LINDSEY HOPKINS TECHNICAL COLLEGE

Miami-Dade County Public Schools

STUDENT HANDBOOK
2026-2027

ACCREDITATIONS

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

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

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

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

The Automotive Service Technology Program is approved by the following:
The National Automotive Technicians Education Foundation, Inc.
(NATEF)

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

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

Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

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Office of Post-Secondary Career and Technical Education

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District Director
Office of Post-Secondary Career and Technical Education

Dr. Susana Mauri
District Director
Office of Post-Secondary Career and Technical Education

Ms. Chantal G. Osborne
Director
Lindsey Hopkins Technical College

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DIRECTOR'S MESSAGE

WELCOME to your school!

On behalf of the Lindsey Hopkins Technical College administration, faculty, and staff, I want to congratulate you for taking the initiative to achieve your career goals. At Lindsey Hopkins, we are committed to providing you with the skills and support necessary to become successful in the workforce.

This handbook covers all the information, policies, procedures, and programs that were shared with you by the case managers and the counselors during the orientation sessions. I strongly encourage you to read the entire document in order to have a wonderful learning experience at Lindsey Hopkins.

If you have any questions or concerns, please do not hesitate to contact us by visiting our campus or calling our Student Services office.

Sincerely,

Chantal G. Osborne
Director

ADMINISTRATIVE STAFF

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

DEPARTMENT HEADS / OTHER SELECTED STAFF

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

VISION

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

MISSION

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

CORE VALUES

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

HONESTY, INTEGRITY, RESPECT

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

FAIRNESS AND KINDNESS

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

CITIZENSHIP, COOPERATION, AND RESPONSIBILITY

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

EXCELLENCE

We pursue the highest standards in all we do.

Academic Year
The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester usually begins in August and ends in December. The second trimester usually begins in January and ends in April. The third trimester usually begins the last week of April and ends in July.

Admissions
Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered. The Automotive Service Technology 1 and Automotive Service Technology 2, offered at Braman Automotive Training Center, a person must be between the ages of 17 to 25 years. Any individual with special needs applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

Career/technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination within the first six (6) calendar weeks after admission into the program, even if they hold a high school diploma. Exceptions from the basic skills testing requirements include students possessing an associate of applied science or arts, baccalaureate graduate-level degree; students who have passed or are exempt from the college level communication and computation examination; and/or students who are exempt from the college entry-level examination. Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability.

Student Services/Counseling
Lindsey Hopkins Technical College offers a comprehensive program of support to all students. These support services address individual, small group and large group counseling, as well as the personal/social, educational and career needs of all students. Counselors are available Monday through Thursday from 7:50 AM to 9:00 PM and on Friday from 7:50 AM to 3:10 PM in Room C-109.

Disability Services
The student services program offers special services for students with special needs. Students must see a guidance counselor for more information about the programs and services offered in Room C-109.

Student Identification
A valid Lindsey Hopkins Technical College Identification Badge (ID) must be worn visibly at all times by all students. Student ID badges are obtained by paying $5.00 fee at the time of registration. A replacement ID badge is $1.00 and may be obtained in the registration office.

Attendance Policy
All students are expected to attend class regularly. Attendance is maintained by the teacher on a daily basis through the electronic grade book. Students who fail to report to class during their first three (3) days of their initial registration will be withdrawn as a *no-show.* All students who accumulate six (6) consecutive absences are dropped automatically from the class. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

Transfer Policy
Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level. Students beyond the compulsory school age and currently enrolled as full-time secondary students must follow Miami-Dade County Public Schools' transfer policy when desiring to transfer to a career/technical post-secondary school.

Withdrawal Policy
Withdrawal of students occurs upon the sixth consecutive absence for adult general education classes and career/technical classes. Students who fail to report to class during their first (3) days of their initial registration will be withdrawn as a no-show. Students may also officially withdraw by notifying the registrar located in the Registration office in Room C-106.

Fees and Charges
Each trimester, tuition and fees are collected at the time of registration for classes. All fees are collected each trimester. The State of Florida determines the range of tuition per contact hour.
Current fees are listed in the Class Schedule each trimester and are subject to change without notice.

Career/Technical Program:
Resident (In-State) ..... $ 2.56/hour
Non-Resident (Out-Of-State)..... $10.25/hour
Application Fee.....$ 20.00
Student I.D. ..... $ 5.00

Adult General Education (ABE, ESOL & GED):
Resident and Non-Resident $30.00
Plus, Student I.D.....5.00
Testing Fee 8.00
$43.00

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Refund Policy

The Lindsey Hopkins Technical College refund policy is the following:

- Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- An **Application for Refund by Check/Credit** (Form 2057, Rev. 08-14) must be completed. Cash payments are refunded by internal funds checks.
- AGE fees, ID fees and lab fees are **non- refundable**.
- Credit Card refunds will only be applied to the credit card used for payment.
- Visit our web page for the full refund policy.

A refund will be issued when due and shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student.

- Students will be notified in writing if they are due a refund by the school and provided with the necessary form to process refund payment.

