

Office of Superintendent of Schools
Board Meeting of April 15, 2015

April 2, 2015

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

SUBJECT: INITIAL READING: PROPOSED AMENDMENTS TO VARIOUS SCHOOL BOARD POLICIES, REPEAL OF CERTAIN POLICIES AND PROMULGATION OF NEW POLICIES RELATED TO HUMAN CAPITAL, RISK MANAGEMENT, ACADEMICS, AND RESPONSIBLE USE OF TECHNOLOGY, PURSUANT TO SECTION 120.74, F.S.

COMMITTEE: INNOVATION, GOVERNMENTAL RELATIONS AND COMMUNITY ENGAGEMENT

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

As you know, Section 120.74, F.S., requires each School Board to review and revise its rules as often as necessary to ensure that its rules are correct and comply with statutory requirements. The Board's review must (1) identify and correct deficiencies, and (2) clarify and simplify its rules. Pursuant to these requirements, this item is presented for the Board's consideration to amend, repeal and promulgate the policies identified below in order to clarify certain provisions, correct deficiencies, and update the policies to comply with legislative changes and state statutes.

Human Capital

There have been numerous state and federal statutory and regulatory changes related to personnel and employment in the last several years. Policies 1437, 3437, and 4437, *Military Leave*; 1430.01, 3430.01, and 4430.01, *FMLA Leave*; and 1430, 3430, and 4430, *Leaves of Absence*, are being proposed for amendments to clarify certain provisions and update others to comply with statutory requirements for various types of employee leaves.

Policy 3120.01, *Professional and Technical Employees*, is proposed to be repealed and replaced by new Policy 1120.01, *Professional Technical Employees*, to more appropriately reflect current practices related to employment of this group of employees. Policies 3120, *Employment of Instructional Staff*, 3120.03, *Athletic Coaches*; 3120.04,

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Employment of Substitute, Short-term, and Part-Time Instructional Staff, and 3120.05, *Adult/Career Technical Education Certification*, are also proposed to be amended to more appropriately reflect current practice, amend the names of the policies, and update them to incorporate statutory changes.

Risk Management

The policy amendments to Board Policies 1419.01, 3419.01, and 4419.01, *Privacy Protections of Self-Funded Group Health Plans*, are being proposed to incorporate federal regulatory changes to the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule requiring school districts to designate privacy and security officials to implement various security measures related to electronic protected health information. The amended policy designates the Risk and Benefits Officer to serve in both capacities and to recommend to the Board as necessary any amendments to internal procedures related to the use and disclosure of protected health information.

Policy 6430, *Illness or Injury in Line of Duty – Instructional and Non-Instructional*, is being proposed for amendment to update statutory citations related to filing and processing of claims for compensation while absent because of illness contracted or injury incurred in the line of duty. The Board's *Anti-Fraud Policy 8700* is proposed to be amended to reflect the addition of the District's Anti-Fraud Task Force as the entity that will conduct investigations of fraudulent claim activity involving the District's self-insured funds and to include such fraudulent claims within the definition of prohibited fraud that is required to be reported and investigated.

Academics

Last year, the Florida Legislature made significant changes in the process for adoption of instructional materials. The statute requires that the Board provide a public hearing for adoption of materials to be used for core classes whether those materials are developed by the District or the state and to include in the policy the procedures for objecting to materials. The statute also requires the School Board to publish the materials proposed to be adopted prior to adoption and to inform parents of their right to object. Policy 2510, *Instructional Materials and Resources*, is proposed to be amended to incorporate these statutory changes. The *Instructional Materials Procedures Manual*, which is incorporated into the policy by reference, is also included for the Board's approval. Policy 9130, *Public Complaints*, is proposed to be amended to conform to Policy 2510 regarding complaints about instructional materials. Policy 6661, *Instructional Materials Allocation*, is proposed to be repealed as not necessary since its provisions are included in Policy 2510 and the accompanying Procedures Manual.

Policy 5114, *Foreign Students*, is proposed to be amended to reflect statutory immigration changes and to update procedures and responsibilities as well as names of District Departments. Policy 2330, *Homework*, is proposed to be amended to streamline

and clarify homework requirements. The proposed amendment to Policy 2623, *Student Assessment*, adds the required statutory reference to the District's test security procedures manual, *Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security*.

Responsible Use of Technology

Changes in technology and social media innovations happen rapidly and the Board's policies are proposed to be updated to encourage active educational and communication uses of these technologies and platforms and continue to promote responsible use of the Internet, District Networks and social media. Board policies 7540.03, *Student Network and Internet Acceptable Use and Safety*, and 7540.04, *Staff Network and Internet Acceptable Use and Safety*, are proposed to be repealed and replaced with new policies 7540.03, *Student Responsible Use of Technology, Social Media and District Network Systems*, and 7540.04, *Staff Responsible Use of Technology, Social Media and District Network Systems*. The new policies encourage digital citizenship, allow expanded use of social media by schools, and authorize the Superintendent to develop administrative guidelines to implement the policies. The new policies continue to provide that disciplinary may be taken against students or staff when they violate the policies.

Attached are the Notices of Intended Action and the proposed policy amendments, repealed and new policies. 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, repeal and promulgate School Board Policies as specified in this item.

RECOMMEND: That The School Board of Miami-Dade County, Florida, pursuant to Chapter 120, F.S., authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend various policies, repeal certain policies, and promulgate new policies related to human capital, risk management, academics, and responsible use of technology.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 15, 2015, its intention to amend Board Policies 1437, 3437, and 4437, *Military Leave*; 1430.01, 3430.01, and 4430.01, *FMLA Leave*; 1430, 3430, and 4430, *Leaves of Absence*; 3120, *Employment of Instructional Staff*; 3120.03, *Athletic Coaches*; 3120.04, *Employment of Substitute, Short-Term, and Part-time Instructional Staff*; and 3120.05, *Adult/Career Technical Education Certification*; and to repeal Board Policy 3120.01, *Professional and Technical Employees*, and replace it with new policy 1120.01, *Professional and Technical Employees*, at its meeting of June 17, 2015.

PURPOSE AND EFFECT: These policy amendments are being recommended to conform to legislative changes, updated to reflect current employment practices, and to comply with new statutory requirements. Amendments to Policies 1437, 3437, and 4437, *Military Leave*; 1430.01, 3430.01, and 4430.01, *FMLA Leave*; 1430, 3430, and 4430, *Leaves of Absence*, are proposed to clarify certain provisions and update others to comply with statutory requirements for various types of employee leaves.

Policies 3120, *Employment of Instructional Staff*; 3120.03, *Athletic Coaches*; 3120.04, *Employment of Substitute, Short-Term, and Part-time Instructional Staff*; and 3120.05, *Adult/Career Technical Education Certification*, are proposed to be amended to appropriately reflect current practices, remove obsolete provisions and incorporate statutory changes. The names of these policies are also proposed to be changed to update terminology in identifying these groups of employees and to maintain consistency with the names of similar policies. The name of Board Policy 3120 is proposed to be changed to *Employment of Instructional Personnel*, 3120.03 is proposed to be changed to *Employment of Athletic Coaches*, 3120.04 is proposed to be changed to *Employment of Temporary, Interim, and Part-Time Instructional Personnel*, and 3120.05, is proposed to be renamed *Employment of Adult/Career Technical Education Personnel*.

Board Policy 3120.01, *Professional and Technical Employees*, is proposed to be repealed and replaced with new policy 1120.01, *Professional and Technical Employees*, to reflect current practices related to this group of employees and remove obsolete provisions.

SUMMARY: Pursuant to Section 120.74, F.S., the School Board is required to review and update its rules as often as necessary. The proposed changes to these policies relating to personnel will clarify certain provisions and update others to comply with statutory requirements for various types of leaves and groups of employees. Several policies are proposed to be renamed to update terminology and maintain consistency with the names of similar policies.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 120.74, 1001.41 (1), (2), 1001.42 (5)(23)(25), 1001.43 (10)(11), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 38 U.S.C. 4301-4335, 29 U.S.C., 2601 et seq., 1012.01, 1012.22, 1012.24, 1012.32, 1012.35, 1012.36, 1012.39, 1012.43, 1012.55, 1012.56, 1012.61, 1012.64, 1012.66, 1012.67, 1012.35, 1012.36, 1012.39, 1012.43, 1012.57, 1012.77, F.S.; 6A-1.0502, 6A-1.0503, 6A-6.010, 6A-6.014, 6A-1.079, 6A-1.080, 6A-4.001, 6A-4.003, 6A-4.0083, 6A-6.010, 6A-6.014, F.A.C.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF June 17, 2015, 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 May 11, 2015, 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, F. S.

COPIES OF THE PROPOSED AMENDED, REPEALED AND NEW POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 15, 2015, its intention to amend Board Policies 1419.01, 3419.01, and 4419.01, *Privacy Protections of Self-Funded Group Health Plans*; 6430, *Illness or Injury in Line of Duty-Instructional and Non-Instructional*, and 8700, *Anti-Fraud*, at its meeting of June 17, 2015.

PURPOSE AND EFFECT: These policy amendments are being recommended to conform to legislative changes, updated to reflect current practice, and to comply with federal regulatory requirements. Amendments to Policies 1419.01, 3419.01, and 4419.01, *Privacy Protections of Self-Funded Group Health Plans*, are being proposed to incorporate federal regulatory changes to the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule requiring school districts to designate privacy and security officials to implement various security measures related to electronic protected health information. The amended Policy designates the Risk and Benefits Officer to serve in both capacities and to recommend to the Board as necessary any amendments to internal procedures related to the use and disclosure of protected health information.

Policy 6430, *Illness or Injury in Line of Duty – Instructional and Non-Instructional*, is being proposed for amendment solely to update statutory citations related to filing and processing of claims for compensation while absent because of illness contracted or injury incurred in the line of duty.

Policy 8700, *Anti-Fraud*, is proposed to be amended to reflect the addition of the District's Anti-Fraud Task Force as the entity that will conduct investigations of fraudulent claim activity involving the District's self-insured funds and to include such fraudulent claims within the definition of prohibited fraud that is required to be reported and investigated.

SUMMARY: Pursuant to Section 120.74, F.S., the School Board is required to review and update its rules as often as necessary. The changes to these policies are being made to conform to legislative changes, to reflect current practices, and to comply with federal regulatory requirements.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 120.74, 1001.41 (1), (2), 1001.42(12), 1012.22(c), 1001.43 (2), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 20 U.S.C. 1232g, 29 C.F.R. Part 1635, 29; 1001.42(12), 1012.22(2)(c), 1012.61, 1012.63, F.S.

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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, F. S.

COPIES OF THE PROPOSED AMENDED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

COPIES OF THE PROPOSED AMENDED and REPEALED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 15, 2015, its intention to amend Board Policies 2510, *Instructional Materials and Resources* and incorporate new document *Instructional Procedures Manual*; 9130, *Public Complaints*; 5114, *Foreign Students*; 2330, *Homework*; 2623, *Student Assessment*; and to repeal 6661, *Instructional Materials Allocation*, at its meeting of June 17, 2015.

PURPOSE AND EFFECT: These policy amendments are being recommended to conform to legislative changes, updated to reflect current practice, and to comply with statutory requirements. Policy 2510, *Instructional Materials and Resources*, is proposed to be amended to incorporate statutory changes related to the instructional materials adoption process and providing opportunities for parent input. The *Instructional Materials Procedures Manual*, which outlines the procedures and is incorporated into the policy by reference, is also included for the Board's approval. Policy 9130, *Public Complaints*, is proposed to be amended to refer to Policy 2510 regarding complaints about instructional materials. Policy 6661, *Instructional Materials Allocation*, is proposed to be repealed as not necessary since its provisions are included in Policy 2510 and the incorporated Procedures Manual.

Policy 5114, *Foreign Students*, is proposed to be amended to reflect statutory immigration changes and to update procedures and responsibilities as well as names of District Departments. Policy 2330, *Homework*, is proposed to be amended to streamline and clarify homework requirements. The proposed amendment to Policy 2623, *Student Assessment*, adds the statutorily required reference to the District's test security procedures manual, *Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security*.

SUMMARY: Pursuant to Section 120.74, F.S., the School Board is required to review and update its rules as often as necessary. The changes to these policies are being made to conform to legislative changes, to reflect current practices, to streamline and clarify certain provisions, and to comply with statutory requirements.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 120.74, 1001.41 (1), (2), 1001.42(8)(9)(17), 1001.43(3)(10), 1006.283 F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 1006.28, 1006.283, 1006.30, 1008.212, 1008.24, F.S.

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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, F. S

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NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 15, 2015, its intention to repeal Board Policies Board policies 7540.03, *Student Network and Internet Acceptable Use and Safety*, and 7540.04, *Staff Network and Internet Acceptable Use and Safety*, and replace them with new policies 7540.03, *Student Responsible Use of Technology, Social Media and District Network Systems*, and 7540.04, *Staff Responsible Use of Technology, Social Media and District Network Systems*, at its meeting of June 17, 2015.

PURPOSE AND EFFECT: It is being recommended that current Board Policies 7540.03, *Student Network and Internet Acceptable Use and Safety*, and 7540.04, *Staff Network and Internet Acceptable Use and Safety*, be repealed and replaced with new policies 7540.03, *Student Responsible Use of Technology, Social Media and District Network Systems*, and 7540.04, *Staff Responsible Use of Technology, Social Media and District Network Systems*, to streamline and update the School Board's policies governing responsible use of technology, social media and the District network system to reflect current practice., and to comply with federal regulatory requirements. The new policies encourage digital citizenship, allow expanded use of social media by schools, and authorize the Superintendent to develop administrative guidelines to implement the policy. The new policies continue to provide that disciplinary may be taken against students or staff when they violate the policy.

SUMMARY: Pursuant to Section 120.74, F.S., the School Board is required to review and update its rules as often as necessary. The current School Board policies governing acceptable use of District network systems are recommended to be repealed and replaced with new, updated responsible use policies that encourage digital citizenship for students and staff and allow expanded use of social media by schools.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 120.74, 1001.41 (1), (2), 1001.43 (3)(6)(9), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: H.R. 4577, P.L. 106-554, 47 U.S.C. 254(h)(I), 20 U.S.C. 6801, 18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246, 76 F.R. 56295, 56303; 1001.51, F.S.

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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, F. S.

COPIES OF THE PROPOSED REPEALED AND NEW POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

1 | **MILITARY LEAVE**

2 All regular full-time employees who are members of the reserve in the United States
3 Armed Services or members of the National Guard of the United States shall, to the
4 extent permitted by law, receive remuneration up to a maximum of thirty (30) days
5 absence from their regular work (contractual period) during any calendar year, if
6 they are ordered by the Armed Services or National Guard to report for temporary
7 active duty provided that full-time regular employees should plan to render their
8 temporary military service during the time school is not in session. If this is
9 impossible, requests for leaves for temporary military service with military orders
10 must be submitted to Leave and Retirement at least four (4) weeks prior to the
11 beginning of the leave.

12 A full-time regular employee may be granted a military leave of absence without pay
13 provided that the:

- 14 A. employee is inducted into the Armed Services via Selective Service
15 Act;
- 16 B. employee enlists in the Armed Services;
- 17 C. employee is recalled to active service from a reserve status.

18 The employee is to be considered as being in continuous employment of the Board
19 during this period of service and shall receive all benefits of employment, upon
20 return, that would normally accrue if the employee had been actually filling his/her
21 position, except that time in military service does not count for credit toward
22 professional services contract eligibility.

23 The employee is to return to the employ within ninety (90) days after receiving the
24 final discharge.

25 Any regular full-time employee who enters the Armed Services at any time is to
26 receive full pay for the first thirty (30) days of military service; except that no
27 compensation is to be paid to such a person for any time for which s/he would not
28 normally be drawing pay during the first thirty (30) days of such military service.
29 This compensation is to be paid only when the individual submits to the
30 Superintendent an affidavit proving that s/he has been in the Armed Services at
31 least thirty (30) days. This is not to be confused with temporary military leave which
32 grants up to thirty (30) days compensation under certain conditions.

1 An employee who is a member of the Florida National Guard, and is ordered to
2 active State duty as a result of a state of emergency being declared by the Governor,
3 is entitled to a leave of absence without loss of pay, not to exceed thirty (30) days at
4 any one time.

5 Any employee involuntarily called to active duty following the terrorist acts on
6 September 11, 2001, shall be entitled to a military pay supplement as provided in
7 F.S. 115.14. The first thirty (30) calendar days of military service by full-time
8 employees are compensable at full pay in accordance with the fifth paragraph of this
9 policy, upon verification that the employee has completed thirty (30) days of service.
10 Subsequent to the first thirty (30) days of service, the Board will provide military pay
11 supplements to full-time employees who are reservists or members of the National
12 Guard, involuntarily called to active duty after September 11, 2001.

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14 Extended Military Leave shall be granted for a period of up to five years in
15 accordance with the Uniformed Services Employment and Reemployment Rights Act
16 of 1994 (USERRA), 38 U.S.C. 4301-4335.

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20 38 U.S.C. 4301-4335

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MILITARY LEAVE

2 All regular full-time employees who are members of the reserve in the United States
3 Armed Services or members of the National Guard of the United States shall, to the
4 extent permitted by law, receive remuneration up to a maximum of thirty (30) days
5 absence from their regular work (contractual period) during any calendar year, if
6 they are ordered by the Armed Services or National Guard to report for temporary
7 active duty provided that full-time regular employees should plan to render their
8 temporary military service during the time school is not in session. If this is
9 impossible, requests for leaves for temporary military service with military orders
10 must be submitted to Leave and Retirement at least four (4) weeks prior to the
11 beginning of the leave.

12 A full-time regular employee of the School Board may be granted a military leave of
13 absence without pay provided that the:

14 A. employee is inducted into the Armed Services via Selective Service
15 Act;

16 B. employee enlists in the Armed Services;

17 C. employee is recalled to active service from a reserve status.

18 The conditions and benefits of a military leave of absence for a full-time regular
19 employee are that the employee is to be considered as being in continuous
20 employment of the Board during this period of service and shall receive all benefits
21 of employment, upon return, that would normally accrue if the employee had been
22 actually filling his/her position, except that time in military service does not count
23 for credit toward professional services contract eligibility.

24 The employee is to return to the employ of the Board within ninety (90) days after
25 receiving the final discharge.

26 Any regular full-time employee of the Board who enters the Armed Services at any
27 time is to receive full pay for the first thirty (30) days of military service; except that
28 no compensation is to be paid to such a person for any time for which s/he would
29 not normally be drawing pay during the first thirty (30) days of such military service.
30 This is not to be confused with temporary military leave which grants up to
31 thirty (30) days compensation under certain conditions. This compensation is to be
32 paid only when the individual submits to the Superintendent an affidavit proving
33 that s/he has been in the Armed Services at least thirty (30) days.

1 An employee who is a member of the Florida National Guard, and is ordered to
2 active State duty as a result of a state of emergency being declared by the Governor,
3 is entitled to a leave of absence without loss of pay, not to exceed thirty (30) days at
4 any one time.

5 Any employee involuntarily called to active duty following the terrorist acts on
6 September 11, 2001, shall be entitled to a military pay supplement as provided in
7 F.S. 115.14. The first thirty (30) calendar days of military service by full-time
8 employees are compensable at full pay in accordance with the fifth paragraph of this
9 rule, upon verification that the employee has completed thirty (30) days of service.
10 Subsequent to the first thirty (30) days of service, the Board will provide military pay
11 supplements to full-time employees who are reservists or members of the National
12 Guard, involuntarily called to active duty after September 11, 2001.

13
14 Extended Military Leave shall be granted for a period of up to five years in
15 accordance with the Uniformed Services Employment and Reemployment Rights Act
16 of 1994 (USERRA), 38 U.S.C. 4301-4335.

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20 38 U.S.C. 4301-4335
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1

MILITARY LEAVE

2 All regular full-time employees who are members of the reserve in the United States
3 Armed Services or members of the National Guard of the United States shall, to the
4 extent permitted by law, receive remuneration up to a maximum of thirty (30) days
5 absence from their regular work (contractual period) during any calendar year, if
6 they are ordered by the Armed Services or National Guard to report for temporary
7 active duty provided that full-time regular employees should plan to render their
8 temporary military service during the time school is not in session. If this is
9 impossible, requests for leaves for temporary military service with military orders
10 must be submitted to Leave and Retirement at least four (4) weeks prior to the
11 beginning of the leave.

12 A full-time regular employee of the School Board may be granted a military leave of
13 absence without pay provided that the:

- 14 A. employee is inducted into the Armed Services via Selective Service
15 Act;
- 16 B. employee enlists in the Armed Services;
- 17 C. employee is recalled to active service from a reserve status.

18 The conditions and benefits of a military leave of absence for a full-time regular
19 employee are that the employee is to be considered as being in continuous
20 employment of the Board during this period of service and shall receive all benefits
21 of employment, upon return, that would normally accrue if the employee had been
22 actually filling his/her position, except that time in military service does not count
23 for credit toward professional services contract eligibility.

24 The employee must return to the employ of the Board within ninety (90) days after
25 receiving the final discharge.

26 Any regular full-time employee who enters the Armed Services at any time is to
27 receive full pay for the first thirty (30) days of military service; except that no
28 compensation is to be paid to such a person for any time for which s/he would not
29 normally be drawing pay during the first thirty (30) days of such military service.
30 This compensation is to be paid only when the individual submits to the
31 Superintendent or designee an affidavit proving that s/he has been in the Armed
32 Services at least thirty (30) days. This is not to be confused with temporary military
33 leave which grants up to thirty (30) days compensation under certain conditions.

1 An employee who is a member of the Florida National Guard, and is ordered to
2 active State duty as a result of a state of emergency being declared by the Governor,
3 is entitled to a leave of absence without loss of pay, not to exceed thirty (30) days at
4 any one time.

5 Any employee involuntarily called to active duty following the terrorist acts on
6 September 11, 2001, shall be entitled to a military pay supplement as provided in
7 F.S. 115.14. The first thirty (30) calendar days of military service by full-time
8 employees are compensable at full pay in accordance with the fifth paragraph of this
9 rule, upon verification that the employee has completed thirty (30) days of service.
10 Subsequent to the first thirty (30) days of service, the Board will provide military pay
11 supplements to full-time employees who are reservists or members of the National
12 Guard, involuntarily called to active duty after September 11, 2001.

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14 Extended Military Leave shall be granted for a period of up to five years in
15 accordance with the Uniformed Services Employment and Reemployment Rights Act
16 of 1994 (USERRA), 38 U.S.C. 4301-4335.

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20 38 U.S.C. 4301-4335
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FMLA LEAVE

2 An employee who is pregnant or ill shall be granted extended leave without pay at
3 the employee's request. A supporting health care provider's statement shall be
4 submitted at the time the leave is requested, as well as prior to returning to work at
5 the conclusion of the leave.

6 Parental leave shall also be provided, upon request, to male employees and adoptive
7 parents of infants (one (1) year of age or less), when accompanied by supporting
8 documentation establishing the date of birth or date of adoption. Parental leaves
9 may begin no later than the end of the first year after the date of the child's birth or
10 adoption. The maximum period for which a parental leave may be granted is one (1)
11 year.

12 Employees on extended parental or illness of self leave without pay may request
13 upon approval and, with their health care provider's concurrence, to be employed in
14 a part-time or substitute capacity on a limited basis, prior to the expiration of during
15 the leave. Approval of a request for employment while on leave is solely within the
16 discretion of the Superintendent.

17 The full text of provisions governing extended parental/illness of self/leave without
18 pay are contained in each bargaining unit's labor contract and these provisions shall
19 govern the administration of such leaves.

20 A sick employee who has exhausted all sick leave to which s/he is entitled shall be
21 considered automatically on leave without pay (not to exceed thirty (30) consecutive
22 workdays), with the School Board's approval, until the employee returns to work.
23 Leave without pay for illness is considered only a protection of one's employment
24 rights.

Approval of Parental, Illness of Self, and Illness of Relative leaves of absence which
meet the criteria of the Family Medical Leave Act (FMLA) constitutes designation of
FMLA entitlement. Any paid or unpaid leave taken prior to the Board-approved
leave, which is a result of a FMLA-qualifying event, will be counted as part of the
FMLA leave entitlement.

25 F.S. 110.221, 1012.61
26 29 U.S.C. 2601 et seq. (as amended)
27 29 C.F.R. Part 825
28 45 C.F.R. Part 160, 164
29 National Defense Authorization Act of 2010

1

FMLA LEAVE

2 An employee who is pregnant or ill shall be granted extended leave without pay at
3 the employee's request. A supporting health care provider's statement shall be
4 submitted at the time the leave is requested, as well as prior to returning to work at
5 the conclusion of the leave.

6 Parental leave shall also be provided, upon request, to male employees and adoptive
7 parents of infants (one year of age or less), when accompanied by supporting
8 documentation establishing the date of birth or date of adoption, as applicable.
9 Parental leaves may begin no later than the end of the first year after the date of the
10 child's birth or adoption. The maximum period for which a parental leave may be
11 granted is one year.

12 Employees on extended parental or illness of self leave without pay may request,
13 upon approval and with their health care provider's concurrence, to be employed in
14 a part-time or substitute capacity on a limited basis, prior to the expiration of during
15 the leave. Approval of a request for employment while on leave is solely within the
16 discretion of the Superintendent.

17 The full text of provisions governing Extended Parental/Illness of Self/Leave Without
18 Pay are contained in each bargaining unit's labor contract and these provisions shall
19 govern the administration of such leaves.

20 A sick employee who has exhausted all sick leave to which s/he is entitled shall be
21 considered automatically on leave without pay (not to exceed thirty (30) consecutive
22 workdays), with the Board's approval, until such employee returns to work. Leave
23 without pay for illness is considered only a protection of one's employment rights.

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14 a part-time or substitute capacity on a limited basis, prior to the expiration of during
15 the leave. Approval of a request for employment while on leave is solely within the
16 discretion of the Superintendent.
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18 The full text of provisions governing Extended Parental/Illness of Self/Leave Without
19 Pay are contained in each bargaining unit's labor contract and these provisions shall
20 govern the administration of such leaves.

21 A sick employee who has exhausted all sick leave to which s/he is entitled shall be
22 considered automatically on leave without pay (not to exceed thirty (30) consecutive
23 workdays), with the Board's approval, until such employee returns to work. Leave
24 without pay for illness is considered only a protection of one's employment rights.

