

Office of School Board Attorney
Walter J. Harvey, School Board Attorney

SUBJECT: **INITIAL READING: TO AMEND POLICIES 7540, COMPUTER TECHNOLOGY AND NETWORKS, 7540.01, TECHNOLOGY PRIVACY, 7540.04, STAFF RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS, 2450, ADULT, POST-SECONDARY, CAREER TECHNICAL AND COMMUNITY EDUCATION, 5112, ENTRANCE REQUIREMENTS, 6233, DISTRICT BUDGET, 2410, SCHOOL HEALTH SERVICES PROGRAM, AND 9143, SECURE OUR FUTURE ADVISORY COMMITTEE**

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

LINK TO STRATEGIC BLUEPRINT: **INFORMED, ENGAGED & EMPOWERED STAKEHOLDERS**

Consistent with the Board's statutory responsibility to periodically review and update its policies to conform to legislative changes and District practices, as well as recent action by the Board, authorization is requested for the Superintendent to initiate rulemaking proceedings to amend several Board policies. These amendments have been drafted in collaboration with, and reviewed by, the Superintendent, Cabinet, and District staff of departments that will implement them.

At its Special Board meeting of September 14, 2020, the Board approved Agenda Item SP-16 (Cybersecurity Training), sponsored by Ms. Susie Castillo, Board Member, which authorized the Superintendent to initiate rulemaking to incorporate annual cybersecurity training into Board policy. In accordance with the item, the proposed amendments to Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, and 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, incorporate annual employee cybersecurity training and direct the Superintendent to create protocols, guidelines, and/or procedures for safe, appropriate, and ethical use of equipment and networks in physical and virtual environments.

The amendment to Policy 2450, *Adult, Post-Secondary, Career Technical and Community Education*, is recommended as a result of Florida H.B. 171 (2020), amending s. 1009.26, F.S. and authorizing transcript fee waivers for active duty members and honorably discharged veterans of the United States Armed Forces and their spouses and dependents attending M-DCPS Post-Secondary Career Centers.

The amendment to Policy 5112, *Entrance Requirements*, is recommended as a result of Florida S.B. 662 (2020), amending s. 1003.05, F.S. providing a technical correction to clarify that a student whose parent is transferred or is pending transfer to a military installation within this state is considered a resident of the school district when the order is submitted to the school district and requiring such students to receive certain preferential treatment.

The amendment to Policy 6233, *District Budget*, is recommended to align with s. 1011.62(6)(b)(3), F.S., remove the reference to the *Next Generation Sunshine State Standards*, and be more generalized to account for current and future changes in the standards and benchmarks adopted by the Florida Board of Education.

The amendment to Policy 2410, *School Health Services Program*, aligns with revisions to s. 1002.20(3)(l) and s. 1002.33(9)(q), F.S., requiring, that prior to contacting law enforcement for an involuntary examination of a student under s. 394.463, F.S., school principals or their designees verify that de-escalation strategies have been utilized and outreach to an available mobile response team has been initiated unless the principal or the principal's designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. The amendment also contains the statutory requirement that parent notification be made within 24 hours unless the incident is treated as an abuse or neglect matter under s. 39.201, F.S.

The amendment to Policy 9143, *Secure Our Future Advisory Committee*, is recommended to conform the policy to s. 1011.71(9), F.S., requiring inclusion of charter schools in distribution of future funds generated by additional millage for school operational purposes.

Attached are the Notice of Intended Action and policy amendments. Changes are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, 2450, *Adult, Post-Secondary, Career Technical And Community Education*, 5112, *Entrance Requirements*, 6233, *District Budget*, 2410, *School Health Services Program*, and 9143, *Secure Our Future Advisory Committee*.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems* 2450, *Adult, Post-Secondary, Career Technical and Community Education*, 5112, *Entrance Requirements*, 6233, *District Budget*, 2410, *School Health Services Program*, and 9143, *Secure Our Future Advisory Committee*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 21, 2020, its intention to amend Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, 2450, *Adult, Post-Secondary, Career Technical and Community Education*, 5112, *Entrance Requirements*, 6233, *District Budget*, 2410, *School Health Services Program*, and 9143, *Secure Our Future Advisory Committee*, at its regular meeting on December 9, 2020.

PURPOSE AND EFFECT: Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, 2450, *Adult, Post-Secondary, Career Technical and Community Education*, 5112, *Entrance Requirements*, 6233, *District Budget*, and 2410, *School Health Services Program*, and 9143, *Secure Our Future Advisory Committee*, are proposed to be amended to conform to amendments to Florida Statutes, District practices and Board action.

Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, and 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, are proposed to be amended to incorporate annual employee cybersecurity training and to direct the Superintendent to create protocols, guidelines, and/or procedures for safe, appropriate, and ethical use of equipment and networks in physical and virtual environments.

Board Policy 2450, *Adult, Post-Secondary, Career Technical and Community Education*, is proposed to be amended to incorporate changes to s. 1009.26, F.S. and authorize transcript fee waivers for active duty members and honorably discharged veterans of the United States Armed Forces and their spouses and dependents attending M-DCPS Post-Secondary Career Centers.

Board Policy 5112, *Entrance Requirements*, is proposed to be amended to incorporate a technical correction to s. 1003.05, F.S. clarifying that a student whose parent is transferred or is pending transfer to a military installation within this state is considered a resident of the school district when the order is submitted to the school district and requiring such students to receive certain preferential treatment.

Board Policy 6233, *District Budget*, is proposed to be amended to align with s. 1011.62(6)(b)(3), F.S. by removing the reference to the *Next Generation Sunshine State Standards* to account for current and future changes in the standards and benchmarks adopted by the Florida Board of Education.