There will be no refunds on ID, books and fees.

Veteran Services

Lindsey Hopkins Technical College is an approved vendor by the Florida Department of Veteran's Affairs. Veterans may contact the Registrar in room C-106 to obtain information about registration procedures and benefits.

Financial Aid

Several types of financial aid are available to students who are eligible. Students may contact the Financial Aid Office in room D-106 to obtain additional information.

Media Center

The media center is located in Room F-211. The hours of operation are Monday through Thursday from 7:45 AM to 9:00 PM and Fridays from 7:45 AM to 2:00 PM. It allows students to research academic subjects, to access information on current events and to obtain visual/ancillary materials for school projects. Students using computers with Internet access must adhere to the Miami-Dade County Public Schools' Acceptable Use Policy for Internet Use according to Miami-Dade County School Board Policy #2531 regarding copyright laws and fair use guidelines.

Bookstore

A currently enrolled student may purchase books and supplies in the bookstore. A Valid student identification (ID) badge is required to make purchases. The bookstore is located in Room C-108. Hours of operation are Monday through Friday, 11:00 AM to 12:00 PM and Monday through Thursday, 5:00 PM to 7:00 PM.

Cafeteria

The cafeteria is located in Building F. Lunch is served Monday through Thursday from 11:00 AM to 12:00 PM. Vending machines are conveniently located throughout the campus.

Lunch/Break Period

The daily lunch period is scheduled from 11:00 am – 12:00 noon. Students are responsible for returning to class at 12:00 noon. **Food and drinks are not permitted** in the classroom or in the corridors. A lunch break is scheduled at 8:00 p.m. for evening classes.

Childcare Services

Child-care services are offered for staff members and students with children aged two to four. For application or eligibility information, contact the child-care center office in Room D-119 or at 305-324-6070 ext. 8010 Monday through Friday from 8:00 AM to 3:00 PM. Evening childcare services are also available.

Approved Dress Code

The primary purpose of the school is to prepare students for employment. Students are required to be neat and clean in appearance. Items of dress that pose a risk to health and safety, cause classroom disturbances or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

- No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps. Safety shoes are recommended in industrial shop areas.
- No written messages or pictures or symbols on clothing which portray ideas which may be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.
- No mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-through blouses without a camisole or whole slip, bare backs, bare midriffs or plunging neck lines;
- No hats or bandanas, except for religious purposes;
- Students enrolled in most programs are required to wear uniforms or apparel suitable for the training.

Grading System

The grading system used for dual enrollment students and selected technical programs—primarily those in the post-secondary health science area—follows the M-DCPS Grading System. The majority of CTE programs are competency-based and use a variety of methods to assess students' mastery of the program, including competency checklists, written tests, performance tests, and student portfolios. A final grade is issued when an OCP is earned.

Grade	Numeric Value	Interpretation	GPA
A	90-100%	Outstanding	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
D	60-69%	Minimal; Improvement Needed	1.0
F	59-0%	Unsatisfactory	0
I	0%	Incomplete	0

Standard of Progress

The School Board of Miami-Dade County, Florida, requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. The conference must be called among the instructor, student, counselor, and administrator to create an academic contract to assist the student and avert an action leading to dismissal or failure.

Conduct and Discipline

The primary objective of Lindsey Hopkins Technical College and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships; thus, it is necessary that the school environment be free from disruptions that interfere with teaching and learning activities. A *Post-Secondary Student Code of Conduct* has been developed by the school district to ensure that students have an environment conducive to learning. Additional information regarding the Student Code of Conduct can be found at: **http://www.lindseyhopkins.edu**

Accessibility

Physical accessibility to Lindsey Hopkins Technical College has been facilitated by the provision of ramps, curb cuts, lower water fountains, wide restroom stalls and elevators.

Lost and Found

Articles that are found are taken to the security office in Room C-104. Students who have lost articles should report the loss to staff in C-104 as soon as possible. Students are required to provide some form of identification when making any claim.

Parking

Parking is permitted in the parking garage in designated student parking slots numbered from 258 thru 515. Students should make certain that their vehicles are parked properly as not to block the exit, other vehicles, driveways, gates or areas designed for handicapped people.

All vehicles MUST be forward parked with tag visible and current LHTC Parking Permit Hang Tag visible on the rear-view mirror post. The school shall not be responsible for vandalism or damage to vehicles parked on school property. **The speed limit is 5 mph.**

Students' Right to Know Act

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. In order to comply with the provisions of the law, security reports are available on the school's web site and in the building operations office.

Discrimination, Bullying, Harassment

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability shall communicate in writing the allegation(s) to the school principal. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the School Board's Civil Rights Compliance (CRC) office. 1500 Biscayne Boulevard, Suite 234, Miami, Florida 33132
Telephone: 305.995.1580 Fax: 305.995.2047
Hours: Monday-Friday 8:00am-4:30pm
Email: crc@dadeschools.net

Student Records

Miami-Dade County Public Schools maintain educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 8330, Student Records. The Student Educational Records, published by the Division of Student Services, contains the guidelines and district directives regarding student records, and outlines the rights accorded to eligible students.