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25 F.S. 110.221, 1012.61
26 29 U.S.C. 2601 et seq. (as amended)
27 29 C.F.R. Part 825
28 45 C.F.R. Part 160, 164
29 National Defense Authorization Act of 2010

LEAVES OF ABSENCE

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2
3 Administrators shall not be absent from their assigned duties except as authorized
4 by the Superintendent. An administrator who is willfully absent from duty without
5 leave shall forfeit compensation for the time of the absence. A leave of absence is
6 permission granted or allowed under School Board policies for employees to be
7 absent from duty for a specified period of time with the right to return to
8 employment upon expiration of the leave.
9

10 Leave of absence without pay for personal reasons not to exceed thirty (30) days may
11 be granted to full-time regular employees if approved by the Superintendent.
12 Extended personal leave in excess of thirty (30) consecutive workdays may be
13 approved, subject to the following conditions:

- 14 A. no wages or salaries shall be paid during the leave except as
15 provided in other School Board policies;
- 16 B. all leaves shall be approved by the Board, except for those granted
17 under workers' compensation laws;
- 18 C. reemployment rights to a position of like status shall be protected in
19 accordance with the respective administrative manual and/or
20 collective bargaining agreement.

Leave shall be used for the purpose stated in the leave application. An administrator
who uses leave for purposes other than that stated in the leave application shall be
subject to discipline, up to and including termination.

21 All Personal leaves shall be governed by the applicable employee group
22 agreement administrative manual and/-or collective bargaining agreement.

23 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67
24 F.A.C. 6A-1.079, 6A-1.080

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LEAVES OF ABSENCE

2 Instructional staff shall not be absent from their assigned duties except as
3 authorized by the Superintendent. An instructional staff member who is willfully
4 absent from duty without leave shall forfeit compensation for the time of such
5 absence. A leave of absence is permission granted or allowed under School Board
6 policies for employees to be absent from duty for a specified period of time with the
7 right to return to employment upon expiration of the leave.

8

9 Leave of absence without pay not to exceed thirty (30) days may be granted to full-
10 time regular employees if approved by the Superintendent. Extended leave in excess
11 of thirty (30) consecutive workdays may be approved, subject to the following
12 conditions:

13

14

A. no wages or salaries shall be paid during the leave except as
provided in other School Board policies;

15

16

B. all leaves shall be approved by the Board except for those granted
under workers' compensation laws; and

17

18

C. reemployment rights to a position of like status shall be protected in
accordance with the respective collective bargaining agreement.

Leave shall be used for the purpose stated in the leave application. An administrator
who uses leave for purposes other than that stated in the leave application shall be
subject to discipline, up to and including termination.

19

20

All Personal leaves shall be governed by the applicable collective bargaining
agreement.

21

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F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67
F.A.C. 6A-1.079, 6A-1.080

1

LEAVES OF ABSENCE

2 Support staff shall not be absent from their assigned duties except as authorized by
3 the Superintendent. A support staff member who is willfully absent from duty
4 without leave shall forfeit compensation for the time of such absence. A leave of
5 absence is permission granted or allowed under School Board policies for an
6 employee to be absent from duty for a specific period of time with the right to return
7 to employment upon expiration of the leave.

8

9 Leave of absence without pay not to exceed thirty (30) days may be granted to full-
10 time regular employees if approved by the Superintendent. Extended leave in excess
11 of thirty (30) consecutive workdays may be approved, subject to the following
12 conditions:

13 A. no wages or salaries shall be paid during the leave except as
14 provided in other School Board policies;

15 B. all leaves shall be approved by the Board except for those granted
16 under workers' compensation laws; and

17 C. reemployment rights to a position of like status shall be protected in
18 accordance with the respective collective bargaining agreement.

Leave shall be used for the purpose stated in the leave application. A support staff
member who uses leave for purposes other than that stated in the leave application
shall be subject to discipline, up to and including termination.

19 All ~~Personal~~ leaves shall be governed by the applicable collective bargaining
20 agreement.

21

22 ~~Support staff should refer to the collective bargaining agreement for specific leave~~
23 ~~requirements.~~

24 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67

25 F.A.C. 6A-1.079, 6A-1.080

1 | EMPLOYMENT OF INSTRUCTIONAL PERSONNEL STAFF

2 | The term instructional personnel refers to K-12 staff members whose functions
3 | include the provision of direct instructional services to students. Instructional
4 | personnel also includes K-12 staff members whose functions provide direct support
5 | in the learning process of students as defined by F.S. 1012.01.

6 | Any person employed in an instructional position requiring certification shall
7 | possess a valid certificate issued pursuant to Florida law and shall file the certificate
8 | with the District.

9 | Misstatement of fact material to qualification for employment or the determination of
10 | salary shall constitute grounds for dismissal.

11 | A candidate shall be disqualified from employment in any position that requires
12 | direct contact with students if the candidate is ineligible for such employment under
13 | F.S. 1012.315.

14 | Upon recommendation of the Superintendent, the School Board shall approve
15 | employment of instructional personnel.

16 | Qualifications of instructional personnel shall be as required by law and Florida
17 | Administrative Code. To be eligible for appointment in any instructional position in
18 | the District, a person must be of good moral character; must have attained the age
19 | of eighteen (18) years; and must, when required by law, hold a certificate or license
20 | issued under rules of the ~~State Board of Education or the School Board of Miami-~~
21 | ~~Dade County, Department of Children and Family Services,~~ except when employed
22 | pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24.
23 | ~~Previous residence in this State shall not be required in any school of the state as a~~
24 | ~~prerequisite for any person holding a valid Florida certificate or license to serve in an~~
25 | ~~instructional capacity.~~

26 | Instructional personnel must meet the requirements for their position and follow the
27 | employment procedures as set forth in Florida Statutes and State Board of
28 | Education Rules, including but not limited to: F.S. 1012.24, 1012.35, 1012.36
29 | 1012.39, 1012.43, and 1012.56; and -6A-1.0502, 6A-1.0503, 6A-4.001, 6A-6.010
30 | and 6A-6.014, F.A.C., as they may be amended from time to time.

31 | ~~All regular full-time teachers employed under contract in the District must have~~
32 | ~~completed all course work requirements for at least a bachelor's degree prior to~~
33 | ~~September 1st of school year for which employed or prior to the first day of~~
34 | ~~employment, if employed subsequent to September 1st, and must be able to obtain a~~
35 | ~~Florida Teacher's Certificate, Rank III or higher. However, some vocational teachers~~
36 | ~~who do not hold bachelor's degrees are issued certificates by the State Department~~
37 | ~~of Education covering their occupational specialty, and are not required to hold a~~
38 | ~~bachelor's degree.~~

1 ~~All elementary and secondary school staff members, in order to update and improve~~
2 ~~their competencies in dealing with special problems with students, are urged to~~
3 ~~enroll in courses dealing with disadvantaged children, cultural differences, and~~
4 ~~learning disabilities.~~

5 **Certification of Instructional Personnel**

6 A. State Certification

7 ~~—Any person employed in a position requiring certification shall~~
8 ~~possess a valid teaching certificate issued pursuant to Florida law.~~
9 ~~Instructional personnel who teach classes or provide support~~
10 ~~services shall be certified or licensed as defined in Section 1012.56,~~
11 ~~F.S., and 6A-1.0502 and 6A-1.0503, F.A.C.~~

12
13
14 ~~Teachers who teach in classes for which FEFP funds are earned~~
15 ~~shall be certified teachers as defined in F.S. 1012.56 and the Florida~~
16 ~~State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and~~
17 ~~6A-1.0502.~~

18
19 ~~—F.S. 1021.42~~

20 B. District Certification

21 Pursuant to F.S. 1012.39, 1012.55, 1012.57, employment of
22 temporary instructors, teachers of adult education, non-degreed
23 teachers of career technical education (CTE), adjunct educators,
24 career specialists, and experts in the field, the District will establish
25 the minimum qualifications for the District certificates. Such
26 certificates establish eligibility for employment but confer no right to
27 employment.

28 The Superintendent may revoke or suspend a District certificate, ~~for~~
29 ~~cause.~~

30
31 ~~—The application fee for the District Certificate shall be the same as~~
32 ~~a State issued Educator's Certificate.~~

33 **Temporary Instructors**

34 A. ~~Definition~~

35 ~~—A temporary instructor is a person properly qualified to serve as a~~
36 ~~substitute teacher who is assigned to instruct and supervise~~
37 ~~students in attendance whenever the assigned teacher is absent~~

1 ~~from the work location for less than ten (10) consecutive workdays,~~
2 ~~excluding weekends, holidays and teacher workdays.~~

3 **B. ~~Basic Qualifications~~**

4 ~~The Superintendent shall ensure that qualified candidates for a~~
5 ~~District certificate as a temporary instructor meet requirements for~~
6 ~~employment, and shall maintain records of such information in the~~
7 ~~candidate's personnel file.~~

8 ~~To be eligible for District certification and inclusion in the temporary~~
9 ~~instructor pool in the District, the applicant must meet the following~~
10 ~~requirements:~~

11 1. ~~Age: be at least eighteen (18) years of age.~~

12
13 2. ~~Fingerprinting: submit to a fingerprint check from the Florida~~
14 ~~Department of Law Enforcement and the Federal Bureau of~~
15 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
16 ~~report indicates a criminal history or if the applicant~~
17 ~~acknowledges a criminal history, the applicant's records shall~~
18 ~~be referred to the Office of Instructional Staffing for review~~
19 ~~and determination of eligibility for employment.~~

20 3. ~~Educational Training: have a Bachelor's degree or have~~
21 ~~completed a minimum of sixty (60) semester hours or have an~~
22 ~~Associate's degree from an accredited college or university.~~

23 **C. ~~Application Procedures~~**

24 ~~The application for the District temporary instructor certificate shall~~
25 ~~be submitted to Certification.~~

26 **D. ~~Issuance of District Certificate~~**

27 ~~Following the clearance of fingerprints, Certification will issue a~~
28 ~~District temporary instructor certificate valid for five (5) years, the~~
29 ~~year beginning July 1st and ending June 30th.~~

30 **E. ~~Terms and Conditions of Employment~~**

31 ~~All terms and conditions of employment for temporary instructional~~
32 ~~personnel shall comply with Board policies for certified instructional~~
33 ~~personnel, whether State or District certified.~~

1 F. ~~Processing Fee~~

2 ~~The District fee for processing the application for a certificate shall~~
3 ~~be equal to the fee charged by the State Department of Education.~~

4 **~~Nondegreed Full-Time Vocational Instructional Personnel~~**

5 A. ~~Definition~~

6 ~~Staff members whose qualifications are established on the basis of~~
7 ~~occupational expertise in areas of Agriscience, Business, Family and~~
8 ~~Consumer Sciences, Health Science, Industrial, Marketing, Public~~
9 ~~Service Education and Technology; and who are assigned to teach~~
10 ~~only vocational courses when the Course Code Directory specifies~~
11 ~~nondegreed vocational instructors as appropriate.~~

12 B. ~~Basic Qualifications~~

13 ~~Qualified candidates for employment in a nondegreed full time~~
14 ~~vocational instructional position shall meet the minimum~~
15 ~~requirements for employment and shall maintain records of such~~
16 ~~information in the candidate's official personnel file.~~

17 ~~To be eligible for a District certificate for a full time instructional~~
18 ~~position in a nondegreed vocational program in the District, the~~
19 ~~applicant must meet the following requirements:~~

20 1. ~~Age: be at least eighteen (18) years of age.~~

21 2. ~~Fingerprinting: submit to a fingerprint check from the Florida~~
22 ~~Department of Law Enforcement and the Federal Bureau of~~
23 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
24 ~~report indicates a criminal history or if the applicant~~
25 ~~acknowledges a criminal history, the applicant's records shall~~
26 ~~be referred to the Office of Instructional Staffing for review~~
27 ~~and determination of eligibility for employment.~~

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~~3. Occupational Expertise: hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma, and establishes the minimum competency in the area of assignment based on the criteria listed below. Occupational expertise shall be established in the area of assignment by one of the plans specified below:~~

~~a. Plan One: At least six (6) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment; or~~

~~b. Plan Two: A minimum of two (2) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment or related occupational field as verified in (7) below in combination with one of the options listed below:~~

~~1) A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in F.A.C. 6A 4.003, with an undergraduate or graduate degree major related to the instructional assignment; or~~

~~2) Thirty six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in F.A.C. 6A 4.003, in skills or theory courses related to the instructional assignment; or~~

~~3) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or~~

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~~4) A valid certificate, registration, or license which was issued by a recognized State or national credentialing agency in an area specific to the area of assignment; or~~

~~5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment; or~~

~~6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of assignment; or~~

~~7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.~~

~~e. Other requirements shall be:~~

~~1) Occupational experience shall be gained as a wage earner after age sixteen (16).~~

~~2) The occupational experience shall be verified by former employers; or for self-employment, experience in a family owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service.~~

~~Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s), and full time or part time employment. When employment was part time, the number of hours worked per week shall be included.~~

**THE SCHOOL BOARD OF
MIAMI-DADE COUNTY**

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- ~~3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.~~

- ~~4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:~~
 - ~~a) At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or~~

 - ~~b) At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in F.A.C. 6A 4.003, and shall be completed in skills or theory courses related to the area of assignment, or~~

 - ~~c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment.~~

 - ~~d) One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.~~

1 C. ~~Application Procedures~~

2 ~~The application for a District full time nondegreed vocational~~
3 ~~teaching certificate shall be submitted to Certification.~~

4 D. ~~Issuance of District Certificate~~

5 ~~Following the clearance of fingerprints, Certification will issue to the~~
6 ~~employee a District non-renewable temporary certificate valid for~~
7 ~~three (3) years, the year beginning July 1st and ending June 30th.~~
8 ~~When the employee completes the professional preparation~~
9 ~~coursework (within the validity period of the temporary certificate),~~
10 ~~Certification will issue, upon application, a full time nondegreed~~
11 ~~vocational certificate valid for five (5) years.~~

12 E. ~~Terms and Conditions of Employment~~

13 ~~All terms and conditions of employment for nondegreed full time~~
14 ~~vocational instructional personnel shall comply with Board policy for~~
15 ~~certified instructional personnel, whether State or District certified.~~

16 F. ~~Processing Fee~~

17 ~~The District fee for processing the application for a District~~
18 ~~certificate shall be equal to the fee charged by the State Department~~
19 ~~of Education.~~

20 **Nondegreed Part-Time Vocational Instructional Personnel**

21 A. ~~Definition~~

22 ~~Staff members whose qualifications are established on the basis of~~
23 ~~occupational expertise in areas of Agriscience, Business, Family and~~
24 ~~Consumer Sciences, Technology, Health Science, Industrial,~~
25 ~~Marketing, Public Service Education and Technology; and who are~~
26 ~~assigned to teach only vocational courses when the Course Code~~
27 ~~Directory specifies nondegreed vocational instructors as appropriate.~~
28 ~~Instructional personnel working only part time shall be limited to~~
29 ~~working a maximum of twenty five (25) hours per week in any~~
30 ~~combination in the District.~~

31 B. ~~Basic Qualifications~~

32 ~~Candidates for District certification in a nondegreed part time~~
33 ~~vocational instructional position meet the minimum requirements~~
34 ~~for certification and shall maintain records of such information in~~
35 ~~the candidate's personnel file.~~

**THE SCHOOL BOARD OF
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1 ~~———— To be eligible for District certification in a part time instructional~~
2 ~~nondegreed vocational program in the District, the applicant must~~
3 ~~meet the following requirements:~~

4 1. ~~Age: be at least eighteen (18) years of age.~~

5 2. ~~Fingerprinting: submit to a fingerprint check from the Florida~~
6 ~~Department of Law Enforcement and the Federal Bureau of~~
7 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
8 ~~report indicates a criminal history or if the applicant~~
9 ~~acknowledges a criminal history, the applicant's records shall~~
10 ~~be referred to the Office of Instructional Staffing for review~~
11 ~~and determination of eligibility for employment.~~

12
13 3. ~~Occupational Expertise: hold at least a high school diploma~~
14 ~~or the equivalent based on general education development~~
15 ~~tests or other achievement tests approved by the State Board~~
16 ~~which establishes the equivalency for a high school diploma,~~
17 ~~and establishes the minimum competency in the area of~~
18 ~~assignment based on the criteria listed below. Occupational~~
19 ~~expertise shall be established in the area of assignment by~~
20 ~~one of the plans specified below:~~

21 a. ~~Plan One: At least six (6) years of full time~~
22 ~~occupational experience or the equivalent in part time~~
23 ~~experience in the occupational field of the teaching~~
24 ~~assignment; or~~

25 b. ~~Plan Two: A minimum of two (2) years of full time~~
26 ~~occupational experience or the equivalent in part time~~
27 ~~experience in the occupational field of the teaching~~
28 ~~assignment or related occupational field as verified in~~
29 ~~(7) below in combination with one of the options listed~~
30 ~~below:~~

31 1) ~~A bachelor's or higher degree. The degree must~~
32 ~~have been completed at an accredited institution~~
33 ~~as specified in F.A.C. 6A 4.003, with an~~
34 ~~undergraduate or graduate degree major related~~
35 ~~to the instructional assignment; or~~

36 2) ~~Thirty six (36) semester hours of college credit.~~
37 ~~The college credit must have been earned at an~~
38 ~~accredited institution as specified in F.A.C.~~
39 ~~6A 4.003, in skills or theory courses related to~~
40 ~~the instructional assignment; or~~

41 3) ~~Successful completion of a program of training.~~
42 ~~The training program must be specific to the~~

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~~area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or~~

~~4) A valid certificate, registration, or license which was issued by a recognized State or national credentialing agency in an area specific to the area of assignment; or~~

~~5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment; or~~

~~6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of assignment; or~~

~~7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.~~

~~e. Other requirements shall be:~~

~~1) Occupational experience shall be gained as a wage earner after age sixteen (16).~~

~~2) The occupational experience shall be verified by former employers; or for self employment, experience in a family owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service.~~

~~Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When~~

**THE SCHOOL BOARD OF
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employment was part-time, the number of hours worked per week shall be included.

~~3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.~~

~~4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:~~

~~a) At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or~~

~~b) At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institute as specified in F.A.C. 6A 4.003, and shall be completed in skills or theory courses related to the area of assignment, or~~

~~c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment; or~~

~~d) One (1) year of successful teaching experience in the program area of assignment during the five (5) year period~~

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~~immediately preceding the date of
application for employment.~~

~~C. Application Procedures~~

~~An application for a District part time nondegreed vocational
teaching certificate shall be submitted to Certification.~~

~~D. Issuance of District Certificate~~

~~Following clearance of the fingerprints, Certification will issue, to the
employee, upon application, a District part time nondegreed
certificate valid for five (5) years, the year beginning July 1st and
ending June 30th.~~

~~E. Terms and Conditions of Employment~~

~~All terms and conditions of employment for nondegreed part time
vocational instructional personnel shall comply with Board policies
for certified instructional personnel, whether State or District
certified.~~

~~F. Processing Fee~~

~~The District fee for processing the application for a certificate shall
be equal to the fee charged by the State Department of Education.~~

Part-Time Adult Education

~~A. Definition~~

~~Part time adult education personnel are staff members who meet
minimum District specialization requirements for certification. Such
instructional personnel shall be limited to working a maximum of
twenty five (25) hours part time per week in the adult program and
may not work in the Pre-K-12 program. Those personnel who meet
stated requirements will be eligible for a District part time adult
certificate.~~

~~B. Basic Qualifications~~

~~The Superintendent shall insure that qualified candidates for
District certification in a part time adult instructional position meet
the minimum requirements for certification and shall maintain
records of such information in the candidate's personnel file.~~

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1 ~~_____ To be eligible for appointment to a part-time adult instructional~~
2 ~~position in the District, the applicant must meet the following~~
3 ~~requirements:~~

4 1. ~~_____ Age: be at least eighteen (18) years of age.~~

5 2. ~~_____ Fingerprinting: submit to a fingerprint check from the Florida~~
6 ~~Department of Law Enforcement and the Federal Bureau of~~
7 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
8 ~~report indicates a criminal history or if the applicant~~
9 ~~acknowledges a criminal history, the applicant's records shall~~
10 ~~be referred to the Office of Instructional Staffing for review~~
11 ~~and determination of eligibility for employment.~~

12 3. ~~_____ Educational Training: hold a bachelor's or higher degree with~~
13 ~~an undergraduate or graduate degree major in the area of~~
14 ~~assignment or hold a bachelor's or higher degree in another~~
15 ~~area and thirty (30) semester hours in courses related to the~~
16 ~~area of assignment. The degree or college credit must have~~
17 ~~been completed at an accredited institution as specified in~~
18 ~~F.A.C. 6A-4.003.~~

19 C. ~~_____ Application Procedures~~

20 ~~_____ The application for a District part-time adult teaching certificate~~
21 ~~shall be submitted to Certification.~~

22 D. ~~_____ Issuance of District Certificate~~

23 ~~_____ Following clearance of the fingerprints, Certification will issue to the~~
24 ~~employee, upon application, a District part-time adult education~~
25 ~~certificate valid for five (5) years, the year beginning July 1st and~~
26 ~~ending June 30th.~~

27 E. ~~_____ Terms and Conditions of Employment~~

28 ~~_____ All terms and conditions of employment for part-time instructional~~
29 ~~personnel shall comply with Board policies for certified instructional~~
30 ~~personnel, whether State or District certified.~~

31 F. ~~_____ Processing Fee~~

32 ~~_____ The District fee for processing the application for a certificate shall~~
33 ~~be equal to the fee charged by the State Department of Education.~~

34 **Adjunct Educator - Part-Time Instructional**

35 A. ~~_____ Definition~~

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1 ~~— An adjunct educator is a teacher who has expertise in the subject~~
2 ~~area to be taught. A teacher shall be considered to have expertise in~~
3 ~~the subject area to be taught if the teacher demonstrates sufficient~~
4 ~~subject area mastery through passage of a subject area test.~~

5 **B. ~~Basic Qualifications~~**

6 ~~— The Superintendent shall ensure that qualified candidates for a~~
7 ~~District certificate as an adjunct educator meet the requirements for~~
8 ~~employment and shall maintain records of such information in the~~
9 ~~candidate's personnel file.~~

10 ~~— To be eligible for District adjunct educator certification, the~~
11 ~~applicant must meet the following requirements:~~

12 1. ~~Age: be at least eighteen (18) years of age.~~

13 2. ~~Fingerprinting: submit to a fingerprint check from the Florida~~
14 ~~Department of Law Enforcement and the Federal Bureau of~~
15 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
16 ~~report indicates a criminal history or if the applicant~~
17 ~~acknowledges a criminal history, the applicant's records shall~~
18 ~~be referred to the Office of Instructional Staffing for review~~
19 ~~and determination of eligibility for employment.~~

20 3. ~~Document receipt of a Bachelor's or higher degree from an~~
21 ~~accredited institution of higher learning, or a nonaccredited~~
22 ~~institution of higher learning that the Department of~~
23 ~~Education has identified as having a quality program~~
24 ~~resulting in a Bachelor's degree, or higher. Each applicant~~
25 ~~seeking initial certification must have attained at least a 2.5~~
26 ~~overall grade point average on a 4.0 scale in the applicant's~~
27 ~~major field of study. The applicant may document the~~
28 ~~required education by submitting official transcripts from~~
29 ~~institutions of higher education.~~

30 4. ~~Be competent and capable of performing the duties,~~
31 ~~functions, and responsibilities of an educator.~~

32 **C. ~~Application Procedures~~**

33 ~~— The application for the District adjunct educator certificate shall be~~
34 ~~submitted to Certification.~~

35 **D. ~~Issuance of District Certificate~~**

36 ~~— Following the clearance of fingerprints, Certification will issue a~~
37 ~~District adjunct educator certificate valid for five (5) years, the year~~
38 ~~beginning July 1st and ending June 30th.~~

1 E. ~~Terms and Conditions of Employment~~

2 ~~The terms and conditions of employment for an adjunct educator~~
3 ~~shall comply with Board policy for certified instructional personnel,~~
4 ~~whether State or District certified.~~

5 F. ~~Processing Fee~~

6 ~~The District fee for processing the application for a certificate shall~~
7 ~~be equal to the fee charged by the Florida State Department of~~
8 ~~Education.~~

9 **Career Specialist**

10 A. ~~Definition~~

11 ~~A career specialist is a member of the student services team who is~~
12 ~~responsible for assisting students in career development, dropout~~
13 ~~prevention, placement, and follow-up services.~~

14 ~~The career specialist serves as a liaison between the school and~~
15 ~~business/industry/community to promote career education and~~
16 ~~preparation.~~

17 B. ~~Basic Qualifications~~

18 ~~The Superintendent shall ensure that qualified candidates for a~~
19 ~~District certificate as a career specialist meet the requirements for~~
20 ~~employment and shall maintain records of such information in the~~
21 ~~candidate's personnel file.~~

22 ~~To be eligible for the District career specialist certification, the~~
23 ~~applicant must meet the following requirements:~~

24 1. ~~Age: be at least eighteen (18) years of age.~~

25 2. ~~Fingerprinting: submit to a fingerprint check from the Florida~~
26 ~~Department of Law Enforcement and the Federal Bureau of~~
27 ~~Investigation pursuant to F.S. 1012.32. If the fingerprint~~
28 ~~report indicates a criminal history or if the applicant~~
29 ~~acknowledges a criminal history, the applicant's records shall~~
30 ~~be referred to the Office of Instructional Staffing for review~~
31 ~~and determination of eligibility for employment.~~

1 ~~3. Document receipt of a Bachelor's or higher degree from an~~
2 ~~accredited institution of higher learning, or a nonaccredited~~
3 ~~institution of higher learning that the Department of~~
4 ~~Education has identified as having a quality program~~
5 ~~resulting in a bachelor's degree, or higher. Each applicant~~
6 ~~seeking initial certification must have attained at least a 2.5~~
7 ~~overall grade point average on a 4.0 scale in the applicant's~~
8 ~~major field of study. The applicant may document the~~
9 ~~required education by submitting:~~

10 ~~a. official transcripts from institutions of higher~~
11 ~~education; or~~

12 ~~b. an Associate's degree or at least sixty (60) semester~~
13 ~~hours of transferable credit earned from an accredited~~
14 ~~college/university and four years of qualified full-time~~
15 ~~experience or the equivalent in part-time experience; or~~

16 ~~c. a certificate of technical/vocational training and four~~
17 ~~(4) years of qualified work experience or the equivalent~~
18 ~~in part-time experience.~~

19 ~~4. Be competent and capable of performing the duties,~~
20 ~~functions, and responsibilities of an educator.~~

21 ~~C. Application Procedures~~

22 ~~— The application for the District career specialist certificate shall be~~
23 ~~submitted to Certification.~~

24 ~~D. Issuance of District Certificate~~

25 ~~— Following the clearance of fingerprints, Certification will issue a~~
26 ~~District non-renewable temporary career specialist certificate valid~~
27 ~~for three (3) years, the year beginning July 1st and ending~~
28 ~~June 30th. When the employee completes the requirements for the~~
29 ~~professional certificate (within the validity period of the temporary~~
30 ~~certificate), Certification will issue, upon application, a professional~~
31 ~~career specialist certificate valid for five (5) years.~~

1 E. ~~Terms and Conditions of Employment~~

2 ~~The terms and conditions of employment for career specialists shall~~
3 ~~comply with Board policies for certified instructional personnel,~~
4 ~~whether State or District certified.~~

5 F. ~~Processing Fee~~

6 ~~The District fee for processing the application for a certificate shall~~
7 ~~be equal to the fee charged by the Florida State Department of~~
8 ~~Education.~~

9 **Requirements for Core Subject Area Teachers**

10 All core subject area teachers employed by the District shall be "highly qualified" as
11 defined by the No Child Left Behind Act of 2001. Core area teachers are defined in
12 State and Federal law to include math, science, social science, language arts,
13 reading, fine arts (art and music), elementary education, and foreign languages.
14 This also includes Exceptional Student Education teachers who teach core area
15 subjects.