Board Policy 2410, *School Health Services Program*, is proposed to be amended to incorporate revisions to s. 1002.20(3)(l) and s. 1002.33(9)(q), F.S., requiring that, prior to contacting law enforcement for an involuntary examination of a student under s. 394.463, F.S., school principals or their designees verify that de-escalation strategies have been utilized and outreach to an available mobile response team has been initiated unless the principal or the principal's designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. The proposed amendment also requires that parent notification be made within 24 hours unless the incident is treated as an abuse or neglect matter under s. 39.201, F.S.

Board Policy 9143, *Secure Our Future Advisory Committee*, is proposed to be amended to conform to s. 1011.71(9), F.S., requiring inclusion of charter schools in distribution of future funds generated by additional millage for school operational purposes.

SUMMARY: Board Policies 7540, *Computer Technology and Networks*, 7540.01, *Technology Privacy*, and 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, are proposed for amendment to implement Board action pertaining to enhanced cybersecurity. Policy 2450, *Adult, Post-Secondary, Career Technical and Community Education*, is proposed to be amended to authorize transcript fee waivers for active duty members and honorably discharged veterans of the United States Armed Forces and their spouses and dependents attending M-DCPS Post-Secondary Career Centers. Policy 5112, *Entrance Requirements*, is proposed to be amended to incorporate a technical correction clarifying that a student whose parent is transferred or is pending transfer to a military installation within this state is considered a resident of the school district. Policy 6233, *District Budget*, is proposed to be amended to remove the reference to the *Next Generation Sunshine State Standards* to account for current and future changes in the standards and benchmarks adopted by the Florida Board of Education. Policy 2410, *School Health Services Program* incorporates recent amendments to Florida Statutes and conform to District practices. Policy 9143, *Secure Our Future Advisory Committee*, is proposed to be amended to conform to s. 1011.71(9), F.S., requiring inclusion of charter schools in distribution of future funds generated by additional millage for school operational purposes.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2), (3), (5), (6); 1001.42 (8), (9), (12), (28); 1001.43 (2), (8), (10), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 1009.26(17); 1001.44; 1003.05(4); 1011.62(6)(b)(3); 1002.20(3)(l), 1002.33(9)(q), 39.201, 1011.71(9), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF December 9, 2020 which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by November 18, 2020, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

COPIES OF THE PROPOSED NEW AND AMENDED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.



Book	Policy Manual
Section	October 21, 2020 <u>Initial</u> Reading
Title	COMPUTER TECHNOLOGY AND NETWORKS
Code	7540
Status	<u>Initial</u> Reading
Adopted	May 11, 2011

7540 - **COMPUTER TECHNOLOGY AND NETWORKS**

The School Board is committed to the effective, safe, and secure use of technology to ~~both enhance~~provide for the quality ~~of~~ student learning, flexibility for employees to accomplish job tasks when distance learning is in effect, and ~~the efficiency of~~ Board operations. Safeguards shall be established so that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying- (see Policy 5500). Annual cybersecurity training will be conducted for employees, including but not limited to, the identification of cyberthreats and the appropriate procedures to follow when a threat is suspected.

Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students and staff members from the District's network, except to the District's collaboration sites and/or approved sites as directed by the Superintendent.

The Superintendent shall develop protocols, guidelines, and/or Administrative procedures ~~shall be established~~ for proper acquisition of technology and to provide guidance to staff, students, and other authorized users about making safe, appropriate and ethical use of ~~the~~ computers and other equipment ~~as well as any~~ and networks that may be established in physical or virtual environments. These procedures shall also inform staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

The use of these technology resources is a privilege, not a right.

Effective 7/1/11

Legal F.S. 1001.43



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Book	Policy Manual
Section	October 21, 2020 <u>Initial</u> Reading
Title	TECHNOLOGY PRIVACY
Code	7540.01
Status	<u>Initial</u> Reading
Adopted	May 11, 2011

7540.01 - TECHNOLOGY PRIVACY

All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for business purposes. The District has the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information on these systems is confidential or private.

Review of such information may be done by the District with or without the staff member's knowledge. ~~Portal p~~ Passwords should be kept confidential. ~~Passwords other than those that are used for security must be registered with the assigned site administrator and do not guarantee confidentiality, and t~~ The District retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited according to District regulations. Staff members are encouraged to keep their personal records and personal business at home. In addition, staff members shall be advised that computers, electronic mail, and voice mail are subject to Florida's Sunshine Law.

Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages and should remain vigilant for potential cyber threats. All employees should report any suspected cyber threats to the site administrator.

Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine

whether the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software on the computers are the property of the District. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

See the District Network Security Standards and Board policies concerning staff and student use of e-mail, and staff and student Network and Internet Acceptable Use for more details.

Effective 7/1/11

Legal

F.S. 119.011



Book	Policy Manual
Section	October 21, 2020 <u>Initial</u> Reading
Title	STAFF RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS
Code	7540.04
Status	<u>Initial</u> Reading
Adopted	May 11, 2011
Last Revised	March 15, 2017

7540.04 - STAFF RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS

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

The District network is defined as all computer resources, including software, hardware, lines, and services that allow connection of District computers to other computers, whether they are within the district or external to the District, including connection to the Internet with any device while on school property. The Board shall maintain a system of internet content filtering devices and software controls that meet the Federal standards established in the Children's Internet Protection Act (CIPA).

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the District's educational mission and objectives. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure the system is being used in accordance with District policy and administrative procedures and guidelines. Users do not have any expectation of privacy in files stored on servers or disks which may be subject to disclosure pursuant to Florida's Public Records Act.

No user may use the network to take any action and/or communicate any language that the employee or student could not take or communicate in person. Prohibitions in applicable Federal, State, and/or local law or regulation, collective bargaining agreements, and Board policies are included. Additionally,

there is no expectation of privacy in the use of e-mail or network communications when such communications occur over District provided equipment by District employees, students, or others (See Policy 7540.05).