Family Educational Rights & Privacy Act (FERPA)

FERPA is a federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attends a postsecondary institution, including Lindsey Hopkins Technical College that receive funding under any program administered by the U.S. Department of Education the rights to have access and control over the disclosure of personally identifiable information from their educational records. The entire document is available on the school website.

Grievance Procedures

A student should discuss any issue regarded as grievance with the instructor. If the resolution is not reached at this level, the student will schedule a conference with the appropriate administrator, and then the Director. If the student is still not satisfied, the student has the right to appeal to the next administrator at the district level in writing:

Office of Post-Secondary Career and Technical Education
Miami-Dade County Public Schools
1450 NE Second Avenue
Miami, Florida33132

If the grievance is unresolved, the student has the right to appeal:

Commission of the Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (770) 396-3898
Fax: (770) 396-3790 www.council.org

ACCIDENT REPORTS

Report all accidents to faculty and/or staff in the Main Office. Accident report forms must be filled out completely and submitted to an administrator or counselor.

EMERGENCY EVACUATION

Emergency evacuation and lock down drills are held numerous times throughout the school year. Familiarize yourself with the evacuation routes posted in your classroom. During a drill or emergency evacuation situation, follow the posted evacuation route quickly and in an orderly fashion. Remain clear of the building until the "all clear" signal is given and re-entry into the building is requested. During a lockdown emergency, all doors will be locked; and you will be required to remain in your classroom. An "all clear" announcement will be made when the situation is over.

Drug, Alcohol, & Smoking Policy

No smoking, alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices will be allowed in schools or on School Board property. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

Safety and Security

In order to ensure the safety and security of students, staff and visitors please refrain from propping perimeter doors open for other or quick access. Additionally, do not lend or give someone your I.D. or the I.D. of another student to access the campus. Administrative disciplinary actions will be taken if it is discovered that you are participating in propping open doors, opening perimeter doors for students to access the campus without an I.D.

Post-Secondary Code of Student Conduct

All students are required to adhere to the Post-Secondary Code of Student Conduct as established by Board Policy 5500. Students have the responsibility to become familiar with the Post-Secondary Code of Student Conduct and to observe all school and classroom rules.

Emergency Procedures

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

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

COMMON LANGUAGE

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

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

HOLD

"In Your Classroom or Area"

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

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

SECURE

"Get Inside. Lock outside doors"

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

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

LOCKDOWN

"Locks, Lights, Out of Sight"

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

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

EVACUATE

"To a Location"

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

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

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat

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

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

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

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, as amended - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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

The Equal Pay Act of 1963, as amended - prohibits gender discrimination in the 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 qualified students with disabilities.

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, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (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 discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: https://tinyurl.com/MDCPS-CRC

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

Department of Exceptional Student Education
1501 NE 2nd Ave, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: https://ese.dadeschools.net

Rev. 06/2025

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

DISCRIMINATION / HARASSMENT

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. Discrimination and harassment based on the protected categories listed below will NOT be tolerated by the School Board.

M-DCPS School Board Policies prohibit discrimination and harassment based on the following protected categories:

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

CITIZENSHIP STATUS - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

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 national origin group.

FAMILY MEDICAL LEAVE ACT (FMLA) – This category prevents harassment or discrimination against an eligible employee exercising their right to take up to 12 work weeks of leave during any 12 month period for one or more of the reasons defined in the FMLA statue.

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

GENDER IDENTITY/STEREOTYPES - 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.

LINGUISTIC PREFERENCE - This category prevents denial of employment and/or educational opportunities because of the language a person speaks unless there is a legitimate business need for requiring that a specific language be spoken.

MARITAL STATUS - This category prevents denial of equal employment and/or educational opportunities because a person is or is not married.

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 due to current pregnancy, past pregnancy, potential pregnancy, medical conditions related to pregnancy or childbirth including breastfeeding/lactation.

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. This category also prevents discrimination and harassment because of marriage to or association with an individual of a different race.

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

RETALIATION – This category prevents adverse action against individuals because they engaged in a protected activity such as complaining about discrimination, filing a charge of discrimination, or participating in civil rights investigative proceedings.

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

SEXUAL HARASSMENT – This category prevents denial of equal employment and/or educational opportunities due to sexual harassment.

SEXUAL ORIENTATION - This category prevents denial of equal employment and/or educational opportunities because of person's actual or perceived sexual orientation.

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

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RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIGITED BY LAW

Sexual Harassment will NOT be tolerated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS) DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ANY EDUCATION PROGRAM OR ACTIVITY THAT IT OPERATES AS REQUIRED BY TITLE IX. M-DCPS ALSO DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN ADMISSIONS OR EMPLOYMENT.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or:

Office of Civil Rights Compliance (CRC)
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: https://tinyurl.com/MDCPS-CRC

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

Department of Exceptional Student Education
1501 N.E. 2nd Avenue, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: https://ese.dadeschools.net

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