16
17 **Certification for Expert in the Field - Full-Time Instructional**

18
Current teachers who hold a Temporary Certificate and have completed all
requirements for Professional Certification but have not worked enough days to
complete the work related requirements, may be eligible for a District Expert in the
Field Certificate.

19 The application for the District Expert in the Field Certificate shall be submitted to
20 the Office of Instructional Certification. Following the clearance of fingerprints and
21 employment in a full-time instructional position, the Office of Instructional
22 Certification will issue to the employee a District Expert in the Field Certificate valid
23 for one (1) school year beginning July 1st and ending June 30th. This certificate will
24 be issued on a one-time basis and is non-renewable.

25 A. ~~Definition~~

26 ~~An expert in field is a teacher who has expertise in the subject area~~
27 ~~to be taught. A teacher shall be considered to have expertise in the~~
28 ~~subject area to be taught if the teacher demonstrates sufficient~~
29 ~~subject area mastery through passage of a subject area test.~~

30 B. ~~Basic Qualification~~

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~~The Superintendent shall ensure that qualified candidates for employment in a subject area expertise full time instructional position meet minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.
To be eligible for a District certificate for subject area expertise, the applicant must meet the following requirements:~~

- ~~1. Must have been employed as a full time teacher in a Miami Dade County public school, charter school or alternative education outreach center for a period within the immediate three (3) preceding school years of the date of application.~~
- ~~2. Must hold a State of Florida Three (3) Year Temporary Certificate with an expiration date of June 30th of the preceding school year.~~
- ~~3. Must have completed the professional education courses required for the State of Florida Professional Certificate.~~
- ~~4. Must have passed the Florida Teacher Certification Subject Area Examination for the area of assignment.~~
- ~~5. Must have passed the Florida Teacher Certification Professional Education Test.~~
- ~~6. Must have passed the Florida Teacher Certification General Knowledge Test.~~

~~C. Application Procedures~~

~~The application for the District expert in the field certificate shall be submitted to Certification.~~

~~D. Issuance of District Certificate~~

~~Following the clearance of fingerprints and employment in a full time instructional position, Certification will issue to the employee a District Expertise Certificate valid for one (1) school year beginning July 1st and ending June 30th. This certificate will be issued on a one time basis and is non renewable.~~

~~E. Terms and Conditions of Employment~~

~~The terms and conditions of employment for experts in the field shall comply with Board policies for certified instructional personnel, whether State or District certified.~~

~~F. Processing Fee~~

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1 ~~The District fee for processing the application for a certificate shall~~
2 ~~be equal to the fee charged by the Florida State Department of~~
3 ~~Education.~~

4
5 **Certified Personnel**

6
7 ~~Any person employed in a position requiring certification shall possess a~~
8 ~~valid certificate issued pursuant to Florida law or issued by the~~
9 ~~Board and shall file with the Superintendent.~~

10 **Requirements for Core Area Teachers**

11 ~~All core area teachers employed by the District shall be "highly qualified" as defined~~
12 ~~by the No Child Left Behind Act of 2001. Core area teachers are defined in State~~
13 ~~and Federal law to include math, science, social science, language arts, reading, fine~~
14 ~~arts (art and music), elementary education, and foreign languages. This also~~
15 ~~includes Exceptional Student Education teachers who teach core area subjects.~~

16
17 ~~F.S. 1012.01, 1012.32, 1012.24, 1012.35, 1012.36, 1012.315, 1012.39, 1021.42,~~
18 ~~1012.43, 1012.55, 1012.56, 1012.57~~

19 ~~F.A.C. 6A-1.0502, 6A-1.0503, 6A-6.010, 6A-6.014~~

20 ~~20 U.S.C. 6301~~

21 ~~20 U.S.C. 7801~~

1 **PROFESSIONAL AND TECHNICAL EMPLOYEES**

2 Under provisions of the State and Federal laws, the School Board acts on the
3 recommendation of the Superintendent concerning the terms of contract,
4 assignment, transfer, and appointment of all employees.

5 The Superintendent is also empowered by State law to transfer any employees
6 during emergencies and report such action to the Board at its next regular meeting
7 for approval.

8 In the adjustment of school organization, it is the intent of the Board that all
9 personnel be continued as employees of the Board. Where possible, employees
10 affected by consolidation will be assigned in the areas of work and at the same levels
11 in which they are engaged, and employees shall not be separated from employment
12 or receive a reduction in base salary because of such consolidation.

13 No involuntary transfer shall result in a demotion. Loss of a supplement for
14 teachers for duties beyond the regular teaching assignment, as designated in the
15 Salary Handbook, shall not be considered a demotion.

16 **Assignment, Transfer, and Appointment**

17 This Board policy establishes procedures for the selection of candidates for
18 professional and technical positions. Vacancies in these positions will be advertised
19 except as stated in this Board policy, and except when, at the discretion of the
20 Superintendent, alternative selection procedures which are part of a Board-approved
21 pilot program are instituted for a specified period of time.

22 **Procedures for Requesting a Vacancy to be Announced**

23 Administrative heads of bureaus, regions, offices, divisions, and departments will
24 use the following procedure to request that a vacancy be announced.

- 25 A. Complete a "Request to Advertise and Fill an Open Administrative
26 Position" form and send it to the Assistant Superintendent, Human
27 Resources, Recruiting and Performance Management.
- 28 B. Review and prepare recommendations for updating the job
29 description of the position to be advertised, including qualifications,
30 responsibilities, and major duties, which must be forwarded to the
31 Office of Human Resources, Recruiting and Performance
32 Management for revisions, if necessary.

- 1 C. The District Director, Administrative/Professional and Technical
2 Staffing, or designee, will be responsible for determining that the
3 position to be filled is authorized and budgeted.

4 **Formal Selection Procedures**

- 5 A. The announcement of vacancies will state job-related qualifications
6 for the positions, including certification, education, and other
7 experiential requirements. These announcements will be distributed
8 to bureaus, regions, offices, school centers, divisions, and
9 departments. When appropriate, announcements also will be sent
10 to university placement agencies and to other sources outside the
11 school system that are potential resources for recruitment of
12 qualified personnel. The announcements will specify the application
13 procedures.

14 Application forms specifying the data an applicant must submit
15 shall be developed and updated, when necessary, by the District
16 Director, Administrative/Professional and Technical Staffing, or
17 designee. An applicant shall be any person submitting properly
18 completed application forms and meeting the qualifications as stated
19 in the announcement.

20 Security and credential checks will be made by the District Director,
21 Administrative/Professional and Technical Staffing, or designee, on
22 all persons scheduled to be appointed prior to the date of the Board
23 meeting.

- 24 B. When a position is advertised nationally, there will be three (3) levels
25 of applicant screening.

26 1. Level 1

27 There is a screening of applications to determine those
28 applicants who meet the published qualifications.

29 2. Level 2

30 There is a second screening of applications to determine those
31 applicants whose combination of training and experience
32 most closely match the published qualifications for the
33 position and who will be included in the Level 3 telephone
34 screening.

- 1 3. Level 3
- 2 There is a screening of selected applicants by telephone,
3 conducted by the Interview Committee.
- 4 The Interview Committee will review the applications and results of
5 the telephone screening and will select applicants for oral interviews.
- 6 C. The District Director, Administrative/Professional and Technical
7 Staffing, or designee will be responsible for securing the nomination
8 of persons to serve on prescreening and oral interview committees
9 for each position. Nominations shall be from a list of persons
10 trained in selection and interview procedures. Each bureau or office
11 head will designate persons to be trained for screening and interview
12 committees. The immediate supervisor for the open position shall
13 serve on the Initial Interview Committee, if available.
- 14 D. Administrative/Professional and Technical Staffing will convene the
15 Initial Interview Committee. The Initial Interview Committee shall be
16 constituted as follows:
- 17 1. three (3) members from the affected bureau, office, or
18 division;
- 19 2. one (1) school site administrator (principal or assistant
20 principal according to the level of position);
- 21 3. one (1) District or region office administrator selected by the
22 Superintendent or designee; and
- 23 4. the District Director, Administrative/Professional and
24 Technical Staffing, or designee (non-voting).
- 25 E. The District Director, Administrative/Professional and Technical
26 Staffing, or designee will be responsible for notifying committee
27 members of the date, time, and place for pre-screening and
28 interviews, scheduling the applicants to be interviewed, and
29 conducting the interviews.

1 F. At the conclusion of the interviews, the Initial Interview Committee
2 will identify a minimum of two (2) finalists. If the committee cannot
3 identify a minimum of two (2) finalists, the Assistant
4 Superintendent, Human Resources, Recruiting and Performance
5 Management and Superintendent will be notified that an
6 appropriate selection cannot be made. When a minimum of two (2)
7 finalists are identified, the names and records will be forwarded to
8 the Final Interview Committee by Administrative/Professional and
9 Technical Staffing. If the Initial Interview Committee identifies
10 one (1) finalist, the name of the applicant will be maintained in the
11 records for that position as a finalist. Upon completion of the re-
12 advertised interview, when at least one (1) additional finalist is
13 identified, the names of all finalists applicants from both interviews
14 will be forwarded to the Final Interview Committee.

15 The Final Interview Committee, consisting of the appropriate Deputy
16 Superintendent (or pay grade equivalent) or designee, supervising
17 bureau, office, division, or department head, and at least two (2)
18 other ranking administrators, will examine all interview data and
19 interview each finalist. The Final Interview Committee may select no
20 more than one (1) candidate to be recommended to the
21 Superintendent. The name and records of the recommended
22 candidate will be forwarded to Administrative/Professional and
23 Technical Staffing to initiate reference checks, fingerprinting, and
24 drug testing as necessary. After clearance,
25 Administrative/Professional and Technical Staff will forward the
26 name and records of the recommended candidate to the
27 Superintendent for review and approval. The Superintendent will
28 approve the recommendation of the Final Interview Committee or
29 select another finalist to be recommended to the Board for
30 appointment. Administrative/Professional and Technical Staff will
31 prepare the summary packet and submit it to the Assistant
32 Superintendent, Human Resources, Recruiting and Performance
33 Management who will be responsible for preparing the formal
34 recommendation of the Superintendent for approval by the Board.

35 G. All applicants for the position are to be notified in writing within a
36 reasonable time by the District Director, Administrative/Professional
37 and Technical Staffing, or designee of the results of the interviews.
38 This notification will offer the applicant interviewed and not selected
39 as a finalist an opportunity to schedule a career counseling
40 conference. The purpose of this career counseling conference will be
41 to provide the applicant with any available information that may
42 assist in his/her future professional development.

1 Finalist applicants not selected for the position will be notified
2 immediately by telephone by the District Director,
3 Administrative/Professional and Technical Staffing, or designee and
4 in writing within a reasonable time. The applicant selected will be
5 apprised of the recommendation by the supervising administrator or
6 designee.

7 **Appointment of Temporary Administrators**

8 Subject to the approval of the Board, the Superintendent may fill any administrative
9 vacancy which occurs as the result of an emergency situation of an indeterminate
10 length.

11 In the event of a sudden or unexpected vacancy in an administrative position, the
12 Superintendent may fill the position immediately with a temporary appointment and
13 report the action taken to the Board for approval at the next regularly scheduled
14 Board meeting.

15 When an administrative position is open and formal selection procedures are
16 anticipated, the Superintendent may make a temporary appointment to a position to
17 assure continuity of services while the interview and selection process are being
18 conducted.

19 When it is anticipated that an administrative position will be vacant for a specified
20 period of time not to exceed one (1) year, the position may be filled by a temporary
21 administrator for the duration of the vacancy. At the termination of this period, the
22 temporary administrator shall revert to his/her former status unless otherwise
23 appointed or assigned.

24 Temporary appointments to administrative vacancies shall continue in effect until
25 the return of the incumbent or until the position is filled through the formal
26 selection procedures in this policy. Temporary appointments may be made for an
27 indeterminate time or a specified period of time not to exceed one (1) year.

28 Administrators taking official leave for one (1) year or less may return to the position
29 to which they were previously assigned. When administrators on official leave
30 extend their leave period beyond one (1) year, the vacant position will be
31 permanently filled.

1 Upon recommendation of the Superintendent and approval of the Board,
2 administrative vacancies may be filled by the following procedures:

3 A. Lateral Transfers

4 Administrative vacancies may be filled by lateral transfer of a
5 member of the staff providing that the:

- 6 1. staff member's position is of the same pay grade as the
7 vacancy;
- 8 2. staff member meets the qualifications of the vacant position;
- 9 3. administrative head of the bureau, region, office, division, or
10 department requests the position be filled by a lateral
11 transfer; and
- 12 4. Superintendent recommends and the Board approves the
13 lateral transfer.

14 B. Career Re-Direction

15 Administrators who meet all qualifications for an administrative
16 position may apply for career re-direction to a position at a lower
17 pay grade. If approved by the Superintendent, it will be presented to
18 the Board for appointment as a request for "career redirection."

19 C. Direct Appointments

20 Upon the recommendation of the Superintendent, with the approval
21 of the Board, an administrative vacancy may be filled by a direct
22 appointment of an individual who has demonstrated the specific
23 qualifications and background applicable to the position.

24 The authority for direct appointments shall be exercised when
25 necessary (i.e., as a result of reorganization, in cases of leaves or
26 emergency needs, reassignment of personnel within region or
27 District offices, or when the Interview Committee advises that it
28 cannot make an appropriate selection or when the Superintendent
29 deems it in the best interest of the school system).

1 D. Administrative Re-Assignment

2 The Superintendent may recommend to the Board administrative re-
3 assignments for the most effective deployment of personnel.

4 The Assistant Superintendent, Human Resources, Recruiting and Performance
5 Management, shall monitor and regularly advise the Superintendent regarding the
6 impact of these selection procedures on equal employment opportunity.

7 Upon the recommendation of the Superintendent, the Board shall enter into a
8 collective bargaining agreement regarding professional and technical employees.
9 Professional and technical employees shall refer to the agreement regarding the
10 terms and conditions of their employment.

11 F.S. 1001.41(1)(2), 1001.42(5)(23), 1001.43(11), 1012.01, 1012.22, 1012.77
12 F.A.C. 6A-4.0083, 6A-4.0084

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NEW

1120.01 PROFESSIONAL AND TECHNICAL EMPLOYEES

Certain employees may be designated as Professional and Technical. These employees are employed in an administrative capacity but are members of a collective bargaining unit. Professional and technical employees shall refer to the applicable collective bargaining agreement regarding the terms and conditions of employment.

F.S. 1001.41(1)(2), 1001.42(5)(23), 1001.43(11), 1012.01, 1012.22, 1012.77
F.A.C. 6A-4.0083

1

EMPLOYMENT OF ATHLETIC COACHES

2 Each person who is employed and renders service as an athletic coach in any
3 District school shall hold a valid temporary or professional certificate or an
4 athletic coaching certificate. School athletics are to be coached only by
5 personnel regularly employed by the School Board and compensated only
6 from Board funds according to the current salary schedule.
7

8 Misstatements of fact material to qualifications for employment or the
9 determination of salary shall constitute grounds for dismissal.

10

11 Upon recommendation of the Superintendent, the School Board shall approve
12 employment of athletic coaches.

13

14

15

16 F.S. 1012.55(2)

1
2 EMPLOYMENT OF SUBSTITUTETEMPORARY, SHORT TERM INTERIM, AND
3 PART-TIME
4 INSTRUCTIONAL STAFFPERSONNEL

5 ~~Employment of instructional personnel on a temporary basis is for a limited time to~~
6 ~~fill a vacancy for which a regular employee cannot be found, or to perform some task~~
7 ~~of a temporary nature. This employment shall end at the close of the school term, at~~
8 ~~the end of the fiscal year, or at the time when the temporary task is completed and~~
9 ~~may not be for a period of less than twenty (20) paid days.~~

10
11 Qualifications of instructional personnel shall be as required by law and the Florida
12 Administrative Code. To be eligible for appointment in any instructional position in
13 the District, a person must be of good moral character, must have attained the age
14 of eighteen (18) years, and must, when required by law, hold a certificate or license
15 issued under rules of the State Board of Education or the School Board of Miami-
16 Dade County, except when employed pursuant to F.S. 1012.55, or under the
17 emergency provisions of F.S. 1012.24.

18
19 Instructional personnel must meet the requirements for their position and follow the
20 employment procedures as set forth in Florida Statutes and State Board of
21 Education Rules, including but not limited to: F.S. 1012.24, 1012.35,1012.36
22 1012.39, 1012.43, and 1012.56; and SBR 6A-1.0502, 6A-1.0503, 6A-4.001, 6A-
23 6.010 and 6A-6.014, as they may be amended from time to time-.

24
25 Misstatements of fact material to qualifications for employment or the determination
26 of salary shall constitute grounds for dismissal.

27
28 Upon recommendation of the Superintendent, the School Board shall approve
29 employment of temporary, interim and part-time instructional staff.

30
31 **Temporary Instructors (Substitute Teachers)**

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A. ~~Temporary Instructors (Substitute Teachers)~~

A temporary instructor is an employee qualified to serve as a substitute teacher who is assigned to instruct and supervise students in attendance whenever the regular teacher is absent from the work location.

The employment of temporary instructors shall comply with a planned program developed by the District.

Each school principal is authorized to employ temporary instructors when an instructional staff member is unable to perform assigned duties. The principal shall obtain temporary instructors from the approved list provided by the District. ~~published by the Human Resource Office.~~

To be eligible for employment as a temporary instructor, the applicant must meet the established requirements, including but not limited to: qualifications pursuant to F.S. 1012.35, as well as the filing of a complete set of fingerprints in the same manner as required by F.S. 1012.32; proof of a high school diploma or equivalent; and completion of an initial orientation and training program in district policies and procedures addressing school safety and security procedures, educational liability laws, professional responsibilities, and ethics.

In the absence of a regular teacher, a-temporary instructors shall be employed under the following conditions:

1. Absences of regular teachers shall be filled by highly qualified temporary instructors, whenever possible.
2. All temporary instructors shall observe the same hours and perform the same duties as regular teachers; ~~however,--~~ Substitutes temporary instructors may be excused by the principal from instructional meetings.
3. Each temporary instructor shall conduct classes according to lesson plans and schedules prepared by the regular ~~teacher who is absent.~~
4. Temporary instructors shall be responsible for the extra-curricular duties assigned to the regular teacher.
5. Each temporary instructor shall leave for the returning teacher a summary of the work covered and work assigned to students for the regular teacher.

1 5. ~~Compensation of temporary instructors shall be established by the School~~
2 ~~Board.~~

3
4 6. ~~The Board authorizes the employment of State and District certificated~~
5 ~~temporary instructors pursuant to Florida law.~~

6
7 7. ~~The District may revoke a temporary instructor's certificate for cause.~~

8 B. ~~Interim Teachers~~

9
10 **Interim Instructional Personnel**

11 Employment of interim instructional personnel is on a temporary basis to fill a
12 vacancy for which a regular employee cannot be found or to perform some task of a
13 temporary nature. This employment shall end at the close of the school year, at the
14 end of the fiscal year, or at the time the temporary task is completed.

15
16 ~~In the absence of a regular teacher, a~~An interim teacher shall be employed when it is
17 known or determined that the regular teacher will be absent for more than thirty
18 (30) consecutive workdays, ~~or for the remainder of the school year.~~A highly
19 qualified interim teacher shall be appointed as a replacement as soon as possible ~~so~~
20 ~~that there is to enable~~ continuity in the instructional program. To be eligible to be
21 ~~recommended for a contract for the period to be served,~~ become an interim teacher,
22 applicants ~~the individual selected as the replacement shall have a valid Florida~~
23 certificate and meet the criteria established by the FLDOE to be
24 considered highly qualified for the assignment.

25
26 An interim teacher shall be paid on the teacher salary schedule, once they have met
27 all conditions to be employed as a replacement, and shall assume the full duties of a
28 regular teacher.

29 C. **Part-Time Instructional Staff**

30
31 The Superintendent may employ temporary or part-time personnel as needed.

32
33 Part-time positions for summer programs are handled according to summer
34 program procedures. ~~Other~~ District programs such as after school and migrant
35 tutoring may employ part-time instructors,
36 providing they hold appropriate certification.

37
38 ~~Employees in bargaining units~~ should refer to the current collective bargaining
39 agreement for additional provisions regarding part-time positions for summer
40 programs.

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1 F.S.-1012.24, 1012.35, 1012.36, 1012.39, 1012.43, 1012.55 and 1012.56; 6A-
2 1.0502, 6A-1.0503, 6A-4.001, 6A-6.010 and 6A-6.014, 1012.32, F.A.C.

1 EMPLOYMENT OF ADULT/CAREER TECHNICAL EDUCATION
2 CERTIFICATION PERSONNEL

3 Adult Education and Career Technical Education (CTE) instructional personnel who
4 are employed to teach full-time in an adult education or a CTE program shall hold a
5 valid Certificate in the area of assignment and shall be governed by the same School
6 Board policies as other full-time instructional personnel.

7
8 Qualifications of instructional personnel shall be those required by law and the
9 Florida Administrative Code. To be eligible for appointment in any instructional
10 position in the District, a person must be of good moral character; must have
11 attained the age of eighteen (18) years; and must, when required by law, hold a
12 certificate or license issued under rules of the State Board of Education, or the
13 School Board of Miami-Dade County except when employed pursuant to F.S.
14 1012.55 or under the emergency provisions of F.S. 1012.24.

15
16 Instructional personnel must meet the requirements for their position and follow the
17 employment procedures as set forth in Florida Statutes and State Board of
18 Education Rules, including but not limited to: F.S. 1012.24, 1012.35,1012.36
19 1012.39, 1012.43, and 1012.56; and 6A-1.0502, 6A-1.0503, 6A-4.001, 6A-6.010
20 and 6A-6.014, F.A.C., as they may be amended from time to time.

21
22 Misstatements of fact material to qualifications for employment or the determination
23 of salary shall constitute grounds for dismissal.

24
25 Upon recommendation of the Superintendent, the School Board shall approve
26 employment of Adult/Career Technical Education Personnel.

27
28
29 **Adult Education**

30
31 Any regular full-time employee may work in the adult program in addition to their
32 regular employment.

33 Instructional personnel who are employed to teach full-time in the adult education
34 program shall hold a valid Florida Educator's Certificate in the area of assignment
35 and shall be governed by the same School Board policies as other full-time
36 instructional personnel.

37 Instructional personnel who are employed to teach part-time in the adult education
38 program shall be employed as instructional personnel in compliance with
39 F.S. 1012.32, and shall be governed by criteria found in the Adult/Community
40 Education Administrative Policies and Procedures Manual. Part-time instructional

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1 personnel must hold a valid State Educator's Certificate or a District-issued
2 ~~p~~Part-~~t~~Time ~~a~~Adult ~~e~~Education ~~e~~Certificate. Such certified instructional personnel
3 shall be limited to working a maximum of twenty-five (25) hours ~~part-time~~ per week,
4 ~~unless an approved waiver is on file.~~ In addition, these employees may not work in
5 Pre-K through 12 programs.
6

7 **Certification for Part-Time Adult Education**

8 Part-time adult education personnel must meet minimum District specialization
9 requirements for certification. Applicants who meet stated requirements will be
10 eligible for a District Part-Time Adult Certificate. Applicants must also meet the
11 following requirements:

12 1. Fingerprinting: Submit to a fingerprint check from the Florida Department of
13 Law Enforcement and the Federal Bureau of Investigation pursuant to F.S.
14 1012.32. If the fingerprint report indicates a criminal history, or if the
15 applicant acknowledges a criminal history, the applicant's records shall be
16 referred to the appropriate district office for review and determination of
17 eligibility for employment.
18

19 2. Educational Training: Hold a bachelor's or higher degree with an
20 undergraduate or graduate degree major in the area of assignment or hold a
21 bachelor's degree or higher degree in another area and thirty (30) semester
22 hours in courses related to the area of assignment. The degree or college
23 credit must have been completed at an accredited institution as specified in
24 F.A.C. 6A-4.003.
25

26 **Career Technical Education (CTE)**

27 Qualifications for Career Technical Education (CTE) are established on the basis of
28 occupational expertise in technical areas, including but not limited to: Agriscience,
29 Business, Family and Consumer Sciences, Health Sciences, Industrial Arts,
30 Marketing, Public Service Education and Technology. CTE personnel may be
31 assigned to teach only CTE courses as specified by the CTE Course Code Directory.

32 Part-time CTE personnel shall be limited to working a maximum of twenty-five (25)
33 hours per week.
34

35
36 ~~Instructional personnel who are employed to teach in the Career Technical~~
37 ~~Education program shall be employed as instructional personnel and shall be~~
38 ~~governed by the same policies as all other instructional employees. Career and~~
39 ~~Technical Education instructors must hold a valid State Educator's Certificate or a~~
40 ~~District issued full-time or part-time certificate.~~

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1 ~~Administrators may work part time in the adult program in addition to their regular~~
2 ~~employment only upon approval of the Superintendent or the Deputy~~
3 ~~Superintendent, District School Operations. Eligible administrators shall be limited~~
4 ~~to working a maximum of twenty-five (25) hours part-time per week.~~

5 **District Certification for Career Technical Education (Full-Time and Part-Time)**
6

7 CTE instructors must hold a valid State Educator's Certificate or a District Full-Time
8 or Part-Time Technical Education Certificate.