Users are expected to comply with the rules of network etiquette, including but not limited to:

- A. Use of the District's Network and electronic devices must be consistent with the District's educational objectives, mission, and curriculum; all users of the District's network are bound by the guidelines and stipulations set forth within the Network Security Standards, which are posted on the District's website.
- B. Any user who identifies a security problem on the network must notify a system administrator and shall not disclose or demonstrate the problem to others.
- C. Employees shall not use another individual's account without written permission. Users must not share their password with anyone, engage in activities that would reveal anyone's password, or allow others to access a computer that the user is logged on to. Attempting to log in to the system as any other user is prohibited. Employees are expected to act with due care in maintaining their passwords private and secure.
- D. Transmission of any material in violation of local, Federal, and/or State laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening, bullying, discriminating, slanderous, or obscene material.

Obscene material is material which:

- 1. the average person, applying contemporary community standards, would find, taken as a whole, appeals solely to the prurient interest; and
 - 2. depicts or describes, in a patently offensive way, sexual conduct as defined in State law (F.S. 847.001(11)); and
 - 3. taken as a whole lacks serious literary, artistic, political, or scientific value.
- E. Intentional or unintentional use of District resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
 - F. The network may not be used in any way that discriminates on any protected basis as delineated in the Board's anti-discrimination policies.
 - G. The use of profanity, vulgarities, or any other inappropriate language is prohibited.
 - H. Downloading pictures, sounds, video clips, text documents, or any material without authorization and without confirmation is prohibited unless the employee has the right to use it or has obtained permission from the copyright owner.
 - I. Downloading games, video files, audio files, or streaming media without educational value or without prior authorization by an administrator is prohibited.
 - J. Uploading, downloading, transferring, or installing software applications, images, texts, video files, and digital music files without authorization is prohibited.
 - K. Use of District resources for commercial activities, product advertisement, or religious or political campaigning, lobbying, threats, suggestions of violence, or solicitation is prohibited.

- L. Accessing chat rooms or instant messaging while using the District's network is prohibited.
- M. Bypassing the District's content filter without authorization is strictly prohibited.
- N. Users may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.
- O. Files stored on District-managed networks and hardware are the property of the District and may be inspected at any time.
- P. Use of the network in such a way that other users would be unable to get the full benefit of information available is prohibited. This includes, but is not limited to: running applications that deny the network's services to others, tying up computers without a legitimate educational, District or school business purpose while others are waiting, damaging software or hardware so that others are unable to use it, or any conduct that would be prohibited by State law (F.S. 815.06).
- Q. Materials published electronically must be for educational purposes. Administrators should monitor these materials to ensure compliance with content standards.
- R. Software, services, games, applications, video or audio files, or streaming media obtained without permission may never be installed, uploaded, or downloaded on school devices.
- S. Cyberbullying is prohibited at all times, on campus or off, whether using District-owned equipment and networks or personally owned equipment and broadband connections.
- T. Using the District's wireless equipment while on District property to connect without authorization to any wireless networks other than those provided by the District is prohibited. External signals will not provide content filtering and access to private networks may be illegal.

Procedures for Use

- A. School, Region, and District administrators are authorized to determine appropriate and acceptable use pursuant to this policy.
- B. Staff members shall participate in professional development and provide instruction to students that include:
 - 1. safety and security of students while using e-mail, chat rooms, social media, and other forms of electronic communications;
 - 2. the dangers inherent in disclosing personally identifiable information online and/or passwords; and
 - 3. the consequences of unauthorized access (e.g., hacking, cyber-bullying), ~~and other~~ unlawful or inappropriate online activities, and other cyberthreats.
- C. Employees are required to affirm that they have read and agree to comply with this policy on a yearly basis.
- D. Personal use of the District's network, including e-mail and the Internet, is permitted as long as it does not interfere with an employee's duties, a student's learning activities and/or system operation and complies with all District policies and standards, State and/or Federal law, and

Florida's Code of Ethics for the Education Profession.

- E. Blogging is the activity of writing entries in, adding material to, or maintaining a "weblog". Employees shall not engage in blogging activities during working hours or use District-owned equipment for blogging activities unless specifically stated in their responsibilities and duties. During non-working hours, staff members are representatives of the District and should behave in a manner that does not disrespect or discredit the education profession. Unless engaging in an officially sanctioned District activity, employees using "blogs" should clearly specify that any opinions or statements are the employee's own and do not reflect the views of the District. Employees are prohibited from using School District logos, school mascots, and other official symbols.
- F. Employees are not permitted to use or disclose personally identifiable student information and information contained in student education records without parental consent (See Policy 8330). Staff members may not disclose or post confidential employee information.

Social Media

Social media is defined as internet-based applications (such as Facebook, Twitter, etc.) that facilitate interactive dialogue between users. The Board encourages the use of social media technologies and platforms to promote District schools and programs and to transmit information relevant to the District and/or school(s).

Board members, the District offices, and schools are permitted to create social media accounts, in compliance with District guidelines, to share District and school accomplishments with students, parents, businesses, and the community. Students and parents shall be provided the opportunity to opt-out of having their child's identification or photographic image posted to these sites. The opt-out form must be maintained in the student's cumulative file.

When using social media, staff shall comply with the same responsible use rules outlined above for Internet and District network use. In addition, students and staff will not represent or create the inference on any social media posting that they speak on behalf of the school, the District or the Board or its members. The use of District time and/or equipment for personal social media activities is prohibited. Students and staff may be disciplined by the District for inappropriate social media behavior, even if it occurs off campus. Inappropriate personal communications using social media is prohibited.

Some social media sites allow users to become a "friend" or otherwise associate their "profiles" in a more private and personal arrangement which may mask inappropriate conduct. Staff members are discouraged from "friending" students on Facebook or other similar websites/applications, other than for the limited purpose of communications necessary to further educational objectives.

Employees shall not use District or school social media for collective bargaining purposes or union organizational activities, but may use non-District social media for these purposes.

Violations and Sanctions

Accessing the Internet or District network is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation of the privilege. Inappropriate material and use is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if the school, Region, or District administrator determines that a user has used the Internet or District network in an inappropriate or unacceptable manner. Staff may be disciplined or subject to legal action for violations of this policy.

