administrator approval. Equipment moved temporarily for repairs or old, obsolete equipment is surveyed out or removed from the school’s inventory. If you need any assistance, please see Mr. De La Torre.

Off-Campus Use of Equipment

School property may not be removed from the school campus without prior authorization from the principal or designee. An Approval of Off-Campus Use of School Board Property form must be completed and signed by the borrower, and principal/designee. This form should be filed with Mr. De La Torre prior to taking the property off campus, as well as the equipment must be checked by her upon returning the equipment.
ROCKWAY FACULTY PARKING

Parking is in the parking lot in front of the school or parking lot by auditorium.

SCHOOL VISITORS

- All visitors must sign in and pick up a visitor's badge at the entrance of the school.
- Team leaders will be contacted by office personnel and told of visitor's arrival; if visit is scheduled, the team leader will escort parent to the conference.
- Visitors are not to report directly to classrooms, cafeteria, planning offices, or locations outside the main building.

HALL PASSES

Students traveling to and from classrooms, offices, and restrooms must carry an official Miami-Dade County School Board pass filled out in ink. All teachers and staff sending students to another classroom or office are required to sign the pass and indicate the time of departure.

SCHOOL SECURITY

Security staff will monitor corridor and restroom area traffic, hall passes, bus arrival and departure, and automobile traffic.

REPORTING TEACHER ABSENCES/TARDIES

Teachers are to contact Ms. Kassandra Fernandez as soon as possible but no later than 7:30 A.M. at (305) 469-0662 when absence from school becomes necessary. If you are not able to reach Ms. Fernandez please contact Ms. Otero at 786-236-8444. Whether it is necessary to miss the next day or not, teachers MUST contact Ms. Fernandez by 3:30 p.m. If no phone call is received on the first day (or subsequent days) of your absence, we will arrange another day of substitute coverage.

It is essential that lesson plans and seating charts be available for your substitute. Emergency lesson plans for 3 days for each teacher must be submitted to department chair and will be on file in the main office. Ms. Fernandez will provide the substitute with the lesson plans in case of an emergency.

Be specific and include:
- Class seating charts
- Procedures for recording attendance
• Instructions for assignment’s, actions upon completion, placement of materials, and location of books, supplies, etc.
• Class rules and procedures
• Name of a student assistant
• Other information you deem important

If events arise which may result in late arrival, contact Ms. Fernandez as soon as possible so that internal coverage may be arranged. Punctual and clear communication will insure coverage of your classes and continuity of instruction.

**OTHER ABSENCES (LEAVING EARLY)**

If teachers find it necessary to miss a class for a reason other than unanticipated lateness, they must obtain permission from the principal. **Teachers must secure coverage for their classes, confirm such coverage with their department chair, and sign the sign-out log located in Room 1114 with Ms. Karina Garcia. Administrative approval is required to leave early.**

**CLASSROOM MANAGEMENT PROCEDURES**

All teachers must provide their classroom policies and procedures to students the first day of school. Policy and procedures should require student and parent signatures.

If a student causes a disciplinary problem and a student needs to be removed please contact the office and a security guard or administrator will assist.

If a serious disciplinary problem occurs, the teacher should complete and submit a Student Case Management Referral Form to the assistant principal for appropriate action.

**STUDENT TELEPHONE PROCEDURES**

• **Telephones are available in the Main Office for emergency purposes only.**

• Students are not to be excused from class to use the telephone unless due to extreme illness. Students must be given a pass to the main office.

• Students will not receive incoming calls. Messages will be taken from a parent in the case of an emergency only.

**KEYS**

**Access to rooms:**

A) Ms. Karina Garcia is responsible for coordinating distribution of room keys.

B) Teachers receive keys to the rooms in which they teach.
C) At the end of each school year, teachers shall return their keys to Ms. Karina Garcia

D) Teachers are not to loan keys to another individual, including students.

**FOOD POLICY: CLASSROOMS**

Staff and students are not to bring food and drink into the classrooms at any time during the school day. Food is not to be taken from the Cafeteria unless it is to be consumed in Teachers’ Lounge

Coffeemakers are permitted in the planning areas. Please see to it that all coffeemakers are turned off at the end of the day.

**CUSTODIAL SUPPORT**

Keeping Rockway a clean and desirable place to work is a team effort. While the custodial staff has the major share of the housekeeping and maintenance duties, staff members share the responsibility.

**Teacher/Staff Responsibilities**

1) Keep rooms free of trash/litter.
2) Report cleaning problems immediately to the Head Custodian. If the problem is not resolved, report it to the Assistant Principal.
3) Leave the room as neat as or neater than, when it was entered.
4) Cooperate with the custodial staff and support their efforts.
5) When requesting assistance, be as clear and reasonable as possible.

**Custodial Responsibilities**

1) Clean each room and hall every day.
2) Keep the grounds neat and trimmed.
3) Move boxes, furniture, etc. as needed.
4) See that repairs to the building are completed.

**Requests for Custodial Assistance**

1) Teachers and staff members shall make a written request for assistance. An email can be sent to the Head Custodian and/or Mrs. Mayor. Requests should be specific and clear.
2) The Head Custodian will do one of the following:
   a) Assign the task to a member of his staff
   b) Refer the repair to the zone mechanic
   c) Send the request to the Assistant Principal with reason(s) for not selecting either a or b.
3) If necessary, the Head Custodian shall notify the requestor when action will be taken or why it cannot be done.
COPY PROCEDURES

The following provides locations and establishes procedures for the use of the copy machines at the Rockway Middle School. All staff is reminded to observe copyright rules and regulations.

<table>
<thead>
<tr>
<th>COPIER LOCATION</th>
<th>PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 1</td>
<td>a. Request to make copies must be made 48 hours in advance in the main office building only.</td>
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<tr>
<td></td>
<td>b. <a href="#">Complete copy request form</a></td>
</tr>
<tr>
<td>Office 3</td>
<td>c. Paper will be supplied by the school</td>
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<tr>
<td></td>
<td>d. For use by authorized personnel</td>
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</tbody>
</table>
ROCKWAY MIDDLE SCHOOL

DUPLICATING WORK ORDER FORM

Name: ______________________ Room#: _______ Date: ______________

Number of Original Copies: __________

Number of Copies of Each: _________ Date/Day Needed: ________________

One Side Only ______ Both Sides ______ Transparency ______

Check One:  □ Uncollated  □ Collated  □ Collated & Stapled

PLEASE ALLOW TWO (2) FULL SCHOOL DAYS TO HAVE MATERIAL COPIED.
(EXAMPLE: MATERIALS TURNED IN AT 3:30 P.M. MONDAY WILL BE READY AT 3:30 P.M. WEDNESDAY.)

*This completed form must accompany all copy requests. Copies will be completed in the order in which they are submitted.

NOTE: Duplication of more than a class set of 50 needs administrative approval. Be mindful of the copyright law.

Administrator Approval: ___________________ Date Approved: ________________

ROCKWAY MIDDLE SCHOOL

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Administrator Approval: ___________________ Date Approved: ________________
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.


**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.

Rev: 08/2017
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 socioeconomic, family and/or educational background.

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**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.

**RETIALLATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW**

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

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