9 To be eligible for a District certificate for a full-time or part-time instructional
10 position in a District CTE program, the applicant must meet the following
11 requirements:

12 1. Fingerprinting: Submit to a fingerprint check from the Florida Department of
13 Law Enforcement and the Federal Bureau of Investigation pursuant to F.S.
14 1012.32. If the fingerprint report indicates a criminal history or if the
15 applicant acknowledges a criminal history, the applicant's records shall be
16 referred to the appropriate district office for review and determination of
17 eligibility for employment.
18

19 2. Occupational Expertise: Hold at least a high school diploma or the equivalent
20 based on general education development tests or other achievement tests
21 approved by the State Board which establishes the equivalency for a high
22 school diploma and establishes the minimum competency in the area of
23 assignment based on the criteria listed below. Occupational expertise shall be
24 established in the area of assignment by one of the plans specified in the
25 Florida Department of Education Guidelines for CTE Teacher Certification.

26 Other requirements shall be:

27 1. Occupational experience shall be gained as a wage earner after sixteen
28 (16).
29

30 2. The occupational experience shall be verified by former employers or for self-
31 employment, experience in a family-owned business, or experience at a firm
32 no longer in business. The experience shall be verified by an individual
33 knowledgeable of the applicant's service.

34 Employment verification shall not be accepted from the applicant or family
35 members. The verification shall be provided on business stationery or a
36 notarized affidavit(s) specifying the dates of employment, job title(s), and full-
37 time or part-time employment. When employment was part-time, the number
38 of hours worked per week shall be included.

39 3. When occupational credentialing is required for program approval or for
40 students to obtain an appropriate level of employment, the applicant shall be
41 required to present the appropriate valid certificate, registration, or license, as

1 defined by the appropriate district office.
2

3 4. Recency of experience or training shall be required in the occupational field of
4 the teaching assignment as follows:

5 a) At least six (6) weeks of occupational experience gained within the five (5)
6 year period immediately preceding the date of application for employment;
7 or
8

9 b) At least three (3) semester hours of college credit earned within the five (5)
10 year period immediately preceding the date of application for employment.
11 The college credit shall be earned at an accredited institution as specified
12 in F.A.C. 6A-4.003, and shall be completed in skills or theory courses
13 related to the area of assignment; or
14

15 c) Completion of a technical education program specific to the area of
16 assignment and completed at a postsecondary or technical institution
17 approved by the State Board for technical education in the state where the
18 institution is located, or a certificate of completion of a registered
19 apprenticeship program as established by the United States Department of
20 Labor, the Florida Department of Labor/Education, or any state
21 apprenticeship department which is specific to the area of assignment
22 within the five (5) year period immediately preceding the date of
23 application for employment, or
24

25 d) One (1) year of successful teaching experience in the program area of
26 assignment during the five (5) year period immediately preceding the date
27 of application for employment.
28

29 The application for a District Full-Time Technical Education Certificate shall be
30 submitted to the Office of Instructional Certification. Following the clearance of
31 fingerprints, the Office of Instructional Certification will issue a non-renewable
32 District temporary certificate valid for three (3) years, beginning July 1st and ending
33 June 30th. When the employee completes the professional preparation coursework
34 (within the validity period of the temporary certificate), the Office of Certification will
35 issue, upon application, a District Full-Time Technical Education Certificate valid
36 for five (5) years.

37 An application for a District Part-Time Technical Education Certificate shall be
38 submitted to the Office of Instructional Certification. Following clearance of
39 fingerprints and upon application, the Office of Instructional Certification will issue
40 a District Part-Time Certificate valid for five (5) years, the year beginning July 1st
41 and ending June 30th.

1

2 The Superintendent may revoke or suspend District-issued certificates.

3

F.S. 1012.24, 1012.32, 1012.35, 1012.36, 1012.39, 1012.43, 1012.55, 1012.56

4

F.A.C. 6A-1.0502, 6A-1.0503, 6A-4.001, 6A-4.003, 6A-6.010 and 6A-6.014

5

1 PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

2 The School Board provides coverage to eligible employees under self-funded group
3 health plans as follows:

- 4 A. Medical Plan
- 5 B. Prescription Drug Plan
- 6 C. Dental Plan
- 7 D. Vision Plan
- 8 E. Employee Assistance Plan
- 9 F. Long-Term Care Plan (not long-term disability)
- 10 G. Health Flexible Spending Accounts (FSA)

11 The Board acknowledges that these group health plans shall comply with the
12 Health Insurance Portability and Accountability Act Privacy Rule and all
13 implementing federal regulations as amended by Title I of the Genetic Information
14 Nondiscrimination Act (GINA). Certain health information maintained by these
15 group health plans is afforded significant protection by this Federal law.

16 The Board appoints the Risk and Benefits Officer shall to serve as the Pprivacy
17 Protection Officerofficial of the group health plans. The Board authorizes the privacy
18 official Privacy Protection Officer shall to develop, propose to the Board and
19 implement the Board approved internal policies and procedures for the group health
20 plan(s) relating to the use and disclosure of Pprotected Hhealth Iinformation. In the
21 event that the HIPAA Privacy Rule or its implementing federal regulations is are
22 subsequently amended, the Pprivacy Protection Officerofficial is authorized and
23 directed to recommend to the Board any -shall make necessary amendments to the
24 internal policies and procedures.

25
26 The Board also acknowledges that the HIPPA Security Rule requires group health
27 plan(s) to implement various security measures with respect to electronic protected
28 health information. The Board appoints the Risk and Benefits Officer to serve as the
29 security official of the group health plan(s).
30

31 The Privacy Protection Officer shall develop administrative procedures necessary to
32 implement this policy.

**THE SCHOOL BOARD OF
MIAMI-DADE COUNTY**

ADMINISTRATION
1419.01/page 2 of 3

1 ~~The Privacy Protection Officer shall report his/her progress to the Board upon~~
2 ~~request.~~

3
4 The Board delegates authority to the security official to develop, propose to the
5 Board, and implement Board approved policies and procedures for the group health
6 plan(s) relating to the security of electronic protected health information, if
7 applicable. In the event that the HIPPA Security Rule is amended, the security
8 official is authorized to recommend to the Board necessary amendments to the
9 internal policies and procedures.

10
11 The Board further authorizes the privacy and security officials to undertake such
12 other actions as provided by the administrative procedures in effect at the time. The
13 privacy and security official shall report his/her progress to the Board upon request.

14
15 The Board may revoke any and all delegations in this policy at any time for any
16 reason.

17
18 Since the Department of Health and Human Services (HHS) has the authority to
19 impose civil monetary penalties (CMP) for violations of the HIPAA Privacy and
20 Security Rules, the Board shall indemnify and hold harmless the ~~privacy or security~~
21 official ~~Privacy Protection Officer~~ for any CMP imposed upon him/her in connection
22 with the performance of his/her duties for the group health plans.
23 However, Notwithstanding the foregoing language, however, the Board shall not
24 indemnify the ~~Privacy or security official~~ ~~Protection Officer~~ in the event the CMP
25 was imposed as the result of intentional misconduct or gross negligence by the
26 ~~Privacy Protection Officer~~ ~~privacy or security official~~.

27 ~~The Board may revoke any or all delegations in this policy at any time for any~~
28 ~~reason.~~

Fully insured group health plans established by the Board shall not create or receive
protected health information, except for:

A. summary health information

Summary health information is de-identified information that summarizes
claims history, claims expenses, or type of claims experienced by health
plan participants.

B. information on whether an individual is participating in a group health
plan, or is enrolled in or has disenrolled from a health insurance issuer or
HMO offered by the plan.

C. information disclosed to the plan under a signed authorization that meets
the requirements of the privacy rule.

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- 1 F.S. 1002.22
- 2 20 U.S.C. 1232g
- 3 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 4 29 C.F.R. Part 1635

1 PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

2 The School Board provides coverage to eligible employees under self-funded group
3 health plans as follows:

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- 5 B. Prescription Drug Plan
- 6 C. Dental Plan
- 7 D. Vision Plan
- 8 E. Employee Assistance Plan
- 9 F. Long-Term Care Plan (not long-term disability)
- 10 G. Health Flexible Spending Accounts (FSA)

11 | ~~The Board acknowledges that these group health plans shall comply with the~~
12 | ~~Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and all~~
13 | ~~implementing federal regulations, as amended by Title I of the Genetic Information~~
14 | ~~Non-discrimination Act (GINA). Certain health information maintained by these~~
15 | ~~group health plans is protected by this Federal law.~~

16 | ~~The Board appoints the Risk and Benefits Officer shall to serve as the Privacy~~
17 | ~~Protection Officer official of the group health plans. The Board authorizes the~~
18 | ~~privacy official Privacy Protection Officer shall to develop, propose to the Board and~~
19 | ~~implement the Board approved internal policies and procedures for the group health~~
20 | ~~plan(s) relating to the use and disclosure of protected health information. In the~~
21 | ~~event that the HIPAA Privacy Rule or its implementing federal regulations is are~~
22 | ~~subsequently amended, the Privacy Protection Officer privacy official is authorized~~
23 | ~~and directed to recommend to the Board any to make necessary amendments to the~~
24 | ~~internal policies and procedures.~~

25 |
26 | ~~The Board also acknowledges that the HIPPA Security Rule requires group health~~
27 | ~~plan(s) to implement various security measures with respect to electronic protected~~
28 | ~~health information. The Board appoints the Risk and Benefits Officer to serve as the~~
29 | ~~security official of the group health plan(s).~~

30 |
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32 | ~~implement this policy.~~

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4 The Board delegates authority to the security official to develop, propose to the
5 Board, and implement Board approved policies and procedures for the group health
6 plan(s) relating to the security of electronic protected health information, if
7 applicable. In the event that the HIPAA Security Rule is subsequently amended, the
8 security official is authorized to recommend to the Board necessary amendments to
9 the internal policies and procedures.

10
11 The Board further authorizes the privacy and security officials to undertake such
12 other actions as provided by the administrative procedures in effect at the time. The
13 privacy official and/or security official shall report his/her progress to the Board
14 upon request.

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16 The Board may revoke any and all delegations in this policy at any time for any
17 reason.

18 Since the Department of Health and Human Services (HHS) has the authority to
19 impose civil monetary penalties (CMP) for violations of the HIPAA Privacy and
20 Security Rules, the Board ~~shall agree to indemnify and hold harmless the P~~privacy
21 ~~Protection Officer or security official~~ Protection Officer or security official for any CMP imposed upon ~~him/her~~ these
22 officials in connection with the performance of his/her duties for the group health
23 plans. ~~However~~ Notwithstanding the foregoing language, however, the Board shall
24 not indemnify the ~~P~~privacy ~~Protection Officer or security official~~ in the event the CMP
25 was imposed as the result of intentional misconduct or gross negligence by the
26 ~~Privacy Protection Officer~~ privacy or security official.

27 ~~The Board may revoke any or all delegations in this policy at any time for any~~
28 ~~reason.~~

Fully insured group health plans established by the Board shall not create or receive
protected health information, except for:

A. summary health information

Summary health information is de-identified information that summarizes
claims history, claims expenses, or type of claims experienced by health
plan participants.

B. information on whether an individual is participating in a group health
plan, or is enrolled in or has disenrolled from a health insurance issuer or
HMO offered by the plan.

C. information disclosed to the plan under a signed authorization that meets
the requirements of the privacy rule.

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- 1 F.S. 1002.22
- 2 20 U.S.C. 1232g
- 3 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 4 29 C.F.R. Part 1635

1 | PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

2 | The School Board provides coverage to eligible employees under self-funded group
3 | health plans as follows:

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- 5 | B. Prescription Drug Plan
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16 | The Board appoints the Risk and Benefits Officer shall to serve as the Pprivacy
17 | Protection Officer official of the group health plans. The Board authorizes the privacy
18 | official Privacy Protection Officer shall to develop and implement the internal policies
19 | and procedures for the group health plan(s) relating to the use and disclosure of
20 | Pprotected Hhealth Iinformation. In the event that the HIPAA Privacy Rule or its
21 | implementing federal regulations are is subsequently amended, the Pprivacy official
22 | Protection Officer is authorized and directed to recommend to the Board any to
23 | make necessary amendments to the internal policies and procedures.

24 |
25 | The Board also acknowledges that the HIPAA Security Rule requires group health
26 | plan(s) to implement various security measures with respect to electronic protected
27 | health information. The Board appoints the Risk and Benefits Officer to serve as the
28 | security official of the group health plan(s).

29 |
30 | The Privacy Protection Officer shall develop administrative procedures necessary to
31 | implement this policy.

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1 ~~The Privacy Protection Officer shall report his/her progress to the Board upon~~
2 ~~request.~~

3
4 The Board delegates authority to the security official to develop, propose to the
5 Board, and implement Board approved policies and procedures for the group health
6 plan(s) relating to the security of electronic protected health information, if
7 applicable. In the event that the HIPAA Security Rule is subsequently amended, the
8 security official is authorized to recommend to the Board necessary amendments to
9 the internal policies and procedures.

10
11 The Board further authorizes the privacy and security officials to undertake such
12 other actions as provided by the administrative procedures in effect at the time. The
13 privacy official and/or security official shall report his/her progress to the Board
14 upon request.

15
16 The Board may revoke any and all delegations in this policy at any time for any
17 reason.

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19 Since the Department of Health and Human Services (HHS) has the authority to
20 impose civil monetary penalties (CMP) for violations of the HIPAA Privacy and
21 Security Rules, the Board shall indemnify and hold harmless the Privacy or
22 security official Protection Officer for any CMP imposed upon him/her in connection
23 with the performance of his/her duties for the group health plans.
24 ~~However~~Notwithstanding the foregoing language, however, the Board shall not
25 indemnify the Privacy or security official Protection Officer in the event the CMP
26 was imposed as the result of intentional misconduct or gross negligence by the
27 Privacy Protection Officer/privacy or security official.

28 ~~The Board may revoke any or all delegations in this policy at any time for any~~
29 ~~reason.~~

Fully insured group health plans established by the Board shall not create or receive
protected health information, except for:

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Summary health information is de-identified information that summarizes
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plan participants.

B. information on whether an individual is participating in a group health
plan, or is enrolled in or has disenrolled from a health insurance issuer or
HMO offered by the plan.

C. information disclosed to the plan under a signed authorization that meets
the requirements of the privacy rule.

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- 1 F.S. 1002.22
- 2 20 U.S.C. 1232g
- 3 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 4 29 C.F.R. Part 1635

1 ILLNESS OR INJURY IN LINE-OF-DUTY --
2 INSTRUCTIONAL AND NONINSTRUCTIONAL

3 Any School Board employee shall be entitled to Illness or Injury In Line-of-Duty
4 Leave when absent because of a personal injury received in the discharge of duty or
5 because of illness from any contagious or infectious disease contracted in Board
6 work. Illness or Injury In-Line-of-Duty for employees represented by a collective
7 bargaining agent will be defined in the collective bargaining agreement.

8 **Duration of Leave and Compensation**

9 A. A medical evaluation conducted by a physician approved by the
10 Office of Risk and Benefits Management is the determining factor as
11 to when the employee is able to return to duty. If the physician
12 indicates that the employee is not able to assume regular duties, but
13 is able to return to a less strenuous work assignment, the employee
14 may be directly appointed to the Workers' Education and
15 Rehabilitation Compensation Program (W.E.R.C.) or to a job
16 commensurate with their medical and educational capabilities.
17 Placement will be based upon the employee's medical condition as
18 well as job placement availabilities. If offered, the employee must
19 accept a work assignment in the W.E.R.C. Program. Refusal to
20 accept such an assignment may result in the discontinuance of
21 statutory workers' compensation benefits as well as Board-provided
22 benefits. All W.E.R.C. Program participants shall receive the same
23 salary improvements as all other participants for the same
24 bargaining unit in which the W.E.R.C. Program participant is
25 placed.

1 B. If authorized, payment for sick leave granted for
2 Illness-In-Line-of-Duty Leave Board benefits shall be combined with
3 the employee's workers' compensation temporary total disability
4 (TTD) benefits to keep an injured employee in a pre-injury, full salary
5 status, while eligible for temporary total disability benefits, pursuant
6 to F.S. 440, for a term not to exceed thirteen (13) weeks following
7 the date of injury. If an injured employee continues to be eligible for
8 temporary total disability (TTD) benefits, pursuant to F.S. 440,
9 beyond the thirteen (13) weeks, TTD benefits will be paid and the
10 employee may use his/her accrued sick time, if any, to supplement
11 TTD benefits, not to exceed pre-injury earnings. If the employee
12 does not have any accrued sick time, s/he will be eligible to be paid
13 for leave without pay to supplement TTD benefits, not to exceed
14 pre-injury earnings. Any accrued sick days used to supplement TTD
15 benefits, or leave without pay benefits, will be eligible for
16 reimbursement or payment for up to six months from date of injury,
17 upon approval by the Superintendent.

18 C. To promote hiring of employees into full time positions who have
19 had on-the-job-injuries or illnesses, compensable pursuant to the
20 provisions of F.S. 440, and who cannot return to the pre-injury
21 positions, a program entitled Placement Contribution may be
22 utilized by work locations. This program allows work locations with
23 open, authorized positions to hire employees who have been receiving
24 workers compensation benefits while sharing the cost of such
25 employment including salary, FICA/retirement and fringes. During
26 the first year of employment, the Boards self-insured workers
27 compensation budget will provide two-thirds of the total funding
28 necessary to subsidize the position's cost, with the work location
29 paying the remaining one-third. In the second year of employment,
30 the Board's workers' compensation budget will provide one-third of
31 the total funding necessary to subsidize the position's cost, with the
32 work location paying the remaining two-thirds. During any
33 subsequent years of employment, the work location will be
34 responsible for funding the position.

35 **Compensation**

36 Payment for sick leave granted for Injury In-Line-of-Duty shall be computed at the
37 daily sick leave rate less the daily Workers' Compensation rate, for each sick leave
38 day granted.

1 **Filing of Claim for Compensation**

2 Any Board employee who has any claim for compensation while absent because of
3 illness contracted or injury incurred in-line-of-duty shall file such claim in the
4 | manner prescribed in F.S. ~~1012.63(2)~~1012.61(2)(b).

5 Payment of such claims will be authorized if the claim correctly states the facts and
6 | that the claimant is entitled to payment according to F.S. ~~1012.63(2)~~1012.61.

7 **Filing of Claim for Illness or Injury In-Line-of-Duty Leave**

8 A claim for Illness or Injury In-Line-of-Duty Leave must be filed within one (1) year
9 | following the date of accident.

10
11
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13
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15

| F.S. 1012.22(2), 1012.61, 1012.63

1

ANTI-FRAUD

2 The District will not tolerate fraudulent, illegal, or otherwise unethical activities and
3 employees must report them. These activities could result in criminal prosecution
4 and disciplinary action may also be taken.

5 A. Scope

6 This policy applies to any fraud, or suspected fraud, involving
7 elected officials, employees, consultants, vendors, contractors,
8 outside agencies and employees of such agencies, and any other
9 parties with a business relationship with the District.

10 B. Policy

11 Fraud and fraudulent activity is strictly prohibited.

12 Each employee or agent of the District is responsible for reporting
13 any observed or suspected fraud or fraudulent activity to the Office
14 of the Inspector General, the Chief Auditor, the Office of Civil Rights
15 Compliance, the Civil Investigative Unit, the Office of Professional
16 Standards, the Anti-Fraud Task Force or District Police, as
17 appropriate, pursuant to the applicable School Board Rules and
18 procedures governing these entities.

19 The obligation to report fraud includes instances when the employee
20 knew that an incident of fraud had occurred.

21 All reporting and investigation shall be done in accordance with the
22 terms and conditions for reporting fraud in the collective bargaining
23 agreement.

1 C. Definition

2 Fraud is defined as the intentional, false representation or
3 concealment of a material fact in order to personally benefit or
4 induce another to act to his/her detriment, and includes:

5 1. falsifying, unauthorized altering, or forging District
6 documents, including but not limited to :

7 a. Claims of payments or reimbursements, which include,
8 but are not limited to, submitting false claims for travel
9 or overtime;

10 b. Absence or leave forms;

11 c. Electronic or printed files, photographic records or
12 audio records that are maintained by the District, or
13 accounts belonging to the District;

14 d. A check, bank draft, wire transfer, or any other District
15 financial document;

16 e. Electronic or printed student records;

17 f. Electronic or printed fire, health, sanitation, and safety
18 reports;

19 2. misappropriating funds, supplies, or other assets of the
20 District;

21 3. handling or reporting money or financial transactions in an
22 improper or illegal manner;

23 4. directly or indirectly disclosing confidential and proprietary
24 information to outside parties for personal gain;

- 1 5. disclosing to other persons the purchasing/bidding activities
2 engaged in or contemplated by the District so that any entity,
3 person, or business has an unfair advantage in the
4 purchasing/bid process;
- 5 6. causing the District to pay excessive prices or fees where
6 justification is not documented;
- 7 7. accepting or offering a bribe, gifts or other favors when it
8 appears that the bribe, gift or favor was intended to influence
9 a decision that was or needed to be made;
- 10 8. removing, destroying, or using records, furniture, fixtures
11 and/or equipment (including, but not limited to, computers
12 used in violation of) for personal gain;
- 13 9. using local, State or Federal funds for other than their
14 designated and approved purposes; or
- 15 10. using District equipment or work time for any outside private
16 business activity.
- 17 11. fraudulent claims activity involving the District's self-insured
18 funds.
19

20 This list is meant to illustrate the types of activities that are
21 prohibited, and is not intended to be all-inclusive.

22 D. Investigation

23 Investigations shall be conducted and reported by the Office of the
24 Inspector General, the Chief Auditor, the Office of Civil Rights
25 Compliance, the Civil Investigative Unit, the Office of Professional
26 Standards and School Police, pursuant to Board policies and
27 procedures governing these entities. All investigations involving
28 fraudulent claim activity involving the District's self-insured funds
29 shall be conducted in coordination with the District's Anti-Fraud
30 Task Force. All of these entities shall cooperate to prevent
31 duplication of investigative efforts where possible.

32 Any investigation shall be conducted without regard for the length of
33 service, position/title, or relationship of the individual who is alleged
34 to have committed or concealed fraud.

1 E. Confidentiality

2 The District will maintain confidentiality of reports of suspected
3 misconduct and the investigation, to the extent consistent with the
4 conduct of an appropriate investigation and the District's obligations
5 under the Freedom of Information Act and F.S. Chapter 119.
6 However, absolute confidentiality for reporting witnesses and
7 investigation results cannot be guaranteed.

8 Except as authorized by the Superintendent the reporting witness
9 and others interviewed shall not discuss the allegations or
10 investigation with other District employees or officials, vendors or
11 contractors. Unsubstantiated allegations that are not privileged,
12 could harm an innocent individual's reputation and result in
13 potential civil liability.

14 F. Non-Retaliation

15 Individuals who, in good faith, report suspected fraudulent activity
16 will not be subject to retaliation as a result of reporting the actual or
17 suspected misconduct.

18 Individuals who knowingly make a false report of suspected fraud or
19 fraudulent activity shall be subject to disciplinary action.

20 | F.S. 119, 1001.32(2), 1001.41(1)(2), 1001.42(6)(~~12~~)(~~26~~), 1001.43(10)

1

INSTRUCTIONAL MATERIALS AND RESOURCES

2 The School Board shall select and provide adequate instructional materials, as
3 recommended by the Superintendent, that serve as the basis for instruction for each
4 student in the core subject areas of mathematics, language arts, social studies,
5 science, reading and literature. Instructional materials, including textbooks,
6 educational media (library media print, nonprint, and electronic resources),
7 computer software, videotapes, films, DVDs, and instructional television programs
8 represent fundamental resources for schools for enhancing instruction, furthering
9 the pursuit of knowledge, and providing experiences of educational significance for
10 class groups or for individual students. The School Board is also responsible for the
11 content of all instructional materials used in a classroom, whether adopted and
12 purchased from the state-adopted instructional materials list, adopted and
13 purchased through the District instructional materials program or otherwise
14 purchased or made available in the classroom. It is the shared responsibility of the
15 State and District to provide an adequate number and range of instructional
16 materials and resources shall be provided in a variety of formats that are
17 appropriate, timely, and essential to the attainment of specified educational
18 objectives and . It is also the responsibility of the State and District to provide
19 instructional materials that are free of bias, stereotypes, distortions, and prejudices.

20

21 “Adequate Instructional Materials” means a sufficient number of student or site
22 licenses or sets of materials and have intellectual content that by design serve as the
23 major tool for assisting in the instruction of a subject or course. These items may be
24 provided in a variety of forms, bound, unbound, kit, or package form and may
25 consist of hardbacked or softbacked textbooks, electronic content, consumables,
26 learning laboratories, manipulatives, electronic media, and computer courseware or
27 software. Instructional materials, including textbooks, educational media (library
28 media print, nonprint, and electronic resources), computer software, digital content,
29 videotapes,

The School Board must either (1) adopt instructional materials selected from the
state-approved materials according to the state adoption cycles, (2) adopt
instructional materials pursuant to a School Board instructional materials review
program prescribed by this policy, or (3) a combination of both.

30

State-Adopted Instructional Materials

31 The Florida Commissioner of Education shall determine annually the areas in which
32 instructional materials shall be submitted for adoption and evaluate them pursuant
33 to law. State Instructional Materials Councils are responsible for formulating policies
34 governing the evaluation of instructional materials submitted for State adoption in
35 curriculum areas recommended by the Commissioner of Education.

1 The Superintendent shall assign responsibilities for the District's participation in the
2 State adoption of instructional materials; determine areas of the curriculum in
3 which State adoption of instructional materials is needed and communicate those
4 needs to the Commissioner of Education; ~~supervise the District Instructional~~
5 ~~Materials Councils when such councils are authorized;~~ and establish procedures for
6 the requisition, purchase, receipt, storage, distribution, use, conservation,
7 maintenance of records and reports, and management practices, and property
8 accountability concerning instructional materials. The duties and responsibilities
9 include keeping adequate records and accounts for all financial transactions for
10 funds collected pursuant to F.S. 1006.28(2)(a). Such records and account shall be a
11 component of the educational service delivery scope of the District's best financial
12 management practices review under F.S. 1008.35.

13 **Non-State Adopted Instructional Materials**

14 ~~The District~~ The School Board shall implement its own instructional materials
15 review and selection program for materials that are not state-adopted. is responsible
16 for providing instructional materials to supplement State-adopted instructional
17 materials or to provide instructional materials for those areas of instruction for
18 which inadequate or no provision has been made by State adoption or allocation.