Board Liability

The Board is not responsible for, and cannot be held liable for:

- A. damage resulting from unauthorized or inappropriate District network or social media activity;
- B. unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- C. use of any information obtained via the Internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions;
- D. the accuracy or quality of information obtained through the network;
- E. issues or damage caused by the connection of personal devices to the District's network or improper use of the Districts network or equipment; or
- F. personally owned devices that are damaged, lost, or stolen.

Administrative Procedures and Guidelines

The Superintendent, or designee, is authorized to develop, implement, and disseminate administrative procedures and user guidelines necessary to effectuate this policy.

Training

[Annual training on cybersecurity will be conducted for District employees.](#)

Effective 7/1/11
Revised 7/18/12
Revised 6/17/15
Revised 3/15/17

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Legal

F.S. 847.012, 1001.41, 1012.32

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h),(1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500, 54.501, 54.502, 54.503, 54.504, 54.505, 54.506, 54.507

47 C.F.R. 54.508, 54.509, 54.511, 54.513, 54.514, 54.515, 54.516, 54.517

47 C.F.R. 54.518, 54.519, 54.520, 54.522, 54.523



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Book	Policy Manual
Section	October 21, 2020 <u>Initial</u> Reading
Title	ADULT, POST-SECONDARY CAREER TECHNICAL AND COMMUNITY EDUCATION
Code	2450
Status	<u>Initial</u> Reading
Adopted	May 11, 2011
Last Revised	April 29, 2020

2450 - ADULT, POST-SECONDARY CAREER TECHNICAL AND COMMUNITY EDUCATION

A basic and high school continuation program shall be provided as an opportunity for anyone over compulsory school age who is not attending high school in this District. Program procedures are contained in the Adult and Career Technical Education Procedures Handbook.

GED Eligibility

A person who is not at least eighteen (18) years of age may be permitted to take the General Educational Development (GED) tests upon submission of a statement of justification recommended by the Superintendent. The statement of justification shall be based on at least one of the following circumstances:

- A. The candidate justifies a need to be employed that would prevent school attendance.
- B. The candidate is a parent who does not have access to child care.
- C. The candidate justifies health condition(s) that would prevent school attendance.
- D. The candidate desires to enter a vocational program, a college or university or military service.

Postsecondary Programs and Fees

A fee schedule shall be established for students enrolled in adult basic, adult secondary, career technical certificate education, or other adult programs, who are reported for funding through the Workforce Development Education Fund. The Florida legislature annually establishes fees for the adult and career technical education program in accordance with the General Appropriations Act. In addition, provisions are made in this policy for financial aid and fee/tuition waivers, disposition of funds collected, community-based organizations, self-supporting classes, private sector instruction, special textbook or supply items, and capital improvements, technology enhancements or equipping buildings.

Adult and vocational education services are provided to adults in the following areas:

A. Adult General Education (Adult Secondary and Adult Basic Education)

1. Students who demonstrate functional literacy skills at/or below the eighth grade level and are studying to achieve literacy.

Tuition is charged to this category of students.

2. Students earning credit required for a high school diploma and/or preparing for the Test of General Educational Development (GED).

Tuition is charged to this category of students.

3. Students who have a high school diploma and demonstrate functional literacy skills at/or above the ninth grade level require specific improvement of academic or learning skills before pursuing post-secondary education goals to obtain or maintain employment, or to benefit from postsecondary adult vocational education programs.

Students in this category pay fees as established by the General Appropriations Act. Additionally, the School Board may charge any additional fees authorized by Florida law or State Board of Education Administrative rule.

4. No fees are charged to students who are fee exempt based on State law.

Students not counted for funding purposes will be assessed fees equal to, but not exceeding, the cost of providing such programs.

B. Career Technical Education

1. Students enrolled as postsecondary adult vocational certificate pay fees as established by the General Appropriations Act. Additionally, the Board may charge any additional fees authorized by Florida statute or State Board of Education Administrative rule.

2. Students taking adult postsecondary vocational courses for personal or hobby use will pay fees equal to, but not exceeding, the cost of providing such programs.

3. No fees are charged to students who are fee exempt based on State law.

Career Technical Education services provided to students classified as non-resident for tuition purposes as defined in State statute pay fees accordingly.

Financial Aid and Fee/Tuition Waivers

A. Financial Aid

A fee may be assessed to postsecondary adult vocational and adult secondary students to pay in full or in part, the fees of eligible postsecondary adult vocational certificate and adult secondary students with demonstrated financial need. Each center will maintain documentation as required by State Board of Education Administrative Rule.

Students in COE accredited centers when eligible may utilize financial aid from Federal or State assistance programs. Financial aid information is available through the area technical center counseling offices.

B. Fee/Tuition Waivers

Fee/Tuition waivers may be granted by the principal or designee when necessary to assure an education opportunity for students who have financial needs which cannot be met by existing sources of student financial aid and as authorized by law or rules of the State Board of Education. No fee waivers are allowed for students taking adult vocational classes for strictly personal or hobby use and students identified above. Each career center operated by a school district under s. 1001.44, and charter technical career center under s. 1002.34, shall waive the transcript fee for a person who is an active duty member or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents.

School Operations will allocate such fee waivers as may be available based upon need and requests of the various adult and area technical centers. Allocations will be made for each fiscal year and when depleted no additional waivers will be granted unless additional funds become available. Annual allocations may not exceed the maximum established annually in the General Appropriations Act.

Each center receiving a fee waiver allocation shall maintain complete documentation as required for each waiver issued.

C. Scholarships

The Board may establish scholarship funds using donations to help students who need financial assistance to pay fees, who are enrolled in adult secondary, adult life-long learning, and postsecondary adult vocational education programs.