19
20 Procedures shall be established, which are incorporated by reference in and made a
21 part of this policy, to provide for evaluation and selection of nonstate-adopted ~~books~~
22 and other instructional materials, needed to pursue the objectives of a school, region,
23 or Districtwide program ~~These procedures shall include processes, criteria, and~~
24 requirements for (1) selection of reviewers, one or more of whom must be a parent
25 with a child enrolled in a District public school, (2) review of instructional materials,
26 (3) selection of materials, including a thorough review of curriculum content, and (4)
27 reviewer recommendations. The procedures must also identify by subject area, a
28 review cycle for instructional materials, specify the qualifications of reviewers,
29 establish a process that certifies the accuracy of instructional materials and comply
30 with all other requirements in Section 1006.283(2), F.S. . ~~Such procedures and~~
31 ~~guidelines shall permit the individual school, region, or District staff to assume~~
32 ~~responsibility for the selection. Final authority for the review and selection of~~
33 ~~materials at the school level shall be vested in the administrative head, the~~
34 ~~principal; at the region level, in the Region Superintendent; and at the District level,~~
35 ~~in the Associate Superintendent for Curriculum and Instruction, or designee.~~

36 **Evaluation and Selection of Instructional Materials (Textbooks)**

37 A. Criteria for Selection

38
39 Textbooks and instructional materials should provide quality
40 learning experiences for students, enrich and support the
41 curriculum, and be consistent with the Florida Sunshine State
42 Standards. School teaching staff and administrators shall evaluate
43 instructional materials by following the State's Guidelines for the

1 Review of Instructional Materials. Below are the major components
2 of the review guidelines. The complete guidelines, including specific
3 indicators may be found on the State's Curriculum and Instruction
4 website http://www.fldoe.org/bii/Instruct_Mat/eval.asp.

5 1. Alignment To Florida's Perspective (Florida's Continuous
6 Improvement Model; Reading in the content area; universal
7 design for curriculum access; Florida's vision for the subject
8 area)

9 2. Content (Alignment with curriculum; level of treatment;
10 expertise for content development; accuracy of content;
11 currency of content; authenticity of content; multicultural
12 representation; humanity and compassion)

13 3. Presentation (Comprehensiveness of student and teacher
14 resources; alignment of instructional components;
15 organization of instructional materials; readability of
16 instructional materials; pacing of content; ease of use and
17 durability of materials)

18 4. Learning (Motivational strategies; teaching a few "Big Ideas;"
19 explicit instruction; guidance and support; active
20 participation of students; targeted instructional strategies;
21 targeted assessment strategies)
22

23 B. Instructional materials must also be evaluated for bias-free content.
24 There are five (5) areas in which bias is evidenced in instructional
25 materials:

26 1. Contextual Invisibility (The omission or under representation
27 of various racial and ethnic groups, people with disabilities,
28 older people, women and people from a variety of social
29 classes.)

30 2. Stereotyping And Characterization (Assignment of traditional
31 and rigid roles or attributes to a group.)

32 3. Historical Distortions And Omissions (Materials which
33 present only one interpretation of an issue, situation, or
34 group of people.)

35 4. Language Bias (Materials which perpetuate single-standard
36 language usage that reflects bias based on gender, race,
37 ethnicity, disability, age, and class.)

- 1 5. Inaccurate And Stereotypical Visual Images (Pictures which
2 present and reinforce sexism, racial and ethnic stereotypes,
3 etc.)
- 4 C. No school official or member of a District or State instructional
5 materials council shall accept any emolument, money, or other
6 valuable thing, or any inducement, to directly or indirectly
7 introduce, recommend, vote for, or otherwise influence the adoption
8 or purchase of any instructional materials.
- 9 D. No member of the District evaluation committee may discuss
10 matters relating to instructional materials submitted for adoption
11 with any agent of a publisher or manufacturer of instructional
12 materials, either directly or indirectly, except during the period when
13 the committee shall have been called into session for the purpose of
14 evaluating instructional materials submitted for adoption or in a
15 public presentation showcasing the materials. Aside from exception
16 noted above, both parties (District evaluation committee member
17 and agent of a publisher or manufacturer or instructional materials)
18 must comply with the District's "Cone of Silence." (Policy 6325)
19 Definition of the cone of silence and its stipulations may be found at
20 <http://procurement.dadeschools.net/pdp.asp>.

Instructional Materials Adoption and Purchase

Whether instructional materials are selected and purchased from a state-approved instructional materials list or through the District's own instructional materials selection process, the School Board shall:

- 21 A. Conduct an open noticed public hearing to receive comment on
 instruction materials being recommended by the Superintendent to the
 School Board for adoption.
- B. Provide public access to recommended materials at least twenty (20)
 calendar days prior to School Board consideration.
- 22 C. Provide public notice of the materials being considered for adoption that
 specifically lists the materials and how they can be accessed.
- D. Conduct an open noticed public meeting on a date other than the date of
 the public hearing required above to approve an annual instructional
 materials plan identifying instructional materials that will be purchased
 by the District for the entire District. [This does not include instructional
 materials by a school or teacher for the benefit of only that teacher or
 school]
- 23 E. Receive public comment at the public hearing and meeting in accordance
 with Policy 0169.1, *Public Participation*.

1 **Objections to Adopted Materials**

- A. Within 30 calendar days after the meeting in which the Board adopts any instructional material, a parent of a currently enrolled MDCPS student may contest the School Board's adoption of a specific instructional material by filing a petition on the form available and posted on the District's website. The petition must include the parent's signature, required contact information and state the specific objection to the material.
- B. Within thirty (30) calendar days of the end of the 30-day filing period described in Section A, the School Board shall hold at least one open duly noticed public hearing on all petitions timely received. All instructional materials contested must be made accessible online to the public at least 7 days before the public hearing.
- C. The District must also notify each petitioner in writing of the date and time of the hearing at least seven (7) days before a public hearing.
- 2 D. The School Board shall receive public comment at the public hearing and meeting in accordance with Policy 0169.1, *Public Participation*.
- E. The School Board shall consider the objection(s) but is not required to make any changes in the materials adoption.
- F. The School Board's determination at the end of the hearing is final and not subject to further petition or review.

Access to Instructional Materials

The School Board shall provide annual written notice to parents of the ability to access their child's instructional materials. In addition, the notice shall be posted on the District's instructional materials information website.

The School Board must also provide notice and access for teachers, administrators, students and parents to a local instructional improvement system for electronic and digital instructional materials.

3 **Educational Media (Library Media Center Collections)**

4 A wide choice of materials that support the instructional program shall be available
5 to students and professional staff to allow for varying achievement levels, free choice
6 reading interests, and teaching/learning styles. Quality materials should be
7 available in a variety of formats and reading levels, offer a well-balanced coverage of
8 subjects, and support the diverse interests, needs and viewpoints of the school
9 community. The Chief Academic Officer—Associate Superintendent, Office of
10 Curriculum and InstructionAcademics and Transformation, in conjunction with the

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1 | ~~Administrative Director~~ Executive Director, Division of Instructional Technology,
2 Instructional Materials, and Library Media Services, shall establish procedures for
3 the evaluation, selection, management, and disposal of library media materials.

4 The library media center shall contain a comprehensive collection of materials and
5 equipment in a variety of media formats, to:

- 6 A. provide a broad background of information resources in all areas of
7 knowledge;
- 8 B. support the general educational goals of the District and the
9 objectives of specific courses, including materials that represent
10 diverse points of view in order that young citizens may develop,
11 under guidance, the practice of critical analysis of all media and
12 intellectual integrity in forming judgments;
- 13 C. meet the personal needs and interests of students, including
14 materials that:
- 15 1. nurture the development of recreational
16 reading/listening/viewing, cultural appreciation, and
17 aesthetic values;
- 18 2. represent the many religious, racial, ethnic, linguistic, and
19 cultural groups in our society and reflect their contributions
20 to the heritage and culture of our civilization;
- 21 3. foster respect for the diverse roles available to women and
22 men in today's society;
- 23 D. support the professional needs of teachers and administrators; and
- 24 E. introduce new instructional technologies into the learning
25 environment.
26

27 **Evaluation and Selection of Instructional Materials (Educational Media)**

28 The school library media center collection affords students the opportunity to
29 explore the unknown and discover areas of interest and thought not covered by the
30 prescribed curriculum; therefore, it should contain materials that allow for free
31 inquiry, study, and evaluation. The selection process may include consultation with
32 school administrators, other teachers, students and parents to assure a
33 comprehensive collection appropriate for users of the library media center.

- 34 A. Criteria for Selection

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- 1 1. Materials should support the school's and the District's
2 educational goals and policies, including the advancement of
3 student literacy.

- 4 2. Materials should be selected to support, enrich and extend
5 the school's curriculum and to encourage informational,
6 educational and recreational reading, viewing and/or
7 listening.

- 8 3. Consideration should be given to diverse user interests,
9 abilities, backgrounds, cultures, languages, and maturity
10 levels. Materials intended for student use should be
11 appropriate for the subject area and for the age, social
12 development, ability levels, special needs, and learning styles
13 of students served by the collection.

- 14 4. Materials should represent various viewpoints on
15 controversial issues so that students learn to explore, analyze
16 and make intelligent judgments.

- 17 5. The value of a work should be examined as a whole.

- 18 6. In order to assure quality selection, the following additional
19 factors may be considered, when appropriate:
 - 20 a. educational significance and/or contribution to the
21 curriculum;
 - 22 b. informational or recreational interest;
 - 23 c. reputation and significance of the author, producer,
24 editor and/or publisher;
 - 25 d. degree of potential user appeal;
 - 26 e. contribution to the variety in viewpoints offered on
27 controversial issues;
 - 28 f. accuracy and currency of information;
 - 29 g. arrangement and organization of the material (for
30 example, indices, glossaries, tables of contents,
31 chapter headings, etc.);
 - 32 h. artistic quality, literary style or production values;
 - 33 i. readability levels;

- 1 j. quality and variety of format;
- 2 k. need to replace essential/required worn, damaged, or
3 missing materials; and
- 4 l. value commensurate with cost and/or need.
- 5 B. Selection Tools and Resources
- 6
- 7 The library media specialists should use, but are not limited to, the
8 following tools and resources to assist in the selection of quality
9 library materials:
- 10 1. reviews in professional, reputable sources such as Booklist,
11 School Library Journal, Kirkus Reviews, Horn Book, Bulletin
12 for the Center for Children's Books, and Voice of Youth
13 Advocates;
- 14 2. reading lists/recommendations compiled by government
15 agencies or departments, educational institutions, or
16 professional organizations such as American Library
17 Association (ALA), Young Adult Library Services Association
18 (YALSA), American Association of School Librarians (AASL),
19 National Council of Teachers of English (NCTE), International
20 Reading Association (IRA), Florida Department of Education
21 (FLDOE), and Florida Association for Media in Education
22 (FAME);
- 23 3. State and national awards such as Caldecott Medal, Newbery
24 Medal, Coretta Scott King Book Award, Alex Award, Sunshine
25 State Young Readers Award (SSYRA), Michael L. Printz
26 Award, Pura Belpre Award, Florida Teens Read;
- 27 4. professional selection bibliographies such as Wilson's
28 Children's Core Collection, Wilson's Middle and Junior High
29 Core Collection, Wilson's Senior High Core Collection,
30 Wilson's Graphic Novels Core Collection, Best Books for
31 Young Teen Readers, Best Books for High School Readers,
32 Best Books for Middle School and Junior High Readers;
- 33 5. District generated reading lists;
- 34 6. supplemental reading lists contained in District created
35 curriculum resources and adopted textbooks; and
- 36 7. recommendations by faculty, administration, students or
37 parents.

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1 No instructional materials (textbooks or educational media) containing pornography
2 or otherwise prohibited by F.S. 847.012, shall be used.

3 **Use of Instructional Materials**

4 Principals shall ensure that instructional materials are used to provide instruction
5 to students enrolled at the grade level(s) for which the materials are designed and for
6 effectively communicating to parents the manner in which materials are used to
7 implement the curricular objectives of the school under F.S. 1006.40(5) and
8 1006.28(3).

9 **Lost and Damaged Instructional Materials**

10 The principal shall collect from each student or the student's parent the purchase
11 price of any instructional materials the student has lost, destroyed, or unnecessarily
12 damaged and report and transmit the amount collected to the Superintendent. If
13 materials lost, destroyed, or damaged have been in school use for more than one (1)
14 year, a sum ranging between fifty percent (50%) and seventy-five percent (75%) of
15 the purchase price of the book shall be collected. Such sum shall be determined by
16 the physical condition of the book. The failure to collect such sum upon reasonable
17 effort by the principal may result in the suspension of the student from participating
18 in extra-curricular activities or satisfaction of the debt by the student through
19 community service activities at the school site as determined by the principal under
20 F.S. 1006.28(3)(b).

21 **Complaints**

22
23 Any parent or legal guardian of a minor currently enrolled in and attending a
24 District school may file a complaint with a school or the District concerning the use
25 of particular curriculum materials, textbooks and ancillary items, library books, and
26 nonprint media. A complaint may be filed only at the school in which the minor is
27 in enrolled and attending and which contains the material in question. Complaints
28 regarding State-adopted or District-adopted textbooks may only be submitted
29 pursuant to the process outlined above. ~~filed at the District level, not at the school~~
30 ~~level.~~ Challenged materials may be removed from use only after the following
31 informal and formal due process procedures have been completed:

32 A. School Level - Informal Complaint for Non-state or Non-district
33 Adopted Materials and Educational Media Only ~~(In the case of~~
34 ~~State-adopted or District-adopted materials, the complainant shall~~
35 ~~follow the procedure set forth below.)~~

36
37 The complainant shall first contact the principal with the complaint.
38 Within five (5) school days, the principal and/or a designee and the
39 appropriate staff member(s) shall meet with the complainant to hear
40 the grievance regarding the material and to explain (1) the school's
41 materials selection procedures; (2) the criteria used for the selection
42 of instructional materials; (3) the role that the material in question

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1 has in the school's curriculum or library media center collection;
2 and (4) whatever additional information is needed regarding the
3 item's use. In preparation for the meeting with the complainant, the
4 principal and the school media specialist should conduct a review of
5 the material based on the selection criteria set forth above. After
6 meeting with the complainant and hearing the concerns regarding
7 the book, the principal may take the following actions: remove the
8 material from the library collection or retain the material in the
9 library collection. If the complainant is not satisfied with the
10 explanation regarding the retention of the material in the library
11 collection and desires to file a formal complaint, the formal
12 procedures shall be followed.

13 B. School Level - Formal Complaint for Non-state or Non-district
14 Adopted Materials and Educational Media Only ~~(In the case of~~
15 ~~State adopted or District adopted materials, the complainant shall~~
16 ~~follow the procedure set forth below.)~~

17 1. The complainant shall obtain four (4) copies of a form entitled
18 "Citizen's Request for Reconsideration of Media" from the
19 principal or a designee, complete the form in its entirety,
20 including signature, retain one (1) copy, and send one (1)
21 copy of the completed form to:

- 22 a. the principal (original);
23 b. the feeder pattern lead principal; and
24 c. the appropriate Region Superintendent.

25 2. The completed form and the material(s) in question shall be
26 studied by a nine (9) member School Materials Review
27 Committee (SMRC) appointed on an ad hoc basis by the
28 principal with the following provisions:

- 29 a. The committee shall consist of the principal or
30 designee; two (2) teachers in the appropriate subject
31 area/grade; one (1) teacher from another subject
32 area/grade; a library media specialist; a guidance
33 counselor; one (1) student from the appropriate grade
34 level or who is accomplished in the specific subject
35 area (middle and senior high school only); one (1) lay
36 person from the school's
37 Parent-Teacher/Parent-Teacher-Student Association or
38 the Educational Excellence School Advisory Council;
39 and a representative designated by the Region
40 Superintendent.

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- 1 b. The SMRC shall meet within ten (10) school work days
2 of receipt by the principal of the reconsideration form.
- 3 c. The SMRC may solicit professional written reviews of
4 the materials and/or comments from appropriate
5 audiences or resource persons.
- 6
7 d. The SMRC shall read/view the material in its entirety,
8 consider the reviews of the material, study the
9 comments on the complainant's questionnaire,
10 consider one (1) or more of the evaluative criteria above
11 and render a decision based on a majority vote.
- 12
13 Note: The principal shall make the criteria in above
14 available to all interested persons.
- 15 e. Within five (5) school work days of its final meeting, the
16 SMRC shall prepare a written report with
17 recommendations for the principal to follow. The
18 committee's final recommendation may be any or a
19 combination of the following: (1) allow the challenged
20 material to maintain its current status; (2) leave the
21 challenged material in the classroom or library media
22 center, but allow students to use alternate materials
23 approved by school personnel who require the use of
24 the disputed item; (3) limit the educational use of the
25 challenged material; or (4) remove the challenged
26 material from the total school environment.
- 27 f. Within five (5) school work days after receipt of the
28 SMRC recommendation, the principal shall inform the
29 complainant of the decision of the committee and shall
30 send copies of all reports and communications to the
31 appropriate Region Superintendent.
- 32 3. Access to challenged materials shall not be restricted during
33 the reconsideration process. The materials shall remain in
34 use unless removed by formal vote of the SMRC.
- 35 4. A copy of the selection and reconsideration procedures shall
36 be placed in the library media center's professional collection
37 for reference.
- 38 5. Each school principal shall include a copy of this policy in the
39 school's staff handbook and shall review the selection and
40 reconsideration procedures with the staff as needed,
41 emphasizing the policies pertaining to the teaching of
42 controversial issues and the ethical considerations that are

needed in handling citizen complaints with courtesy and integrity.

- C. District Level - Formal Appeal for Reconsideration of Non-state or Non-district Adopted Materials (~~First step in the reconsideration process for State-adopted or District-adopted textbooks.~~)

The following steps are to be followed ~~in the~~ appeal process of a School Materials Review Committee (SMRC) decision; ~~or to register an initial complaint regarding State-adopted or District-adopted textbooks. In either case, the complainant may appeal a decision or register a complaint to the Superintendent according to the following provisions:~~

1. The complainant shall notify the Superintendent of the appeal ~~or complaint~~ in writing.
2. Within fifteen (15) school work days of receipt of ~~the~~ such request, the Superintendent and appropriate staff shall review the action taken at the school level and issue a decision. If the decision does not include further review, the complainant shall be notified and may request an appearance to appeal directly to the Board according to policy.
3. If the Superintendent finds cause for further review, the complaint shall be submitted to a seventeen (17) member District Materials Review Committee (DMRC), chaired by the Associate Superintendent for Curriculum and Instruction, or designee, appointed on an ad hoc basis by the Superintendent, with the following provisions:
 - a. The committee shall consist of the Associate ~~Superintendent for Curriculum and Instruction, Chief Academic Officer, Office of Academics and Transformation,~~ or designee, an appropriate Region Superintendent; two (2) principals at the appropriate level; the ~~Administrative~~ Executive Director of Instructional Technology, Instructional Materials, and Library Media Services; two (2) appropriate subject area directors/supervisors; the Instructional Supervisor of Library Media Services; the Supervisor of Textbook Services; one (1) teacher in the appropriate subject area/grade; two (2) library media specialists; one (1) student from the appropriate grade level or who is accomplished in the specific subject area (middle and senior high only); a representative from United Teachers of Dade; a representative from the Miami-Dade County Council of Parent-Teacher/Parent-

**THE SCHOOL BOARD OF
MIAMI-DADE COUNTY**

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Teacher-Student Associations who will be appointed by the President of the District Association; a representative from the District Advisory Committee; and one (1) lay person.

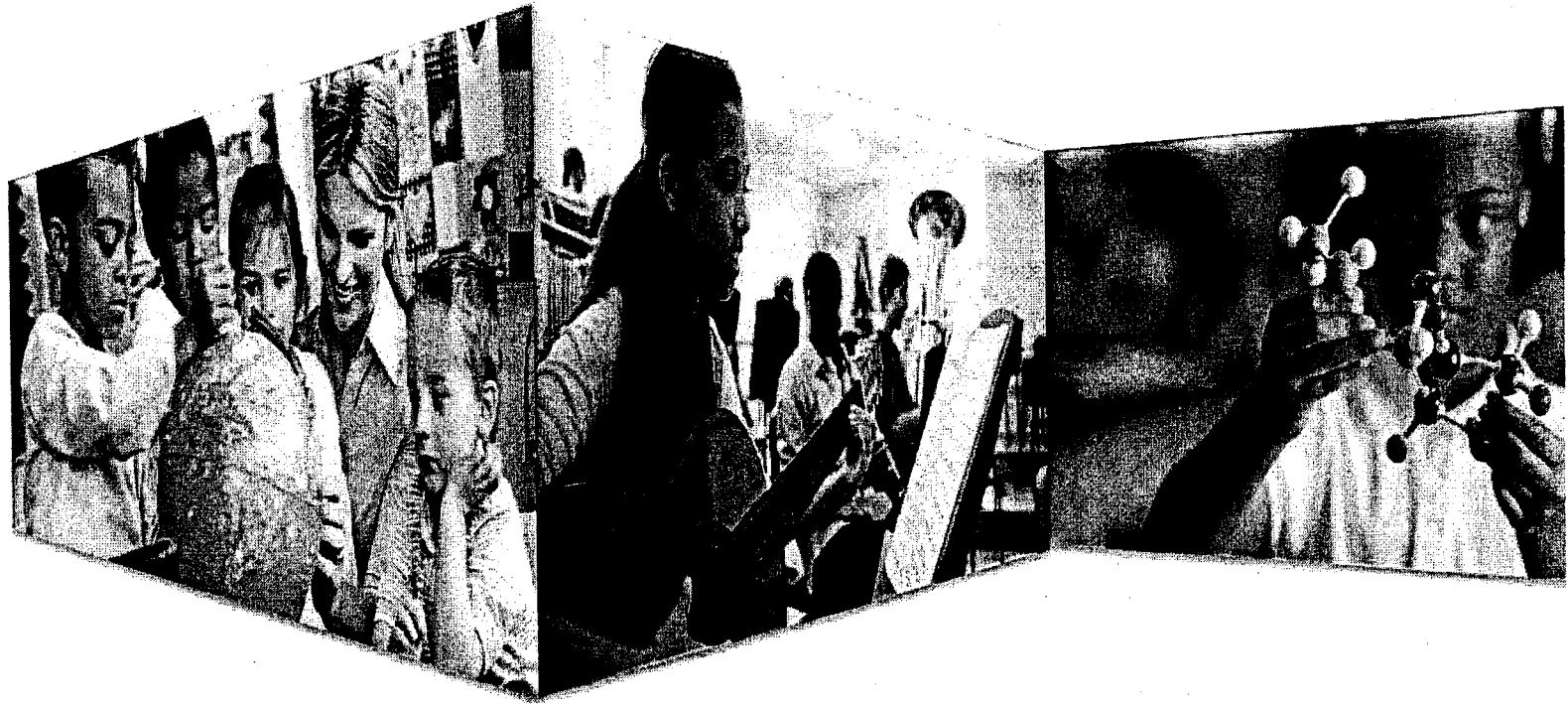
- b. In the event that a person named above cannot be present at the DMRC meeting(s), the Superintendent may appoint an alternate.
- c. The DMRC shall follow the procedures stated above.
- d. The DMRC shall make a recommendation to the Superintendent within fifteen (15) school work days of receipt of the complaint based on the evaluation and selection criteria for instructional materials set forth in this policy.
- e. The recommendation of the DMRC and the basis for that recommendation shall be transmitted to the Superintendent; the Associate Superintendent, Curriculum and Instruction; the principal; and the party requesting the review.
- f. The Superintendent or a designee shall make a final decision within five (5) school work days of receipt of the DMRC recommendation and send a report of that decision to the ~~Associate Superintendent, Curriculum and Instruction~~ Chief Academic Officer, Office of Academics and Transformation; the appropriate Region Superintendent; the principal; and the complainant.
- g. The Citizen Information Center shall make the selection criteria and a copy of the material(s) in question available for review upon request of interested persons.
- h. The complainant may appeal the decision of the Superintendent to the Board in writing and may request an appearance before the Board pursuant to Policy 9130.

34 | F.S. 847.012, 1006.28, 1006.283, 1006.30, 1006.34, 1006.40, 1008.35
35 | F.A.C. 6A-6.03028
36 | 34 C.F.R. Part 300

MIAMI-DADE COUNTY PUBLIC SCHOOLS

INSTRUCTIONAL MATERIALS DEPARTMENT

Procedures Manual



The School Board of Miami-Dade County, Florida

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Executive Director, Division of Instructional Technology, Instructional Materials and Library Media Services

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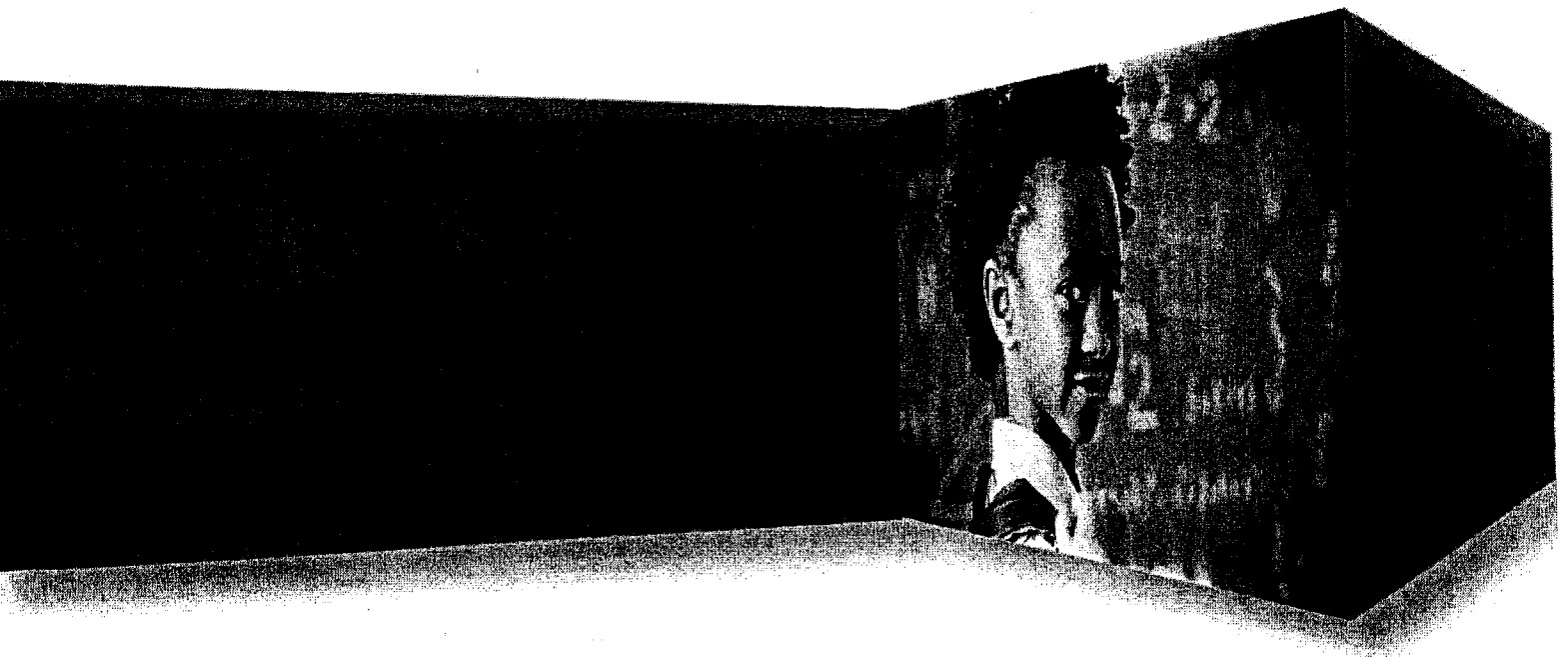
Supervisor, Instructional Materials Department



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Ordering Instructional Materials



Ordering Instructional Materials

A. New Adoptions and Consumable Instructional Materials

1. Orders for newly adopted instructional materials should be generated in the spring by staff in the Instructional Materials Department.
2. Orders for consumable instructional materials are generated in the spring and materials are delivered to schools prior to the closing of the school year.
3. Weekly briefings will be posted notifying school site administrators of the due dates when orders for instructional materials must be approved by the school principal. The briefings will include directions to review, print, and approve instructional materials orders in SAP.
4. Instructional materials orders for elementary schools are generated based on grade level enrollment.
5. Instructional materials orders for secondary schools are generated based on course enrollment.

B. Requesting Additional Instructional Materials

1. In the event the enrollment figures increase after the shipment of instructional materials is received at the school, school site administrators must report additional needs immediately via the *Textbook Automated Request System (TARS)*.
2. TARS is linked to STAIRS, PARIS, and COGNOS. It compares the student enrollment in the appropriate grade level or course with the number of textbooks that appear in the school's textbook inventory.
3. Instructional materials are provided at a ratio of one for every student enrolled in core areas (Language Arts/Reading, Math, Science and Social Studies).

C. Transferring Instructional Materials Among Schools

1. In order to optimize the instructional materials resources available in the district, schools with excess materials may receive an email requesting that materials be transferred to other schools.
2. Only materials in good condition should be transferred.
3. An email request will be sent to the principals of both the transferring and the receiving school sites. The email will contain the textbook title, FSBD number, ISBN, and quantity of textbooks to be transferred to the receiving school.
4. Physical exchange of the materials must be coordinated by school staff from the transferring and the receiving schools.
5. The email will include the directions schools must follow to make the necessary adjustments and update their inventory counts in STAIRS

Management of Instructional Materials



Management of Instructional Materials

School site administrators are responsible for ensuring that instructional materials are used to provide instruction to students enrolled in the grade level(s) or courses for which the materials were adopted in the district, and for effectively communicating to parents the manner in which materials are used to implement the curricular objectives of the school under F.S. 1006.40(5) and 1006.28(3).

School site administrators must ensure that the school maintains sufficient instructional materials to support the instructional program in all courses offered by the school.

In order to aid in the conservation and care of instructional materials, school site administrators should ascertain and ensure by inspection and through every available agency that all instructional materials issued to the school, whether in the hands of pupils or in storage, are cared for properly. These actions include ensuring the maximum use by the students of all the materials purchased until such materials have become unusable. Procedures employed for these purposes are described below:

A. Receipt of Inventory

1. Select a location in the school where deliveries of instructional materials are to be held as well as a location where delivery documents are to be filed. Communicate these decisions with pertinent staff.
2. Verify quantities of materials received at the school by matching the quantity of materials delivered to the quantities stated on the delivery ticket. Discrepancies are to be noted and reported to Stores & Mail Distribution (S&MD) immediately, by sending an email to textbooks@dadeschools.net
3. If you receive a shipment of new materials and find that, they have been damaged or have defects, please contact Stores & Mail Distribution (S&MD) immediately to process an exchange. Materials cannot be returned after 30 days from the delivery date to schools.
4. Instructional materials should be stamped with the school's name on the inside front cover. Each textbook should be assigned labels containing a unique identification number. These labels are available in rolls of 500 and can be ordered from Stores & Mail Distribution (S&MD) via the shopping cart process. The item number for these labels is 2000827.
5. Schools using Destiny Textbook Manager (DTM) should affix barcodes shall be affixed to the bottom left front cover of the textbook (see Appendix G – Barcode Placement). This barcode number should be the unique identification number for each textbook.
6. Do not stamp/barcode materials unless absolutely certain these materials belong to the school. Stamped/barcoded materials cannot be returned.

7. Instructional materials are to be stored in secure areas prior to being issued to department heads, grade level chairs, individual teachers, and students. If possible, store excess materials in a secure room rather than in individual classrooms.

B. Distribution of Inventory

1. Distribute instructional materials to department heads or grade level chairs who in turn distribute the materials to teachers.
2. Schools using Destiny Textbook Manager (DTM) should use the Destiny circulation system to check out instructional materials to teachers. A report can then be printed for each teacher.
3. Copies of these reports must remain on file with the department heads or grade level chairs and another copy must be provided to the school site administrator in charge of instructional materials.
4. Teachers should distribute instructional materials to students and maintain records of these transactions.
5. Schools using Destiny Textbook Manager (DTM) should use the Destiny circulation system to re-assign instructional materials from teachers to students. A report can then be printed for each teacher.
6. Copies of these reports must remain on file with the department heads or grade level chairs, and another copy must remain with the teacher. A third copy may be provided to the school site administrator in charge of instructional materials.
7. A record of all undistributed district-adopted instructional materials should be maintained and such quantities be accurately reflected in the school's *Student Textbook Automated Inventory Report System (STAIRS)*

C. Monitoring of Inventory

1. It shall be the responsibility of school site administrators to maintain a current inventory of instructional materials provided by the district and verify this inventory via quarterly inventory checks and end-of-year inventory counts.
2. Schools must conduct, each quarter, an inventory check of all issued instructional materials. Adjustments to the school inventory must be made based on the results of the inventory checks. These adjustments are as follows:
 - Lost – with reimbursement
 - Lost – no reimbursement
 - Damaged
 - Stolen
 - Vandalized

- Transfer in
 - Transfer out
3. Schools using Destiny Textbook Manager (DTM) should use the Destiny circulation system to renew instructional materials issued to students and print overdue/lost notices once all instructional materials have been scanned in DTM.
 4. Teachers complete form FM 1637, *Lost Textbook Notice*, (see Appendix E – FM-1637), which is to be sent to the parents/guardians of any student who has lost or damaged instructional materials provided by the school. FM-1637 provides state statutes citing responsibility of parents/guardians for instructional materials issued to students. A copy of the form should be kept on file at the school.
 5. Below are the charges to be assessed for lost/damaged instructional materials and the guidelines for collecting fees:

Condition	Fee
Written language or symbols that promotes vulgarity or contains profanity	Full replacement cost
Lost book (regardless of whether the book was new or used)	Full replacement cost
Damaged book (beyond use)	Full replacement cost
Damaged or ripped cover	50% of replacement cost
Torn or wet pages (but usable)	50% of replacement cost
Defaced book (with writing/drawing – but does not contain vulgarity or profanity)	\$5.00

6. School site personnel shall document all communications with students and parents to collect these obligations.
7. Complete *Lost/Damaged Textbook Invoice*, form FM-7088, (see Appendix E FM-7088) for all monies collected from students for lost/damaged instructional materials. A copy of the form should be kept on file at the school.
8. In the event a student is unable to pay the necessary fee for lost/damaged instructional materials, school site personnel may determine, as established in School Board Policy 2510 and Florida Statute 1006.28 (3)(b), the manner in which the student may satisfy the debt.

9. If such debt is to be satisfied via community service, such activities must be documented. Once the debt has been satisfied, a notification must be sent to the parent/guardian, teacher, and treasurer. An example can be found in Appendix E, *Community Service Record for Instructional Materials Obligation*
10. In the event a student finds instructional materials previously reported as lost and for which he/she has paid, the school should issue a refund following guidelines established in the Manual of Internal Fund Accounting. The manual is available online at <http://ehandbooks.dadeschools.net/policies/52.pdf>
11. *Schools using Destiny Textbook Manager (DTM)* should check in items into the DTM system; a message will appear on the screen identifying the student is in need of a refund.

D. Year-End Collection of Instructional Materials and Inventory

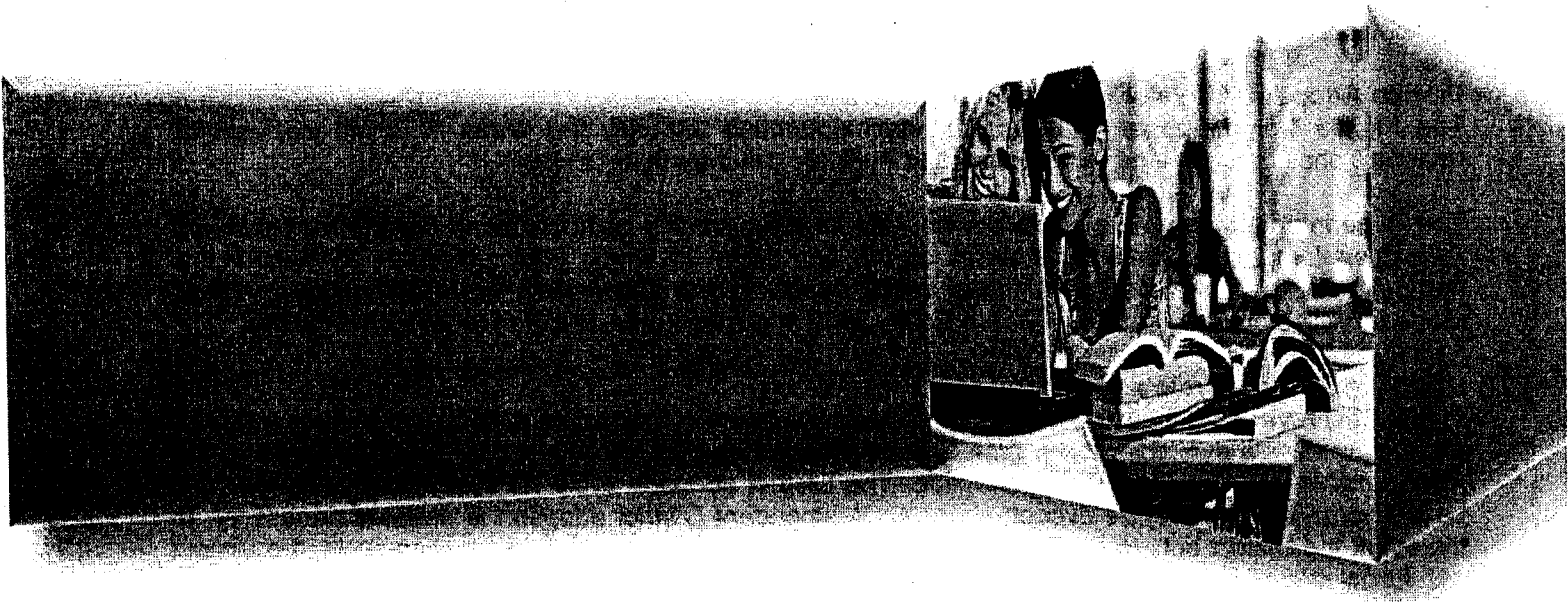
1. Collect instructional materials from students and teachers as follows:
 - a. Elementary student materials should not be collected until the last week of school.
 - b. Secondary student materials should not be collected until administration of final exam is complete.
 - c. Teacher materials should also be collected for the summer. If a school chooses to allow teachers to keep materials over the summer to prepare for the opening of school, the school should maintain a record of materials checked out to teachers in case of transfers to another school site.
 - d. *Schools using Destiny Textbook Manager (DTM)* All should check-in items back into the DTM system. Overdue reports are to be printed for each person.
2. Update school site textbook inventory
 - a. School site administrators should organize a physical count of all instructional materials issued to teachers and students as well as those instructional materials located in storage areas.
 - b. The *School Textbook Inventory Report* (M64YR110) is sent to all school sites in May via school mail.
 - c. School site administrators should provide copies of each section of M64YR110 to the appropriate department heads or grade level chairs.
 - d. Department heads or grade level chairs distribute these copies to their teachers who will enter the actual counts in stock at the school for each title that appears on the report. As the counts are recorded

on each page of the report, the completed pages become the input documents for entering the actualized counts in STAIRS.

- e. The counts submitted by teachers should include the quantities for each of the following categories:
 - Lost – with reimbursement
 - Lost – no reimbursement
 - Damaged
 - Stolen
 - Vandalized
- f. Once completed, copies of the M64YR110 report are collected by each department head or grade level chair and returned to the school site administrator in charge of textbook inventory.
- g. School site administrators using option 1 in STAIRS; print a report showing all textbooks for their school. Directions for this process appear in section 2, page 3, of the STAIRS Handbook. The title of this report is "*All Textbooks for a School*".
- h. Using the information on both reports (*M64YR110* and *All Textbooks for a School*) the appropriate school site administrator is able to identify the quantity of textbooks physically located at the school site. This comparison will enable the administrator to make the necessary adjustments to the school's textbook inventory counts in STAIRS using selection 8. Directions for this process appear in section 3, page 5, of the STAIRS Handbook.
- i. Once the counts are confirmed as correct, school site staff enters the quantities in STAIRS using selection 9. Directions for this process appear in section 3, page 13, of the STAIRS Handbook.
- j. School principal cannot approve the textbook inventory if counts appear under the following status codes:
 - Bypassed (count not known at the time the page was updated)
 - No Action (no counts have been entered for a particular page)
- k. The count shown under *Titles Approved* must equal the count shown under *Titles Inventory Total* in order for the textbook inventory to be approved by the school principal. Figure 6 in section 4, page 11, shows what information is displayed on the screen when a textbook inventory has been completed correctly.
- l. School principal approves physical counts entered in STAIRS by selecting option 10 of the TXPR application. When the school principal has approved all year-end physical counts, the textbook inventory in STAIRS is completed.

3. Collection of Fees for Lost/Damaged Instructional Materials
 - a. At the end of the school year, a check for all monies collected for lost or damaged instructional materials must be made out to the School Board of Miami-Dade County, Florida.
 - b. Along with the check, the school must complete form FM-6111, *Instructional Materials Cash Transmittal Report* (see Appendix E – FM-6111).
 - c. The check and FM-6111 must be mailed to the following address:
 - Office of Treasury Management
SBAB - 9999, Room 615
Attention: Treasurer
 - d. A copy of FM-6111 must be kept at the school site for future reference.

Selection and Adoption of Instructional Materials



Selection and Adoption of Instructional Materials

Duties of district school board regarding K-12 instructional materials

As per School Board Policy 2510, the School Board has the duty and responsibility, upon the recommendation of the Superintendent, to select and provide adequate instructional materials that serve as the basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading and literature. The School Board is also responsible for the content of all instructional materials used in a classroom, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through the District instructional materials program or otherwise purchased or made available in the classroom. Instructional materials and resources shall be provided in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives and are free of bias, stereotypes, distortions, and prejudices.

“Adequate Instructional Materials” means a sufficient number of student or site licenses or sets of materials that have intellectual content that by design serve as the major tool for assisting in the instruction of a subject or course. These items may be provided in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. Instructional materials, including textbooks, educational media (library media print, nonprint, and electronic resources), computer software, digital content, videotapes, films, DVDs, and instructional television programs represent fundamental resources for schools for enhancing instruction, furthering the pursuit of knowledge, and providing experiences of educational significance for class groups or individual students. The School Board must either (1) adopt instructional materials selected from the state-approved materials according to the state adoption cycles, (2) adopt instructional materials pursuant to a School Board instructional materials review program prescribed by this policy, or (3) a combination of both.

Florida Adoption Cycle of Instructional Materials

The Florida Commissioner of Education shall determine annually the areas in which instructional materials shall be submitted for adoption and evaluate them pursuant to law.

The Superintendent shall assign responsibilities for the District's participation in the State adoption of instructional materials; determine areas of the curriculum in which State adoption of instructional materials is needed and communicate those needs to the Commissioner of Education. These procedures are outlined in School Board Policy 2510 and form a part of this manual by reference.

District Adoption Cycle and Focus

The District review will focus on evaluating materials that are submitted by publishers for State adoption or other materials available at the time from appropriate publishers with a goal of recommending the most suitable materials for District adoption. The District adoption cycle for instructional materials will be based on the State cycle except where an independent District adoption is deemed necessary. In the event the District opts to implement a process independent of the state's adoption cycle, the District will follow the guidelines established in s. 1006.283. Adopted materials shall be used during the adoption cycle until replaced with newly adopted materials.

When reviewing materials on the state-adopted lists, the District may opt to forgo convening a formal review committee and may, instead, have district subject area staff review and select materials. If the District chooses to form a review committee, the procedures outlined below shall be used to convene a District Instructional Materials Review Committee (DIMRC). Whether the District convenes a DIMRC or has district staff conduct the review and selection of materials, parents will be afforded an opportunity to

access and view materials online and provide comments on the materials recommended for district adoption.

District Instructional Materials Review Committee(s)

The DIMRC will evaluate instructional materials that are to be considered for District adoption.

A. Composition of the District Instructional Materials Review Committee

1. A DIMRC must have a minimum of five (5) members. A member of a state adoption committee may not serve on the DIMRC.
2. At least two-thirds of every DIMRC must be composed of teachers who are currently teaching and are certified to teach in the subject area(s) and grade level(s) being reviewed.
3. District subject area specialists or resource teachers may serve on the DIMRC.
4. Community representation on DIMRC is encouraged; lay persons may serve on the DIMRC. A parent shall serve as the layperson when required by law.
5. Representatives from the Exceptional Student Education Department, Bilingual Department, Advanced Academic Programs Department, and other appropriate District departments may also serve on the DIMRC.
6. Teachers, specialists, and lay persons will be appointed from nominations submitted by principals, Region and/or District staff, to the curriculum department whose subject area is being reviewed.
7. District subject area supervisors who have taught in the subject area being reviewed may serve as non-voting facilitators on the DIMRC to provide subject matter expertise and communicate the District's curricular vision and goals to committee members. They may assist in the review process and correlation of publisher submissions with course and subject instructional objectives. These District subject area supervisors will serve as the DIMRC's chairpersons.
8. The membership of the DIMRC should include a balanced representation from the various geographic regions in our District.

B. Conduct of members serving on the DIMRC

The conduct of all members of the DIMRC is governed by the following Florida Statutes: 1006.283, 1006.30, 1006.31, 1006.32, 1012.01, and by School Board Policy 2510

Members must observe these rules until a formal announcement is made by the District regarding the instructional materials approved for adoption.

Requisition of Instructional Materials from Publisher's Depository

The Superintendent shall notify the department by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in his or her school district. The notification shall include a district school board plan for instructional materials use to assist in determining if adequate instructional materials have been requisitioned.

As per Florida Statute 1006.37, the district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made. However, the superintendent shall requisition current instructional materials to provide each student with a textbook or other materials as a major tool of instruction in core courses of the subject areas specified in s. 1006.40 (2). These materials must be requisitioned within the first three (3) years of the adoption cycle, except for instructional materials related to growth of student membership or instructional materials maintenance needs. The superintendent may requisition instructional materials in the core subject

areas specified in s. 1006.40 (2) that are related to growth of student membership or instructional materials maintenance needs during the 3rd, 4th, 5th, and 6th years of the original contract period.

Evaluation and Selection of Instructional Materials

- A. Instructional materials should provide quality learning experiences for students, enrich and support the curriculum, and be consistent with the Florida State Standards. School teaching staff and administrators shall evaluate instructional materials by following the State's guidelines for the review of instructional materials. Listed below are the major components of the review guidelines, they are as follows:
1. Alignment to Florida's Perspective
 2. Content
 3. Presentation
 4. Learning
- B. Instructional materials must also be evaluated for bias-free content. There are five (5) areas in which bias is evidenced in instructional materials:
1. Contextual Invisibility
 2. Stereotyping and Characterization
 3. Historical Distortions and Omissions
 4. Language Bias
 5. Inaccurate and Stereotypical Visual Images
- C. Furthermore, members of the DIMRC will evaluate instructional materials using the following District criteria:
1. Materials should support schools' and District's educational goals and policies, including the advancement of student literacy.
 2. Materials should be selected to support, enrich and extend the school's curriculum and to encourage informational, educational and recreational reading, viewing and/or listening.
 3. Consideration should be given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels. Materials intended for student use should be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection.
 4. Materials should represent various viewpoints on controversial issues so that students learn to explore, analyze, and make intelligent judgments.
 5. The value of a work should be examined as a whole.
 6. In order to assure quality selection, the following additional factors may be considered, when appropriate
 - a. educational significance and/or contribution to the curriculum;
 - b. informational or recreational interest;
 - c. reputation and significance of the author, producer, editor and/or publisher;
 - d. degree of potential user appeal;
 - e. contribution to the variety in viewpoints offered on controversial issues;
 - f. accuracy and currency of information;
 - g. arrangement and organization of the material (for example: indices, glossaries, tables of content, chapter headings, etc.);
 - h. artistic quality, literary style or production values;
 - i. readability levels;
 - j. quality and variety of format;
 - k. need to replace essential/required worn, damaged, or missing materials; and
 - l. value commensurate with cost and/or need.

No instructional materials containing pornography or otherwise prohibited by Florida Statute 847.012, shall be used.

Procedures for the Adoption of Instructional Materials

After the state adoption process has occurred, the District review will focus on selecting the most suitable materials for Miami-Dade County, using the state adoption list, if such exists, as the basis for review or from which selection may be made. The review may include other materials available at the time from appropriate publishers, if requested by the subject area director and approved by the Chief Academic Officer, Office of Academics and Transformation.

1. Members of the DIMRC will receive instructions and training in the evaluation techniques to be used, characteristics of effective instructional materials and the skills necessary to make valid and objective decisions regarding the content and rigor of instructional materials.
2. Evaluation techniques will include, as available, collection and review of the research about the instructional materials under consideration, as well as other districts' experiences with the instructional materials being reviewed.
3. The review process will include scrutiny of each program's correlation to the State Standards adopted by the Board of Education and the assessments that are based on such standards.
4. Evaluation instruments developed by the Florida Department of Education and modified by district staff will be employed by the DIMRC in its evaluation and selection process of the instructional materials being reviewed.
5. If a committee elects to have publisher presentations, every publisher submitting materials for consideration in that specific subject area will be provided an equal opportunity to present. All publishers will be given equal time for their presentations. The DIMRC's chairperson will serve as timekeeper.
6. The DIMRC will review materials and return recommendations to the Chief Academic Officer, Office of Academics and Transformation, who will in turn, forward these recommendations to the Superintendent for review and approval. Once approved by the Superintendent, the recommendations are submitted to the School Board for final approval and adoption.
7. Whether instructional materials are selected and purchased based on a state-approved instructional materials list or through the district's own instructional materials selection process, the School Board shall:
 - a. Conduct an open noticed public hearing to receive comment on recommended materials being considered for adoption,
 - b. Provide public access to recommended materials at least twenty (20) calendar days prior to School Board consideration,
 - c. Provide public notice of the materials being considered for adoption that specifically lists the materials and how they can be accessed,
 - d. Conduct an open noticed public meeting on a date other than the date of the public hearing required above to approve an annual instructional materials plan identifying instructional materials that will be purchased by the District for the entire District.
 - e. Receive public comment at the public hearing and meeting in accordance with School Board Policy 0169.1, *Public Participation*.

The District prohibits the publishers, manufacturers, or representatives of instructional materials submitted for District adoption from communicating directly with voting committee members during the process of the review. All contact must be made through the Instructional Materials Supervisor. Publishers should not be denied answers to questions and should be advised of the procedures and all related information. Publishers are expected to abide by the guidelines provided for the District adoption.

Members of the DIMRC and agents of a publisher or manufacturer of instructional materials must comply with the District's "Cone of Silence" as stated in Board Policy 6325. Definition of the cone of silence and its stipulations may be found at <http://procurement.dadeschools.net/pdp.asp>.

Selection of Non-State Adopted Instructional Materials

Materials acquired from any source shall be evaluated and recommended for use with students by appropriate staff of the school. School personnel responsible for the selection of non-state adopted instructional materials must consider the same general and specific criteria applicable to state-adopted and District-approved instructional materials specified in this manual and in School Board Policy 2510. Evaluations can include personal reviews, professional judgment, or information contained in professional library, media, or education selection aids or journals, if available. Each school is responsible for the content of all instructional materials used in a classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom.