D. Deferred Fees/Installment Payments

1. Deferred Fees

Fees for students qualifying for and receiving grants, loans, or scholarships or for whom fees are being paid on their behalf by an employer, association, or governmental agency may be deferred. Students for whom or from whom deferred fees have not been collected by the end of the trimester in which they registered will not be allowed to register for subsequent courses until all financial obligations have been met.

2. Installment Payments

Students in need of installment payments may pay fees for regular courses through an installment payment schedule if they register before the beginning of the course, before the trimester or within twenty-one (21) calendar days of the beginning of the term.

At least 1/3 of the fee must be paid at the time of registration. All fees must be paid no later than the end of the sixth week in the trimester. Fees must be paid in one lump sum when students register on or after twenty-two (22) calendar days after the course or trimester has begun.

Disposition of Fees Collected

- A. All tuition collected will be forwarded to Treasury Management.
- B. All other monies collected at adult education centers shall be properly receipted and deposited directly into the center's internal funds.

Community Based Non-Profit Organizations (CBOs), Public Agencies, and Private Businesses

The District may enter into affiliating agreements with community-based non-profit organizations (CBOs), public agencies, and private businesses that may wish to provide unique classroom or laboratory instruction that will significantly enhance the employment opportunities of students enrolled in these programs.

Veterans Benefits and Transition

The Board shall permit for the GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend eligible education or training courses for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments for the

VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses or education, which may be subject to a waiver by the VA.

Private Sector Instruction

Private businesses/agencies may request adult vocational or basic education classes that qualify for Workforce Development Education Funds but do not have sufficient enrollment to support the class/program. The District may cooperate with these businesses/agencies through an agreement approved by the Superintendent where the business/agency will pay the difference between projected workforce Development Education Funds earned and the actual program cost. All other fees applicable in this policy shall be contracted prior to the operation of such a class/program.

Self-Supporting Classes

Students enrolling in non-reimbursed classes will pay a fee to cover the cost of instruction. The amount will be variable depending on the expense for offering the course. In all instances, the salaries, fringe benefits, and supplies furnished will be included in the costs.

The Superintendent shall develop and implement administrative procedures to make schools available to citizens of the District for these purposes and to implement this policy.

Effective 7/1/11
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Revised 4/29/20

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Legal	F.S. 1001.44
	F.S. 1009.26(17)
	F.S. 1003.435
	F.S. 1004.93
	F.S. 1004.94
	The Veterans Benefits and Transition Act - 2018 (38 USC Sections 3679, 3698(c, 1, C), P.L. 115-407, Sections 103-104)



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Book	Policy Manual
Section	October 21, 2020 <u>Initial</u> Reading
Title	ENTRANCE REQUIREMENTS
Code	5112
Status	<u>Initial</u> Reading
Adopted	May 11, 2011
Last Revised	April 29, 2020

5112 - ENTRANCE REQUIREMENTS

All children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but have not attained the age of sixteen (16) years, except as otherwise provided in Florida law, are required to attend school regularly during the entire school term. All children enrolling in a District school shall meet the immunization requirements in F.S. 1003.22 and provide evidence of a physical exam. The person enrolling the student shall report in person to the school to enroll their school age child.

A child who attains the age of sixteen (16) during the school year is not subject to compulsory school attendance beyond the date upon which s/he attains that age if the child files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child. The District must notify the parent of the child's declaration of intent to terminate school enrollment.

Kindergarten

Any child who will have attained the age of five (5) years on or before September 1st of the school year shall be eligible to enroll in kindergarten at any time during the year.

A transferring kindergarten student is eligible to be enrolled in the District if the entrance age requirements have been met outside Florida and the child had been regularly enrolled there.

Children entering kindergarten in the District for the first time must comply with F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

First Grade

Any child who has attained the age of six (6) years on or before September 1st of the school year and satisfactorily completed the requirements for kindergarten in a public school according to the District's Student Progression Plan (Policy 5410) or in a nonpublic school from with the Board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades shall be admitted or promoted to the first grade at any time during the school year.

A transferring first grade student is eligible to be enrolled in the District if the entrance-age requirements have been met outside Florida and the child had been regularly enrolled there.

Children entering first grade in the District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non-public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's Student Progression Plan (Policy 5410).

Initial Entry

Every child initially entering a District school must prove age by an authentic document issued by a governmental agency. The school should attempt to verify age at the time of spring registration. State law (F.S. 1003.21) specifies the evidence which may be used for this purpose and also indicates that if the first prescribed evidence is not available, the next evidence obtainable in the order below shall be accepted:

- A. a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;
- B. a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
- C. an insurance policy on the child's life which has been in force for at least two (2) years;
- D. a bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent;
- E. a passport or certificate of arrival in the United States showing the age of the child;
- F. a transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or

- G. if none of this evidence can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these is available in the county, by a licensed practicing physician designated by the Board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- H. Children entering the District for the first time must comply with F.S. 1003.21 and with the District's Student Progression Plan (Policy 5410). Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.
- I. Upon a child's initial entry to a District school, the principal shall require evidence of a physical examination performed within one (1) year prior to the date of entry. An appointment for a physical examination by a county health officer, licensed physician, or chiropractor may be accepted provided the principal is given evidence of the physical examination within one (1) week of such examination. Students transferring into the District from a school within the State of Florida who have completed physical examination form as part of their school record need not be re-examined. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician.
- J. A child may be exempt from the required physical examination and/or immunization upon written request of the parent or guardian of such child stating objection to examination and/or immunization on religious grounds or for medical reasons certified by a competent medical authority.

Proof of Age

If acceptable proof of age is not presented when the child first seeks admission, the principal should enroll the student temporarily and give the parent thirty (30) calendar days to secure proper proof.

Birth Certificate

The Division of Attendance Services will supply appropriate forms for making application for a birth certificate. Some parents may need help from school personnel in completing these applications. Providing such assistance will enable the school to be sure that the proper procedure has been followed. Original copies of birth certificates usually have an embossed seal imprinted on them. All photostatic copies not bearing this seal should be carefully evaluated to determine authenticity.