Objections to Instructional Materials Selected for Adoption

The following procedures shall apply to all objections to instructional materials being selected for adoption:

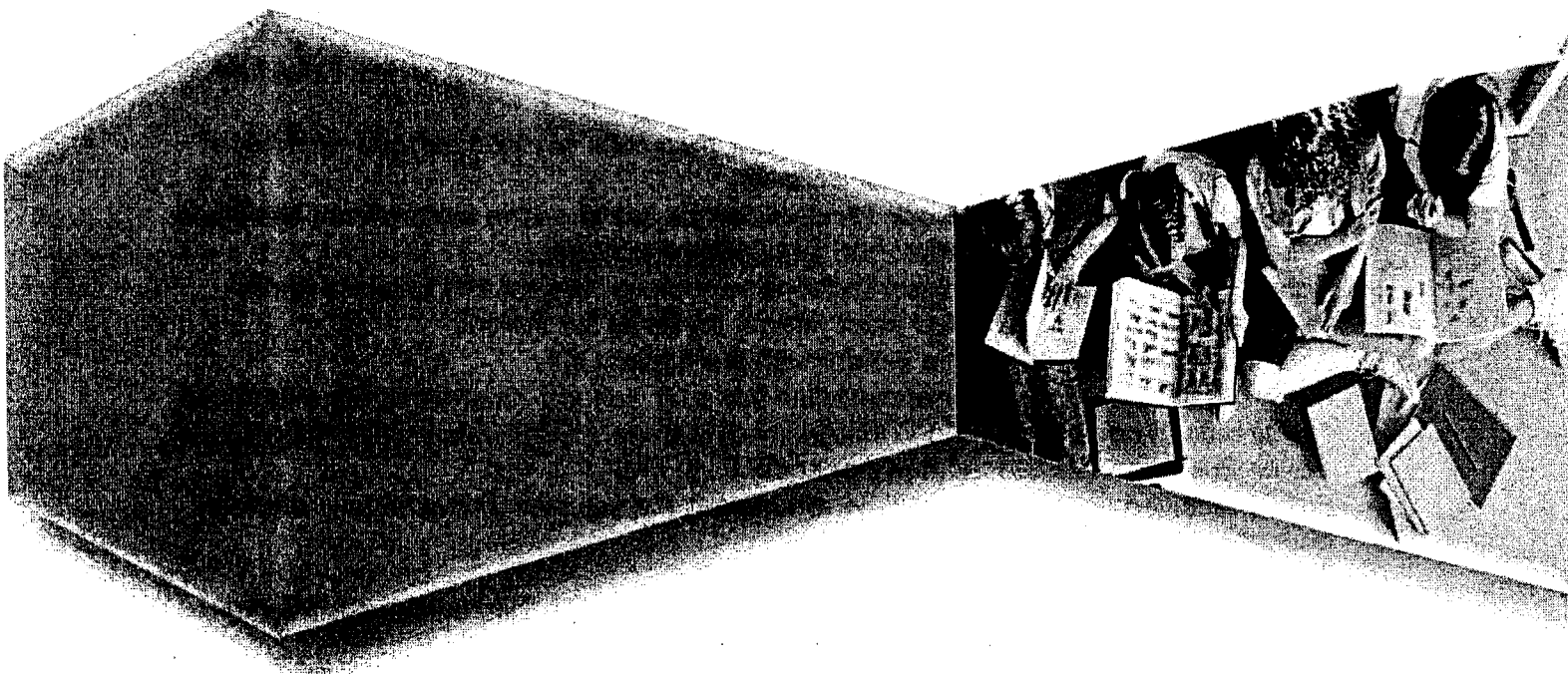
- A. Within 30 calendar days after the meeting in which the Board adopts any instructional material, a parent, as defined by Florida Statutes, of a currently enrolled MDCPS student, may contest the School Board's adoption of a specific instructional material by filing a petition. The petition must include the parent's signature, required contact information, and state the specific objection to the instructional material.
- B. Within thirty (30) calendar days of the end of the 30-day filing period described above in Section A, the School Board shall hold at least one open duly noticed public hearing on all petitions timely received. All instructional materials contested must be made accessible online to the public at least seven (7) days before the public hearing.
- C. The District must also notify each petitioner in writing of the date and time of the hearing at least seven (7) days before a public hearing.
- D. The School Board shall receive public comment at the public hearing and meeting in accordance with School Board Policy 0169.1, *Public Participation*.
- E. The School Board shall consider the objection(s) but is not required to make any changes in the materials adoption.
- F. The School Board's determination at the end of the hearing is final and not subject to further petition or review.

Access to Instructional Materials

The School Board shall provide annual written notice to parents of the ability to access their child's instructional materials. The notice shall be posted on the District's instructional materials information website.

The School Board must also provide notice and access for teachers, administrators, students and parents to a local instructional improvement system for electronic and digital instructional materials.

Disposal of Obsolete Instructional Materials



Disposal of Obsolete Instructional Materials

This section provides procedures schools must follow to properly dispose of instructional materials that are out of adoption and have become obsolete. To provide uniformity and increase the accuracy of schools' textbook inventories, staff from the Instructional Materials Department will mark these items as obsolete in the *Student Textbook Automated Inventory Report (STAIRS)* database.

With every adoption of new materials, a briefing will be posted informing school site administrators of the core subject areas for which materials have been replaced. The briefing will include a list of instructional materials titles and FSBD numbers that have become obsolete. Materials may not be discarded until the briefing is posted.

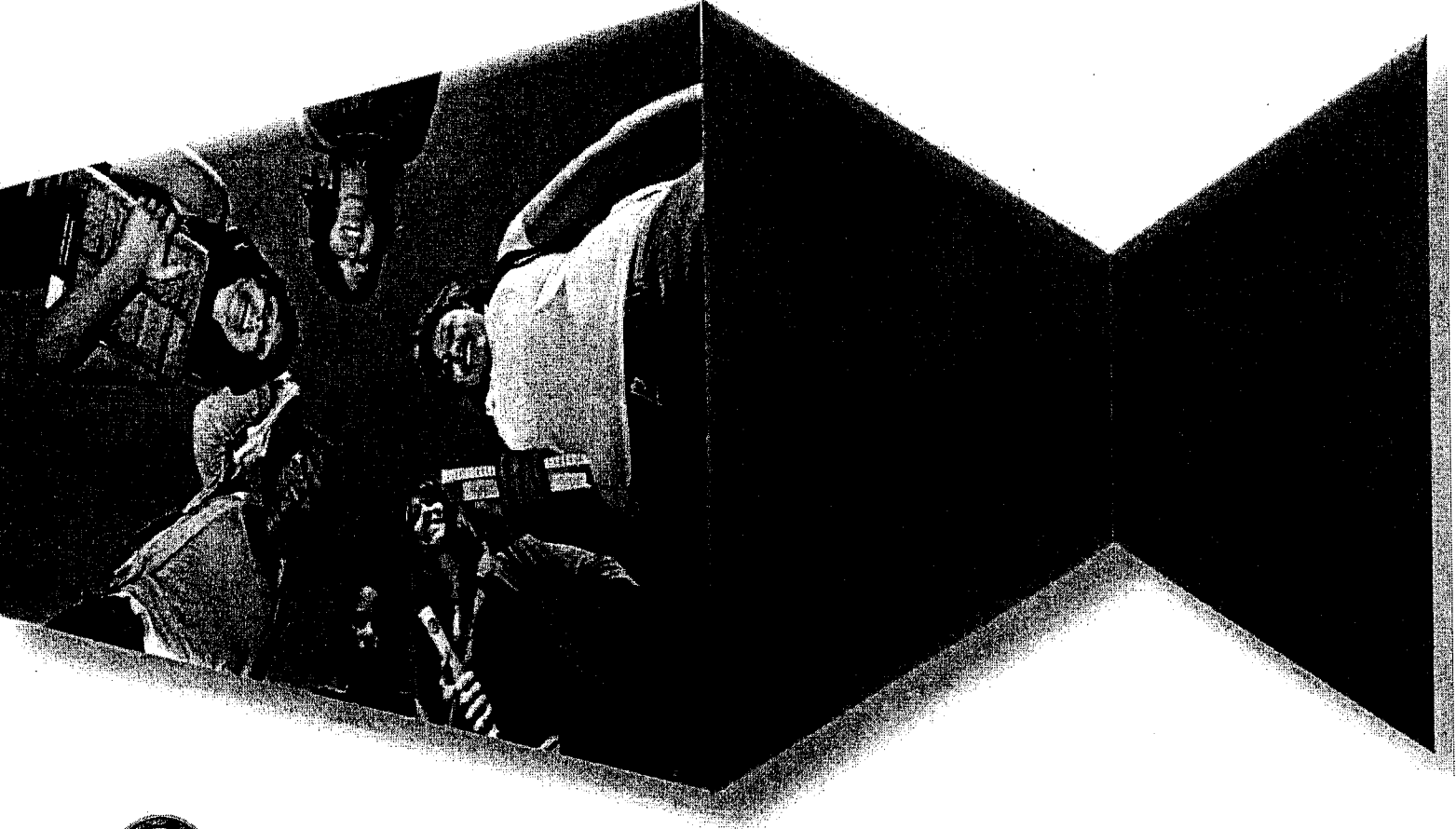
Obsolete instructional materials may be disposed of as follows and as stated in School Board Policy 7310:

1. Offered to teachers to cut up or otherwise use as resource materials;
2. Given free to Miami-Dade County Public Schools students;
3. Offered to private and parochial schools in Miami-Dade County;
4. Made available to any governmental agency, charitable organization or any individual;
5. Sold to used textbook vendors, recycling plants, pulp mills or other persons or firms, at the discretion of the Superintendent of Schools.
 - A listing of current used textbook vendors can be found on the Instructional Materials Department's website located at <http://im.dadeschools.net>
 - Schools must contact three used textbook vendors on the list and obtain a quote from each vendor. The quotes must remain on file at the school.
 - The school will then select the vendor with the highest bid.
 - Once the obsolete instructional materials are sold, schools must complete and follow the directions on form FM-6111, *Instructional Materials Cash Transmittal Report and Buyer Quotation Worksheet* (see Appendix E – FM-6111).
 - Funds received from the sale will be returned to the school's instructional materials budget.
6. Return the obsolete instructional materials to Stores and Mail Distribution (S&MD) for sale/disposal.
 - To request a pick-up of obsolete instructional materials from S&MD, send a memorandum via email to surplus@dadeschools.net
 - The memorandum must include school name, work location number, the quantity of boxes to be collected, and contact name and information for the appropriate school site staff in charge of this transaction. A sample memorandum can be found in Appendix D.

- Schools must collect all obsolete instructional materials to be sent to S&MD and place them in boxes. The boxes must be stored in the same room; this room must be located on the first floor of the school building.

For schools using Destiny Textbook Manager (DTM) barcodes assigned to the obsolete instructional materials are scanned and deleted from the system.

Citizens' Complaints Regarding Instructional Materials



Citizens' Complaints Regarding Instructional Materials

Any parent or legal guardian of a minor currently enrolled in and attending a District school may file a complaint with a school or the District concerning the use of particular curriculum materials, textbooks and ancillary items, library books, and non-print media. A complaint may be filed only at the school in which the minor is enrolled and attending and which contains the material in question. Complaints regarding State-adopted or District-adopted textbooks may only be submitted pursuant to the process outlined in pages 12-13 of this manual in the section titled, *Objections to Instructional Materials Selected for Adoption*, and reproduced below.

The following procedures shall apply to all objections to instructional materials being selected for adoption:

- A. Within 30 calendar days after the meeting in which the Board adopts any instructional material, a parent, as defined by Florida Statutes, of a currently enrolled MDCPS student, may contest the School Board's adoption of a specific instructional material by filing a petition. The petition must include the parent's signature, required contact information, and state the specific objection to the instructional material. These petitions must be submitted by *written request*, using Form XXXX, and addressed as follows:

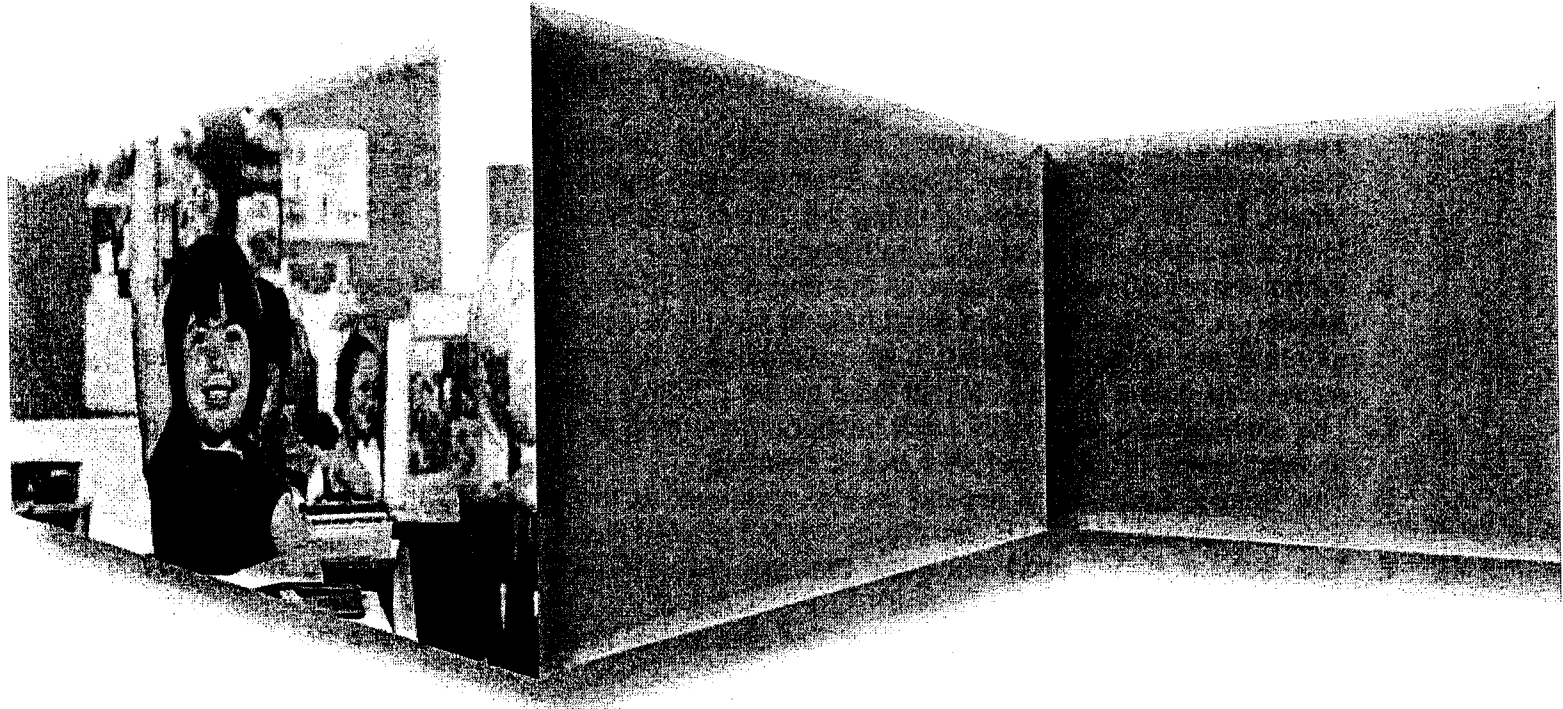
Office of the School Board Clerk
1450 N.E. Second Avenue, Room 311
Miami, FL 33132
Phone: 305 995-1440
Fax: 305 995-1448

Petitions must be received at the Office of the School Board Clerk **24 hours prior** to the date of the scheduled public hearing.

The form to be used to submit a petition may be obtained from the Citizen Information Center, Room 158, School Board Administration Building, 1450 N.E. Second Avenue, Miami, FL 33132, or by telephoning the Citizen Information Center, 305-995-1440. The form is available online at <http://im.dadeschools.net>

- B. Within thirty (30) calendar days of the end of the 30-day filing period described above in Section A, the School Board shall hold at least one open duly noticed public hearing on all petitions timely received. All instructional materials contested must be made accessible online to the public at least seven (7) days before the public hearing.
- C. The District must also notify each petitioner in writing of the date and time of the hearing at least seven (7) days before a public hearing.
- D. The School Board shall receive public comment at the public hearing and meeting in accordance with School Board Policy 0169.1, *Public Participation*.
- E. The School Board shall consider the objection(s) but is not required to make any changes in the materials adoption.
- F. The School Board's determination at the end of the hearing is final and not subject to further petition or review.

APPENDICES



Appendices

- Appendix A – Glossary of Terms Related to Instructional Materials
- Appendix B – Florida Adoption Cycle
- Appendix C – Hurricane Emergency Preparedness
- Appendix D – Memorandum Requesting Pick-Up of Obsolete Materials
- Appendix E – Forms
 - Form FM-1637 – *Lost Textbook Notice*
 - Form FM-6111 – *Instructional Materials Cash Transmittal Report and Buyer Quotation Worksheet*
 - Form FM-7088 – *Lost/Damaged Textbook Invoice*
 - Form FM-7574 – *Community Service Record for Instructional Materials Obligation*
 - **Form FM-XXXX – *Petition to Object to Instructional Materials Selected for Adoption***
- Appendix F – TARS
 - How to Access TARS
 - Ordering Textbook Requests in TARS
 - Monitoring Textbook Requests in TARS
- Appendix G – Destiny Textbook Manager
 - Barcode Placement

Glossary of Terms Related to Instructional Materials

Back Orders: these are materials that have been ordered but that have not been received from the publisher or the Florida School Book Depository.

Consumable Instructional Materials: these materials are intended to be written in and consumed by the students. These materials are replaced every year of the adoption.

DTM: Destiny Textbook Manager (DTM) is an application used to track, manage, and inventory instructional materials.

Delivery Discrepancy: these refer to shortages of the quantity ordered for the school. It can also refer to incorrect materials delivered. Staff from the Department of Stores and Mail Distribution (S&MD) handle delivery discrepancies of instructional materials. In the event of delivery discrepancies, school staff should direct inquiries to S&MD by calling 786-275-0630 or by sending an email to textbooks@dadeschools.net

Extended Adoption Instructional Materials: Instructional materials that continue to be used in the district, but which are no longer available from publishers or the Florida School Book Depository. These materials may no longer be ordered.

Florida School Book Depository (FSBD): the depository that carries all state adopted instructional materials in the state of Florida, and from which we order all state adopted instructional materials for our district. FSBD is a private business that is located in Jacksonville, FL

All schools receive copies of the FSBD catalogs every year. The catalogs list the series, item title, item number, and state contract price for each item.

Instructional Materials: student or site licenses or sets of materials that have intellectual content that by design serve as the major tool for assisting in the instruction of a subject or course. These items may be provided in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.

Non-State-Adopted Instructional Materials: Those instructional materials that are **not** under contract with the state of Florida and not listed in the Florida Catalog of State-Adopted Instructional Materials.

Off-Adoption Instructional Materials: Instructional materials whose district adoption period has expired. These materials are obsolete and must be disposed of according to procedures listed in School Board Policy 7310.

Ratio: The quantitative relation between two amounts showing the number of times one value contains or is contained within the other. In textbooks, this comparative number demonstrates the quantity of textbooks one must purchase in order to receive a certain amount of free items. For example, a ratio of 1:25 indicates one must purchase twenty-five (25) textbooks to receive one (1) *free* item.

Request for Additional Instructional Materials: Requests for additional quantities of materials needed due to an increase in student population or new course offerings. These requests are created using the Textbook Automated Request System (TARS).

STAIRS: Student Textbook Automated Inventory Report System. An integrated computerized system that automates the textbook inventory process for all schools in our district.

State-Adopted Instructional Materials: Those instructional materials that are currently under contract with the State of Florida as published in the Florida Catalog of State-Adopted Instructional Materials.

TARS: Textbook Automated Request System; used by school administrators to place requests for additional instructional materials.

**FLORIDA INSTRUCTIONAL MATERIALS ADOPTION SCHEDULE
FOR ADOPTION YEARS 2015-2016 THROUGH 2019-2020**

Adoption Year	Subject Area	Specifications and Criteria Available	State Adoption Process	Effective Date of Contract April 1 - March 31	Current Contracts Expire March 31
2015-2016	World Languages, <i>K-12</i> (ASL, Chinese, German, Latin, Italian)	2014	2015	2016-2021	2013
	Career and Technical Education/Arts, AV Technology & Communication; Business Management & Administration; Engineering & Technology Education; IT; Health Science; Transportation, Distribution & Logistics; <i>6-12</i>				2013
	Health and Physical Education, <i>K-8</i>				2013
	Visual Art, Music, Theatre, Dance <i>K-12</i>				2013*
2016-2017	Social Studies, <i>K-12</i>	2015	2016	2017-2022	2017
2017-2018	Science, <i>K-12</i>	2016	2017	2018-2023	2017
2018-2019	Mathematics, <i>K-12</i>	2017	2018	2019-2024	2018-19**
2019-2020	English Language Arts, <i>K-12</i>	2018	2019	2020-2025	2018-19**

* Music contract ends 2015

** Current contract for K-5 ELA and mathematics ends 2018, contract for 6-12 ends 2019

Updated: 2/3/2015

Hurricane Emergency Preparedness for Instructional Materials

With an impending hurricane, schools are busy following emergency preparedness plans. Below is a list of preliminary steps that should be carried out to safeguard instructional materials during hurricane season:

1. Update Instructional Materials Inventory in STAIRS.
2. Make sure to move instructional materials away from windows.
3. If plastic sheets are available, cover print instructional materials to avoid water damage.
4. Remove instructional materials from floor level shelves.
5. Identify staff that will assist in moving Instructional Materials to a windowless storage.
6. If a "Hurricane Watch" is called (A hurricane could occur within 36 hours):
 - a) If possible, retrieve all instructional materials from classrooms and other areas in the school and move them to a watertight storage area.
 - b) Seal file cabinets with waterproof tape.
7. If a "Hurricane Warning" is called (A hurricane is expected within 24 hours):
 - a) Implement school plan for securing windows and other openings.
 - b) Move Instructional Materials away from windows.
8. Identify staff who will visit classrooms to ensure guidelines indicated above have been carried out.

REQUEST FOR PICK-UP OF OBSOLETE INSTRUCTIONAL MATERIALS

Date

TO: Stores and Mail Distribution (S&MD)
surplus@dadeschools.net

FROM: _____ *(Person's Name and Title)*
_____ *(School Name and Work Location)*

SUBJECT: REQUEST FOR PICKUP OF OBSOLETE INSTRUCTIONAL MATERIALS

We have a total of _____ boxes of unwanted or obsolete Instructional Materials.

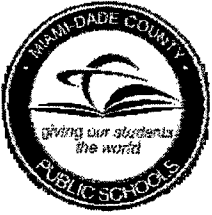
These boxes are located in _____.

We need to have these boxes picked up and moved these materials to the S&MD warehouse.

Please contact _____ at _____

or via e-mail at _____ if you have any questions or need additional information.

Thank you,



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
LOST and/or DAMAGED TEXTBOOK NOTICE**

Date: _____

Dear Parent/Guardian:

Miami-Dade County Public Schools, assigned _____
(Title/ISBN of textbook)

to _____ The textbook has been lost or damaged.
(Name of Student)

Textbooks are the property of Miami-Dade County Public Schools and are only loaned to the students and parents/guardians while they are pursuing their courses of study. Students are responsible for returning textbooks when requested and for payment of lost or damaged textbooks. At this time you are financially responsible to pay the amount of \$ _____ for the textbook(s) mentioned above.

Please help the student locate the above mentioned textbook(s) or reimburse the school. If during the inventory process the missing textbook(s) is found, your money will be refunded to you.

Florida Statute 1006.42 Responsibility of students and parents for instructional materials:

(1) All instructional materials purchased under the provisions of this part are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

Florida Statute 1006.28, subsection (3)(b) Money collected for lost or damaged instructional materials; enforcement:

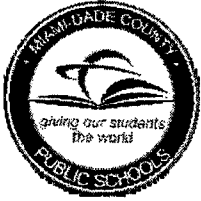
The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

For further information or clarification please contact:

Contact Name: _____

Phone Number: _____

Time available to take the call: _____



TEXTBOOK CASH TRANSMITTAL REPORT AND BUYER QUOTATION WORKSHEET

_____ **SCHOOL NAME**

_____ **LOCATION NUMBER**

_____ **PREPARER'S NAME (Please print)**

_____ **TELEPHONE NUMBER**

_____ **SIGNATURE OF PRINCIPAL (or designee)**

_____ **DATE**

NOTE TO SCHOOLS:

1. Make checks payable to: School Board of Miami-Dade County, Florida
2. Send checks via school mail to: OFFICE OF TREASURY MANAGEMENT, SBAB - 9999 Room 615
Attention: Treasurer

Attached is check number: _____ in the amount of \$ _____

Please credit to the following revenue account:

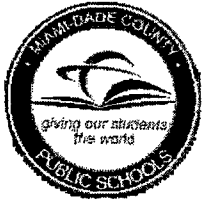
DR/CR	CR. AMOUNT	OBJECT	SCHOOL LOCATION	PROGRAM	FUNCTION	DESCRIPTION
CR		449800		85600000	400000	Proceeds From Sales of Obsolete Instructional Materials
CR		449800		85600000	400000	Proceeds From Collection of Lost & Damaged Instructional Materials

TEXTBOOK BUYER QUOTATION WORKSHEET

COMPANY NAME	TELEPHONE NO.	CONTACT PERSON	TOTAL NO. OF ITEMS PURCHASED	TOTAL PURCHASE PRICE	NO RESPONSE/NO QUOTATION OFFERED*

*No response or no quotation offered, count toward the contract requirement.

Schools must send copies of this Cash Transmittal Report to Instructional Materials, mail code # 9629 – Room 337. PLEASE DO NOT SEND CHECKS to Instructional Materials Department.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
LOST and/or DAMAGED TEXTBOOK INVOICE**

Student's Name	Grade	Date
School Name		Location Number
Lost/Damaged textbook (Title)		\$ Fine Amount
Lost/Damaged textbook number (ISBN or FSBD)		
Other - Lost/Damaged textbook (Title)		\$ Fine Amount
Other - Lost/Damaged textbook number (ISBN or FSBD)		
Teacher's Name (Please Print)	Teacher's Signature	\$ Total Amount

Note: Textbooks are the property of Miami-Dade County Public Schools and are only loaned to the student. Students are responsible for returning textbooks when requested and for payment of lost or damaged textbooks.

Textbook paid by the student Textbook not paid by the student

SCHOOL OFFICE ONLY

CHECK PAYABLE TO: **School Board of Miami-Dade County, Florida**

SENT TO: **OFFICE OF TREASURY MANAGEMENT
LOCATION # 9999, SBAB – Room 615**

ATTN: **Treasurer**

Attached is check number _____ in the amount of \$ _____

Please credit to the following:

DR/CR	CREDIT AMOUNT	OBJECT	LOCATION	PROGRAM	FUNCTION	DESCRIPTION
CR		449800	1962900	85600000	400000	Proceeds From Collection of Lost & Damaged Instructional Materials

Preparer's Name (Please Print)
Principal's Signature or Designee
Telephone number

Schools are to send original of this form to *Office of Treasury Management*, and forward a copy to *Instructional Materials*, Mail Code # 9629 – Room 337. School sites should keep a copy of this form for their records.



**Miami-Dade County Public Schools
Community Service Record for Instructional Materials Obligation**

Student Name (last, first, middle)	Student ID #
Student Address (street number, street, apt, city, state, zip code)	Student Telephone Number
Name of Parent/Guardian (please print)	Parent/Guardian Telephone Number
Address of Parent/Guardian if different from student (street number, street, apt, city, state, zip code)	Teacher's Name (please print)

Title of Instructional Material	FSBD # or ISBN	Publisher	Fees
Total Fees Owed by Student			
Amount Paid _____ Date Received _____	Remaining Fees Owed by Student (once partial amount paid has been deducted)		

Community Service Obligation

Remaining obligation divided by \$8.05 = _____ hours of service to be performed.

Actual service hours performed _____ X \$8.05 = total community service payment.