If questions arise which the school cannot answer regarding birth certificates, the principal should call the appropriate region director.

Student Disclosures

Each student at the time of initial registration for school shall note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and any corresponding referral to mental health services by a school district that the student previously attended.

Verification of Residence

Verification of a parent's residence via a Statement of Bonafide Residence - FM-7444 shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent. The student shall reside with the parent placing the student in the attendance area of the school.

In addition, submission of two (2) of the following items are required:

- A. broker's or attorney's statement of parents' purchase of residence, or properly executed lease agreement;
- B. current Homestead Exemption card;
- C. electric deposit payment receipt or electric bill, bottom portion, showing name and service address.

If verification is not provided or acceptable, the Superintendent may verify the student's residence.

If an electric deposit payment receipt is used as verification, the electric bill, bottom portion, must also be submitted to the school within forty (40) calendar days after registration. If the parent is unable to furnish the school with the requested electric deposit payment receipt, the student will be allowed to enroll in the new school, but must submit the electric bill, bottom portion, to the school within forty (40) calendar days.

When a change of family residence occurs after ninety (90) school days in which a student is enrolled in a school which would place the student in a different attendance area, the student, upon the request of the parent, may complete the year in the present school. No transportation will be provided.

When a change of family residence occurs after ninety (90) days in which a student is enrolled in grades 11 through 12, or is enrolled in the last grade offered at a school, which would place the student in a different attendance area, the student, upon the request of the parent, may remain in the present school through graduation (for grades 11 through 12), or the last grade offered at the school. No transportation will be provided.

Dependent children whose parents are transferred or are pending transfer to a military installation within the ~~state School District~~, while on active military duty, pursuant to an official military order, shall be considered a resident of the school district for purposes of enrollment when the order is submitted to the school district and shall be provided preferential treatment in the controlled open enrollment process (Policy 5131).

The Board authorizes the Superintendent to create, generate, communicate, store, process, use, and rely upon electronic signatures from a parent. District staff and parents shall

comply with all the provisions of F.S. 668.50 regarding electronic records and electronic signatures.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 95.525.

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Revised 4/17/19
Revised 9/4/19
Revised 4/29/20

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Legal	F.S. 92.525
	F.S. 837.06
	F.S. 1003.01
	F.S. 1003.05
	F.S. 1003.21
	F.S. 1003.22
	F.S. 1006.07(1)(b)
	F.S. 1006.15
	F.S. 1002.31



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Book	Policy Manual
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Title	DISTRICT BUDGETS
Code	6233
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6233 - **DISTRICT BUDGETS**

A. Implementation of Budget

Implementation of the official District budget shall give appropriations and reserves the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized. Expenditures may exceed the amount budgeted by function or object if the School Board approves the expenditures and amends the budget no later than the annual due date established by the State Department of Education for submitting the District's annual financial report.

In accordance with State law, if the Board finds, and declares in a resolution adopted at a regular meeting of the Board, that the funds received for any of the following categorical appropriations are urgently needed to maintain Board specified academic classroom instruction or improve school safety, the Board may consider and approve an amendment to the School District operating budget transferring the identified amount from the following categorical funds to the appropriate account for expenditure:

1. funds for student transportation;
2. funds for research-based reading instruction, but only if the required additional hour of instruction beyond the normal school day for each day of the entire school year has been provided for the students in each low-performing elementary school in the District pursuant to F.S. 1011.62(9, a);

If the Board transfers funds from this allocation, the Board must also submit to the Department of Education an amendment describing the changes the District is making to its reading plan.

3. funds for instructional materials;

This transfer can only be recommended by the Superintendent and approved by the Board if all instructional materials necessary to provide updated materials aligned ~~to Next Generation Sunshine State Standards~~ with applicable state standards and benchmarks course descriptions and that meet statutory requirements of content and learning have been purchased for that fiscal year, and such a transfer is recommended by the Superintendent and approved by the Board no sooner than March 1st of the fiscal year. Pursuant to State law, funds for instructional materials available after March 1st may be used to purchase hardware for student instruction.

4. funds for the guaranteed allocation related to exceptional education students as provided in F.S. 1011.62(1, e)2;

5. funds for the supplemental academic instruction allocation as provided in F.S. 1011.62(1, f);

6. funds for the Florida digital classrooms allocation as provided in F.S. 1011.62(12);

7. funds for the Federally connected student supplement as provided in F.S. 1011.62(13); and

8. funds for the class size reduction as provided in F.S. 1001.685.

The Board shall include in its annual financial report to the Department of Education the amount of funds the Board transferred from each of the categorical funds and the specific academic classroom instruction or school safety need for which the transferred funds were expended.

B. General Fund Reserve

The Florida Constitution requires that the District operate under a balanced budget. Because there may be unforeseen circumstances that result in increases or decreases in revenue and/or expenditures, the annual adopted budget shall include a reserve for contingencies.

The Superintendent will target five and one-half percent (5.5%) of the combined assigned and unassigned General Fund fund balance, as a percentage of total General Fund revenues at fiscal year end.

If the projected portion of the general fund's ending fund balance not classified as

restricted, committed, or nonspendable in the District's approved operating budget falls below three percent (3%) of projected general fund revenues for two (2) consecutive fiscal years, the Superintendent will reduce the District's administrative expenditures reported pursuant to F.S. 1010.215 in proportion to the reduction in the general fund's ending balance or the reduction in student enrollment, whichever is greater.

The General Fund Reserve use shall be limited to funds unanticipated and for non-recurring emergency needs such as, but not limited to, natural disasters, extraordinary weather events such as hurricanes, floods, tornadoes or unforeseen revenue shortfalls that occur within the year's budget cycle. The General Fund Reserve may not be used to fund settlements or judgments against the District or to fund collective bargaining contracts.

C. Annual Budget

1. The District's tentative budget shall be prepared and submitted according to State law provided that the date of its submission (to the Board) should occur no later than twenty-four (24) days after certification of property value which is approximately July 1st of each year.
2. The District shall advertise its intent to adopt a tentative budget in a newspaper of general circulation within twenty-nine (29) days of certification of property value.
3. Two (2) to five (5) days after the advertisement appears, the District shall hold a public hearing on the tentative budget.
4. A millage levy resolution must be adopted prior to the adoption of the Tentative Budget.
5. The District shall advise the property appraiser of its proposed millage rate, of its rolled-back rate computed pursuant to law and the date/time/place at which a public hearing will be held to consider the proposed millage rate and the tentative budget within thirty-five (35) days of certification of property value.
6. The District shall hold a public hearing to finalize the budget and adopt a millage rate within eighty (80) days of certification of property value but not earlier than sixty-five (65) days after certification.
7. The Superintendent prepares the tentative annual budget and submits it to the Board each year. This tentative budget is comprised of the following fund groups:

a. General Fund

- b. Debt Service Funds
- c. Capital Outlay Funds
- d. Special Revenue Funds
- e. Proprietary Funds
- f. Trust & Agency Funds

The Board examines the tentative budget submitted by the Superintendent and, following a public hearing may require changes to be made to the budget.

8. Following the public hearing, the Board shall approve the budget, including any changes it has authorized, and the Superintendent shall transmit the budget to the State Commissioner.
9. Expenses may not be incurred in excess of Board-approved appropriations. The following systems and procedures are used to assure that expenditures do not exceed the approved budget:
 - a. A computerized position control system prevents full-time personnel from being hired unless a vacant, authorized staff position exists.
 - b. A computerized financial system uses encumbrance accounting to verify the availability of a budget authorization before a purchase order is processed for most non-salary transactions. Non-salary items which are not subject to this control, such as utilities and employee benefits, are subject to frequent projections and monitoring on a system-wide basis.
 - c. Projections of revenues and expenditures are prepared monthly, beginning in November of each year, in order to provide an early warning of any potentially serious budget problems.
10. The School District's budget, financial records and Board minutes are subject to audit by the Office of the Auditor General.

D. Budget Amendments

1. Amendments to the budget are subject to Board approval whenever total revenues or appropriations within a fund contained in the original budget approved by the Board and submitted to the Department of Education are changed. The Board shall facilitate decentralized budget decisions, both at school and non-school levels. Principals and department heads are authorized to approve expenditures in excess of the amount budgeted for functions and objects if they do not exceed the total budget by fund for a school or non-school cost center. However, the Office of Budget Management may restrict expenditures by function, program or object in order to comply with restrictions

of grants, State or Federal requirements, or specific restrictions approved by the Board or the Superintendent.

2. If, as a result of decentralized budget decisions, total District expenditures exceed the budget by function and object as adopted or previously amended by the Board, a budget amendment reflecting such excess expenditures shall be submitted to the Board for approval, not later than the deadline established by State law for amending the budget.
3. Amendments in the Contracted Programs Fund shall be considered approved at the time that the grant application is approved, provided that a budget summary shall accompany the request for Board approval of the grant application, subject to approval of the grantor. The effect of such grant approval shall be reflected in the next budget resolution for the Contracted Programs Fund taken to the Board.

Effective 7/1/11
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Legal	F.S. 1001.42
	F.S. 1001.43
	F.S. 1011.01
	F.S.1011.62
	F.A.C. 6A-1.002
	F.A.C. 6A-1.006



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Book	Policy Manual
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2410 - SCHOOL HEALTH SERVICES PROGRAM

The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems, and to encourage the use of the services of physicians, dentists, and community health agencies as needed.

The School Board shall cooperate with the Miami-Dade County Health Department in providing professional medical supervision in all school health matters as required by the School Health Services Act F.S. 381.0056.

The District, the local school health advisory council, and the Miami-Dade County Health Department shall jointly develop a school health services plan. The plan shall be completed biennially. Upon recommendation of the Superintendent, the plan shall be submitted to the Board for approval. Following Board approval, the plan shall be signed by the Superintendent and School Board Chairperson, County Health Department medical director or administrator and the district administrator of the County Health Department.

The plan shall be reviewed each year for the purpose of updating the plan. Amendments to the plan shall be submitted to the Board for approval and signed by the Superintendent and the County Health Department medical director or administrator. The services provided shall be dependent on the statutory requirements, local priorities and availability of resources.

The plan shall include the provisions required by Florida Statutes and Department of Health rules.

The District shall directly notify the parents of students, at the beginning of the school year, that their children who are students in the District will receive specified health services as provided for in the District health services plan, as well as of the specific or approximate dates during the school year when the services are scheduled or expected to be scheduled.

If there is a need for an invasive physical examination or screening, the consent of the student's parent shall be obtained in writing prior to the procedure. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

A student will be exempt from any of the provided health services if his or her parent requests such an exemption in writing unless the physical examination or screening is permitted or required by an applicable State law.

Mental Health Services

Mental health counseling services, case management services, and human and social services may be provided to students at a school site under mutual agreements with community-based public or private agencies. Each service provided shall be on a case-by-case basis with prior written approval of the student's parent.

The Superintendent shall assist schools in providing information to children and families by providing a directory of referral sources for professional mental health services for children and families in need of such services. All schools should reference the Referral Sources for Children and Families Manual for licensed mental health professionals. The following information should be listed in the directory:

- A. the location of a Referral Sources Manual;
- B. information on mental health referral;
- C. information on substance abuse referrals;
- D. phone numbers and addresses of mental health providers;
- E. a copy of the District's release letter for obtaining assistance;
- F. additional resource for outpatient/inpatient services;
- G. inpatient unit services for District children and adolescents; and
- H. employee assistance programs and contacts.

Principals, or their designees, shall immediately notify the parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463. The principal or the principal's designee may delay notification for no more than 24 hours after the student is

removed if the principal or the principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect. Before contacting a law enforcement officer, principals or their designees must verify that de-escalation strategies have been utilized and outreach to an available mobile response team has been initiated unless the principal or the principal's designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under s. 394.463.

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Revised 4/29/20

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Legal F.S. 1002.33(9)(q)
 F.S. 39.201
 F.S. 1002.20(3)(l)
 F.S. 381.0056
 F.S. 1003.22
 F.A.C. 64F-6.002
 20 U.S.C. 1232h

Cross References F.S. 394.463



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Title	SECURE OUR FUTURE ADVISORY COMMITTEE
Code	9143
Status	<u>Initial</u> Reading
Adopted	December 19, 2018

9143 - SECURE OUR FUTURE ADVISORY COMMITTEE

The purpose of the Secure Our Future Advisory Committee (Committee) is to review, monitor, and make recommendations to the Superintendent and School Board, and inform the public regarding the use of proceeds generated from the assessment of a 0.75 mill levy of ad valorem taxes (Referendum) approved by voters on November 6, 2018, for the purpose of improving compensation for high quality teachers and instructional personnel employed by the School Board, and increasing school safety and security personnel for Board-operated schools. The Committee is formed to provide transparency and instill confidence in Miami-Dade County taxpayers that these funds will be used for the purpose stated in the Referendum.

Responsibilities

A. The Committee should:

1. review and monitor the distribution of the proceeds from the Referendum, including monitoring state funding allocations so that Referendum proceeds are not used in a manner that would indicate supplanting of funds; as well as monitor funding trends which may impact the District beyond the initial referendum period;
2. advise the Superintendent and the Board on the use of the proceeds from the Referendum, excluding all matters related to collective bargaining; and
3. assist in informing the community of the use and distribution of the proceeds from the Referendum and participate in District community outreach efforts.

- B. The Committee's reviews and recommendations shall be reported on an annual basis to the Superintendent, the Board, and the community. The annual report shall assess the fidelity of distribution of proceeds in accordance with the ballot provisions to ensure that taxpayer funds generated by the Referendum are being used exclusively for operating expenses to improve compensation for high-quality teachers, instructional personnel, and to increase school safety and security personnel.

Membership

The Committee shall be comprised of the following nineteen (19) voting and five (5) non-voting members. Appointing persons and entities may also appoint an alternate for voting members. No voting members may be Board employees.

A. Voting Members

1. One (1) member and alternate appointed by each Board member.
2. Two (2) members appointed by the Superintendent.
3. Dade County Council PTA/PTSA President or designee.
4. Chair of the Board's Audit and Budget Advisory Committee or designee.
5. One (1) member appointed by the National Association for the Advancement of Colored People (NAACP).
6. One (1) member appointed by the Spanish American League Against Discrimination (SALAD).
7. One (1) member appointed by the Business Advisory Council.
8. One (1) member appointed by the Family/Community Involvement Advisory Council (FCIAC).
9. One (1) retired teacher and one (1) retired law enforcement officer appointed by the Board Chair.

B. Ex-Officio Non-Voting Members

1. Inspector General of the District.
2. One (1) member appointed by the United Teachers of Dade.
3. One (1) member appointed by the Fraternal Order of Police.
4. One (1) member appointed by the District Student Government Association.
5. One (1) member appointed by the MDCPS Retirement Benefits Council

C. Ex-Officio Committee Staff

1. Chief Financial Officer
2. Chief Human Capital Officer of the District.
3. Chief of Police and District Security of the District.
4. Chief Auditor of the District.
5. Chief of Staff of the District or Designee

D. Membership Qualifications

1. Each voting member shall have an outstanding reputation for civic involvement, integrity, responsibility, and business or professional ability.
2. Members are also subject to the residency and conflict of interest provisions of Policy 9140 - Citizen's Advisory Committees. In addition, Board member appointments are subject to the multiple appointment restriction in Policy 9140.
3. Members should generally reflect the geographic, ethnic, racial and gender diversity of Miami-Dade County.

E. Terms

1. The term of service for all members is four (4) years and members may be reappointed for unlimited terms.
2. Newly-elected Board members and appointed superintendents may reappoint current Committee members or appoint a new member regardless of the time remaining on the current member's term. Appointments and reappointments should be made within forty-five (45) days of taking office.
3. A member should be automatically removed if the member is absent from three (3) consecutive meetings during the calendar year, except in the event of extenuating circumstances and subject to a vote of the Committee. In extraordinary circumstances and subject to a vote of the Committee, a member may participate telephonically provided the member is present for the entire meeting. The appearance by phone of any member of the Committee may not be relied upon for the purposes of establishing a quorum.
4. Vacancies due to resignation, disqualification, or removal should be filed within forty-five (45) days.

F. Conflict of Interest

Members are subject to the conflict of interest provisions of Policy 9140, Citizen's Advisory Committees.

Meetings

- A. The Committee shall elect a chair and vice-chair and may elect other officers as necessary. The term of office shall be two (2) years.
- B. The Committee shall meet at least two (2) times per year and may hold other meetings as necessary. All meetings and Committee proceedings must comply with Florida's Sunshine and Public Records laws, F.S. Chapters 119 and 286.011.
- C. A majority of the voting members shall constitute a quorum.
- D. Meetings shall be conducted according to the latest version of *Robert Rules of Order*.
- E. The offices of the Superintendent and Board Attorney shall provide staff support to the Committee as necessary to accomplish its purpose.

Duration

The Committee shall exist until all proceeds of the Referendum have been expended and accounted for or upon a vote or action of the Board sunsetting the existence of the Committee. As provided under Florida law, all proceeds distributed pursuant to the November 2018 Referendum shall only be for the benefit of School Board employees and Board-operated schools. If a new School Board referendum seeking a levy for additional millage for school operational purposes is approved by the voters in the future, such referendum proceeds shall be distributed in accordance with 1011.71, F.S.

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Legal 1001.43(10)
 F.S. 1011.71(9)