Community Service Activity

Community Service Verified by _____ **Date** _____

Signature of School Staff Print Name

Community Service Payment

Total Obligation Balance Due by Student

Yes No

Was a parent notification letter sent? Date sent _____ Sent by _____

Was student excluded from extracurricular activities? Provide brief explanation _____

Was a parent conference requested? Request date _____



Petition to Object to Instructional Materials Selected for Adoption

DIRECTIONS:

- As provided in section 1006.28 Florida Statutes, and School Board Policy 2510, for this petition to be considered, you must:
 - Be the parent or legal guardian of a student currently enrolled in a school that is part of Miami-Dade County Public Schools
 - Complete all sections legibly and in full (specifically, the form must include all required information, including parent contact information and signature) **PLEASE PRINT ALL INFORMATION REQUESTED ON THIS FORM**
- No petition will be accepted or considered after the deadline. As stated in section 1006.28, Florida Statutes, the petition must be filed within 30 calendar days after the meeting in which the Board adopts any instructional material
- Pursuant to section 1006.28, Florida Statutes, all proper petitions will be reviewed by the Miami-Dade County School Board at a public hearing. The petitioner will be provided written notification of the date and time of the public hearing. The School Board's decision after convening this hearing is final and not subject to further petition or review.
- Petitions must be received at the address shown below **24 hours** prior to the date of the scheduled public hearing.

Office of the School Board Clerk
1450 N.E. Second Avenue, Room 311
Miami, FL 33132
Phone: 305-995-1440
Fax: 305-995-1448
- Petitions are also available online at <http://im.dadeschools.net>

Parent/Legal Guardian Submitting Petition:
Parent/Legal Guardian's Name:
 Last: _____ First: _____ Middle Initial: _____
Parent/Legal Guardian's Address:
 City: _____ State: FL Zip Code _____
 E-mail: _____
 Home Telephone: _____ Mobile: _____

Student Information:
Student's Name:
 Last: _____ First: _____ Middle Initial: _____
 Date of Birth: Month: _____ Day: _____ Year: _____
 Student's ID _____ Student's Grade _____
Student's Address:
 City: _____ State: FL Zip Code _____
 Name of School the Student Attends: _____

TEXTBOOK TITLE _____

AUTHOR _____
PUBLISHER: _____

1. TO WHAT DO YOU OBJECT? (Please be specific; cite pages or sections)

2. WHY DO YOU OBJECT TO THIS MATERIAL?

3. DID YOU EXAMINE ALL OF THIS MATERIAL? _____ Yes _____ No

If you answered "NO", please explain what parts of the material you did examine

REQUEST FOR INTERPRETER

Request for interpreter _____ Yes _____ No

If you replied "Yes," please indicate Speaker's Native Language _____

SPECIAL ACCOMMODATION NEEDS

If you have a disability that requires an accommodation, you may call the School Board Administration Building Operations Department at (305) 995-1106 (voice) or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. For accommodations or assistance, the request for assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance.

SIGNATURE OF PETITIONER _____

DATE _____



How to Access TARS

Purpose

Use this procedure to replace the current spreadsheet method of replacing state adopted textbooks and ordering additional materials throughout the school year as needed.

Prerequisites

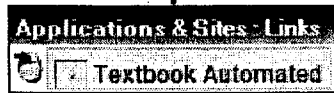
The user must have school administrator authorize them through RACF and grant WTAU.

Helpful Hints



How to Access TARS

Screen Flow



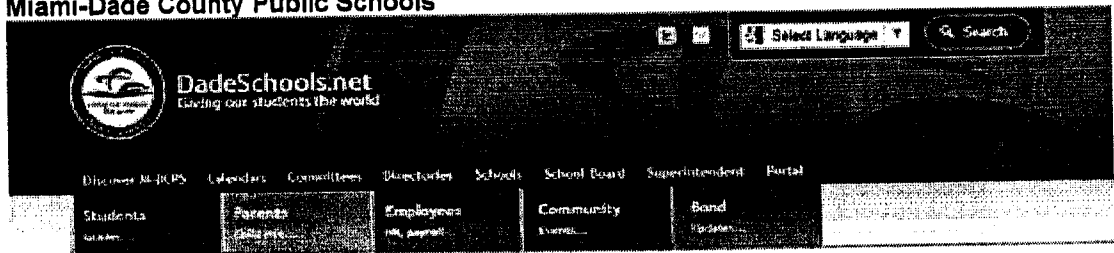


How to Access TARS

Procedure

1. Log in to the Employee Portal

Miami-Dade County Public Schools



Welcome to Miami-Dade County Public Schools

Miami-Dade County Public Schools is the fifth largest school district in the United States, composed of 392 schools, 349,000 students and over 40,000 employees. Located in the southeast corner of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant terrain. Our students have world-class technical facilities, state-of-the-art classrooms, and a rich cultural and linguistic diversity.

Highlights

- 2014 Open Enrollment
- 2014 Employee Benefits
- 2014 PCAT Results
- 2014 Capital Plan

Resources

- Legislative Resource Center
- 2013 KAPub Assistance
- ACPER System
- Adult ED Classes

2. Click **Employees** the Employees tab to access the login button for the Employee Portal.



How to Access TARS

Employees - Work Together to Provide a Superior Learning Environment | Miami-Dade County Public Schools

The screenshot shows the DadeSchools.net website. At the top, there is a navigation bar with the logo and the tagline "Giving our students the world". Below the navigation bar, there are several menu items: "Students", "Employees", "Community", and "Bond". The "Employees" menu item is highlighted. Below the navigation bar, there is a section titled "Employees" with a sub-header "2014 M-DCPS Teacher of the Year Marshall Ruffo". Below this, there is a button labeled "Login to Employee Portal". To the right of the "Employees" section, there are three columns of links: "Teachers", "Employee Resources", and "Employee Highlights".

3. Click **Login to Employee Portal** to Login to the Employee Portal.



How to Access TARS

Home - Employee Portal

Home - Employee Portal

Apps | Services | Sites Resources

Search this site...

Welcome | Welcome to Applications, Services, and Sites Page

Portal Survey

Report Fraud

All Site Content

My Info (load info)

ANNABEL PRIDA

332574 - INFORMATION TECH LIAISON
aprida@pscschools.net

More...

My Collaboration

- 9410 - CLIENT & BUSINESS SERVICES
13333 SW 28 ST MIAMI, FL 33175
Phone: (305)995-3885
Fax: (305)995-3888
- 7742 - SOUTHWEST ADULT CENTER
- 9029 - SYSTEMS & PROGRAMMING SE...

Roster Verification

No Roster Acceptance Required At This Time!

Roster Correction Form

Any Questions?

- Click [Apps | Services | Sites](#) to find the new TARS application link.

Applications & Sites : Links

<p>school buildings that need to be cleaned or repaired.</p> <p>Web Math Are you stuck on a problem? We'd like to help you solve it.</p>	<p>Weekly Briefings Click here to get access to your briefings.</p>	<p>Textbook Automated Request System</p>
---	--	--

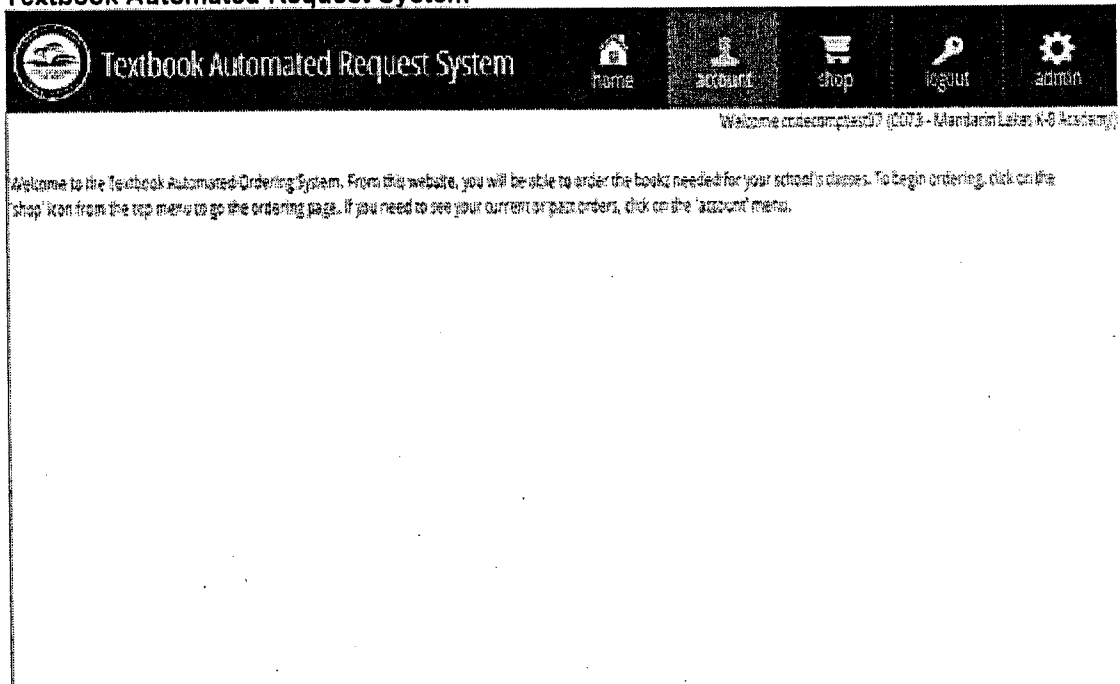
ALL LINKS



How to Access TARS

5. Click  to access the new TARS application.

Textbook Automated Request System



6. Click  when done using the TARS application.

Please view other tutorials such as **Ordering Textbooks through TARS**, and **Monitoring Requests** to learn more about TARS.



In this tutorial, you will learn how to Access the **Textbook Automated Request System (TARS)** through the **Employee Portal**.

Prior to accessing TARS, please make sure your school administrator grants you rights through RACF. You need **WTAU**



Congratulations!!! You have learned how to access the new TARS



How to Access TARS

Result

You have successfully completed a tutorial for How to Access TARS.

Comments

None



Ordering Textbook through TARS

Purpose

Use this procedure to replace the current spreadsheet method of replacing state adopted textbooks and ordering additional materials throughout the school year as needed.

Prerequisites

The user must have school administrator authorize them through RACF and grant WTAU.

Helpful Hints



Ordering Textbook through TARS

Screen Flow

Textbook Automated

\$222.97
\$803.47

Checkout

Submit Order

View



Ordering Textbook through TARS

Procedure

1. Log into the Employee Portal and Access Textbook Automated Request System.

Textbook Automated Request System


2. Click  the Shop button to request textbooks.

3. As required, complete/review the following fields:

Field	R/O/C	Description
\$222.97	R	Example: 2




Ordering Textbook through TARS

4. Click  to view what items are **Free** with your order.



5. As required, complete/review the following fields:

Field	R/O/C	Description
\$803.47	R	Example: 3

6. Click  when ready to place your order.

7. Click  when you are ready to **Submit your Request**.

8. Click Textbook Automated Request System control


 Thank you. Your request #18 has been submitted. You can check the status of your requests 
from your 'Account' page.

9. Click  the **Account** button to review the status of your request.

10. Click the **View** link to see the ordered items.



Ordering Textbook through TARS

11. Click the  button when done using the application.

For further assistance with **TARS**, view the **Monitoring Requests** tutorial.



In this tutorial, you will learn how to **Order Textbooks through TARS**



Note: Free Items appear in text box after clicking on the green checkmark.



Use the **SAVE**



Review your order before submitting it.



After you have clicked **Submit**



Note: The textbook list appears with the **Quantity**



Congratulations!!! You have learned how to **Order Textbooks through TARS**



Ordering Textbook through TARS

Result

You have successfully completed a tutorial for how to **Order Textbooks through TARS**.

Comments

None



Monitoring Textbook Requests

Purpose

Use this procedure to replace the current spreadsheet method of replacing state adopted textbooks and ordering additional materials throughout the school year as needed.

Prerequisites

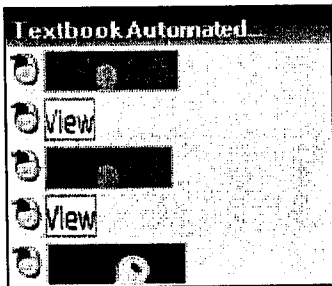
The user must have school administrator authorize them through RACF and grant WTAU.

Helpful Hints



Monitoring Textbook Requests

Screen Flow





Monitoring Textbook Requests

Procedure




1. Log into the Employee Portal and Access Textbook Automated Request System

Textbook Automated Request System

Welcome to the Textbook Automated Request System



Welcome c0073 (0073 - Mandarin Lakes K-8 Academy)

Welcome to the Textbook Automated Ordering System. From this website, you will be able to order the books needed for your school's classes. To begin ordering, click on the 'shop' icon from the top menu to go the ordering page. If you need to see your current or past orders, click on the 'account' menu.

2. Click the  button to view all requests.
3. Click the  link to view the reasons for this request being declined.
4. Click the  button to return to the list of Requests.



Monitoring Textbook Requests

5. Click  link to **View** the next **Request**.
6. Click the  button when done using the application.



In this tutorial, you will learn how to **Monitor Textbook Requests** made inTARS.



This school has 3 **Requests** pending **Approval** and 1 that has been **Declined**.

To view the reason for the decline, click on the **View** link in front of the **Request**.

If you ever see a **Request** with the status of **Draft**, that indicates that the **Request** was not finished and **Saved**



The reasons for why this **Request** was **Declined**



NOTE: The items in this **Request** are listed at the top of the page. You may also note the items **Requested** by looking at the **QTY**



Congratulations!!! You have completed the tutorial for how to **Monitor Textbook Requests** in TAR.



Monitoring Textbook Requests

Result

You have successfully completed a tutorial for **How to Monitor Textbook Requests**.

Comments

None



Barcode Labels



Barcoding Textbooks

Textbook barcode labels are to be placed according to the following guidelines developed by Miami-Dade County Public Schools:

- Barcode labels are to be placed on the outside front cover of the textbook.
- Barcodes must be placed parallel to the spine of the textbook. See Figure 1 on the left side of this page.
- Place barcodes one finger-width away from the bottom edge of the book *and* one finger-width away from the spine gutter. See Figure 2 below.
- The barcode identity strip is to be placed on the copyright page of the textbook.

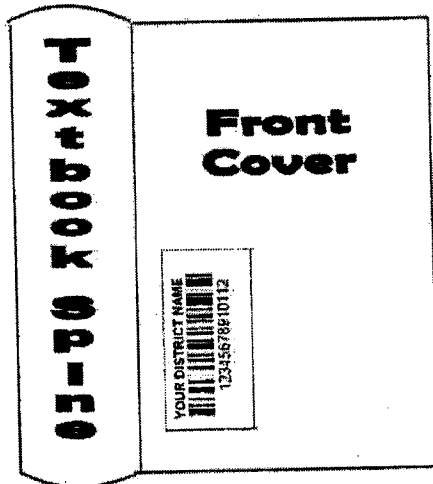


Figure 1

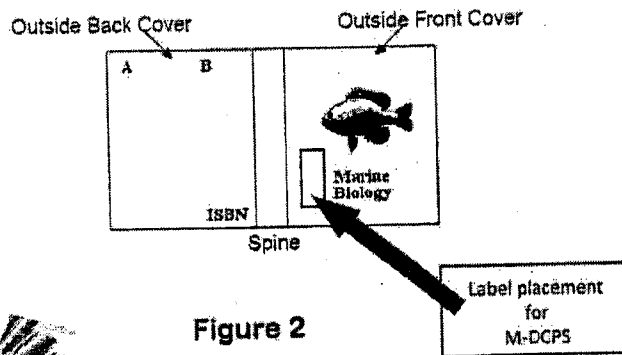


Figure 2

Barcoding Label Placement

The exact placement of the barcode label is important. It's equally important to determine if there's a district policy. Barcode labels include the actual label and an identity strip, see Figure 3 below, that will allow you to identify the textbook should the barcode be removed. The identity strip should be placed on an inconspicuous page in the textbook such as the copyright page, bibliography page, or index. The use of the identity strip is optional.

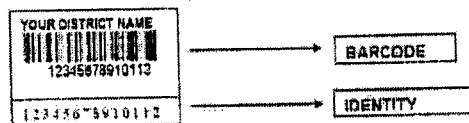
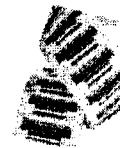


Figure 3



Poly Thermal Labels

The district recommends schools use poly thermal barcode labels for schools using the Destiny Textbook Manager program. These barcode labels are more durable than other barcode labels because they feature a laminate finish that won't yellow or fade. Therefore, there is no need to use label protectors with the poly thermal barcode label.

IMPORTANT NOTE: When ordering barcode labels, please select code 3 of 9 symbology and do not request a check digit.

Information and graphics taken from the Destiny Textbook Manager training manual developed by the Follett Software Company





Petition to Object to Instructional Materials Selected for Adoption

DIRECTIONS:

- As provided in section 1006.28 Florida Statutes, and School Board Policy 2510, for this petition to be considered, you must:
 - Be the parent or legal guardian of a student currently enrolled in a school that is part of Miami-Dade County Public Schools
 - Complete all sections legibly and in full (specifically, the form must include all required information, including parent contact information and signature) **PLEASE PRINT ALL INFORMATION REQUESTED ON THIS FORM**
- No petition will be accepted or considered after the deadline. As stated in section 1006.28, Florida Statutes, the petition must be filed within 30 calendar days after the meeting in which the Board adopts any instructional material
- Pursuant to section 1006.28, Florida Statutes, all proper petitions will be reviewed by the Miami-Dade County School Board at a public hearing. The petitioner will be provided written notification of the date and time of the public hearing. The School Board's decision after convening this hearing is final and not subject to further petition or review.
- Petitions must be received at the address shown below **24 hours** prior to the date of the scheduled public hearing.

Office of the School Board Clerk
1450 N.E. Second Avenue, Room 311
Miami, FL 33132
Phone: 305 995-1440
Fax: 305 995-1448
- Petitions are also available online at <http://cic.dadeschools.net> Questions regarding the petition must be directed to the Office of Public Relations' Citizen Information Center by calling 305 995-1128

Parent/Legal Guardian Submitting Petition:
Parent/Legal Guardian's Name:
 Last: _____ First: _____ Middle Initial: _____

Parent/Legal Guardian's Address:

 City: _____ State: FL Zip Code _____

E-mail: _____
 Home Telephone: _____ Mobile: _____

Student Information:
Student's Name:
 Last: _____ First: _____ Middle Initial: _____
 Date of Birth: Month: _____ Day: _____ Year: _____
 Student's ID _____ Student's Grade _____

Student's Address:

 City: _____ State: FL Zip Code _____

Name of School the Student Attends: _____

TEXTBOOK TITLE _____

AUTHOR _____
PUBLISHER: _____

1. TO WHAT DO YOU OBJECT? (Please be specific; cite pages or sections)

2. WHY DO YOU OBJECT TO THIS MATERIAL?

3. DID YOU EXAMINE ALL OF THIS MATERIAL? _____ Yes _____ No

If you answered "NO", please explain what parts of the material you did examine

REQUEST FOR INTERPRETER

Request for interpreter _____ Yes _____ No

If you replied "Yes," please indicate Speaker's Native Language _____

SPECIAL ACCOMMODATION NEEDS

If you have a disability that requires an accommodation, you may call the School Board Administration Building Operations Department at (305) 995-1106 (voice) or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. For accommodations or assistance, the request for assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance.

SIGNATURE OF PETITIONER _____

DATE _____

1

PUBLIC COMPLAINTS

2 Any person or group interested in District operations may present a request,
3 suggestion, or complaint concerning District personnel, the program, or District
4 operations.

5 Employees should also be protected from unnecessary, or negative criticism and
6 complaints, and free to address misunderstandings between the public and the
7 District by direct informal discussions among the interested parties.

8 **Staff**

9 Parents who have questions and complaints about practices and policies in the
10 individual schools should first arrange a conference with the teacher through the
11 school office. Next, if necessary, conferences may be arranged with the school
12 principal, the Region Superintendent, and then the central administrative staff
13 member responsible for the area of operation.

14 Board members who receive questions and complaints from parents about school
15 problems should encourage the parents to address these issues with the school
16 where the children are enrolled.

17 If the Board member feels that the complaint is significant or persistent, the matter
18 should be referred to the Superintendent for appropriate action. If a parent has
19 exhausted administrative channels and is dissatisfied with the action that has been
20 taken, the parent may submit the issue to the Board.

21 **District Services, Operations, or Programs**

22 If the request, suggestion, or complaint relates to a matter of District procedure or
23 operation, it should be addressed initially to the responsible person and then to
24 higher levels of authority in the manner prescribed above.

25

26 **Instructional Materials**

27

28 Complaints about instructional materials must be submitted in accordance with the
29 procedures in Policy 2510, and accompanying *Instructional Materials Procedures*
30 *Manual*.

1

INSTRUCTIONAL MATERIALS ALLOCATION

2 The School Board shall purchase current instructional materials so that each
3 student has a textbook or other instructional materials in core courses of the
4 appropriate subject areas of mathematics, language arts, science, social studies,
5 reading, and literature for grades K-12.

6 Purchases shall be for instructional materials included on the State-adopted list,
7 except as otherwise provided in State law, and shall be made within the first two (2)
8 years of the adoption cycle.

9 F.S. 1006.28, 1006.40

REPEALED

1

FOREIGN STUDENTS

2 For initial entry into District schools, all students will register at the school of the
3 actual residence of the parent in the attendance area as approved by the School
4 Board. Entry requirements into District schools are the same for all students,
5 regardless of country of birth and immigration status.

6 The District will provide the following:

- 7 A. Orientation to District schools for parents and students in English,
8 Spanish, Haitian-Creole, and other languages within available
9 resources.
- 10 B. Information on social agencies that can be accessed by the
11 parents/families.
- 12 C. English language proficiency testing to ease the
13 registration/scheduling process at the school.
- 14 D. Mathematics level assessment in the home language for secondary
15 level students to ensure appropriate programmatic placement,
16 especially for those students without educational records.
- 17 E. Analysis of foreign educational records provided by the International
18 Placement Advisors in the Department of Attendance Services
19 Federal and State Compliance Office to be used for grade placement
20 and course equivalence.
- 21 F. Distribution of information on services and programs available for
22 all students (e.g., prekindergarten, gifted programs, magnet
23 programs, counseling services, scholarship opportunities,
24 extra-curricular activities, transportation services, parental
25 involvement).
- 26 G. Assistance in the school-level registration and placement process, if
27 a need arises, by serving as liaison between the home and the
28 school.
- 29 H. Distribution of information on available community/adult education
30 programs for parents/families.

- 1 I. Assistance in completion of pre-registration requirements by staff
2 who speak the home language.
- 3 J. Preliminary identification of students with special needs (e.g.,
4 observable disability condition, limited or no prior school
5 experience).
- 6 K. Distribution of information on parent's/student's responsibilities,
7 rights, and due process procedures in the parent/student language
8 within available resources.
- 9 L. Distribution of all printed material will be in English, Spanish, and
10 Haitian-Creole.

11 During initial student registration, all students, grades PK-12, must present:

- 12 A. a completed Student Health Examination (HRS-H Form 3040),
13 including proof of tuberculin skin test, reading of the test, and
14 appropriate follow-up;
- 15 B. a Certificate of Immunization (HRS Form 680);
- 16 C. verification of residence; and
- 17 D. proof of age (F.S. 1003.21).

18 Documentation will be requested to determine eligibility requirements for special
19 Federal and/or State funding ~~in one (1) of the following categories: (a) entrant;~~
20 ~~(b) refugee; (c) Amerasian immigrants; and (d) other classification qualifying for~~
21 ~~specific Federal and/or State funding for which specific documentation is a~~
22 requirement. However, such identification/documentation will be clearly labeled as
23 not required to enroll in the District schools.

24

25 **Form I-20 and Foreign Student Visa/Foreign Student Status**

26

27 A fee covering the annual unsubsidized per capita cost shall be paid by each foreign
28 student, grades 9-12, with F-1 immigration status. Payment of the fee shall be made
29 in advance of the foreign student's enrollment. The fee shall be determined annually
30 by the Office of financial Services and is non-refundable.

Foreign exchange students (J-1 Visa) may be enrolled. A tuition fee is not required.

Foreign students who meet the requirements of the District and the Department of Justice, Immigration and Naturalization Service may apply for a foreign student visa or foreign student status. The Foreign Student/Visa Department facilitates and counsels on all aspects of the process related to obtaining the M-1/vocational visa abroad or the M-1/vocational status in the United States. Not having a Form I-20 or appropriate visa does not preclude admissions and studies in the District. Admission to the District's Workforce Development Education programs is open to all applicants meeting program criteria and is not related to possession of a student visa or immigration status.

1 **Workforce Development Education Programs**

2 A. Admission

3
4 For initial entry into the District's Workforce Development Education
5 programs, post-secondary students may register in any Workforce
6 Development Education program. Any student possessing a
7 Certificate of Eligibility (INS Form I-20) issued by the District's
8 ~~Federal and State Compliance Office of Workforce Development~~
9 ~~Education~~ must be processed through
10 the International/Foreign Student Department.

11
12 Applicants from other countries are evaluated and admitted to
13 Workforce Development Education Programs using the same criteria
14 applicable to all students.

15 B. Registration

16
17 Students possessing an INS validated Form I-20 (M-1/vocational)
18 issued by the District's ~~Federal and State Compliance Office of~~
19 ~~Workforce Development Education~~ must initiate a first time
20 registration at the International/Foreign Student/Visa Department.
21 After the initial registration the procedure followed is the same as
22 that in-effect required for all students. Students having a Form I-20
23 issued by the ~~District's Federal and State Compliance Office of~~
24 ~~Workforce Development Education~~ are required to register for
25 classes full time. Full time registration is defined as 22-25 ~~twenty-~~
26 ~~five (25)~~ hours of class per week per trimester. Any variation in
27 attendance, program of studies, or travel must be authorized by the
28 ~~Federal and State Compliance Office Foreign Student Advisor for~~
29 ~~Workforce~~ Development Education.

30
31 Foreign educational school records can be evaluated through the
32 International/Foreign Student/Visa Department to give award the

1 U.S. High School equivalency exempting the student from obtaining
2 the General Educational Development Grade Equivalency Diploma
3 (GED).

4 C. ~~Form I-20 and Foreign Student Visa/Foreign Student Status~~

5
6 ~~A fee covering the annual unsubsidized per capita cost shall be paid~~
7 ~~by each foreign student, grades 9-12, with F-1 immigration status.~~
8 ~~Payment of the fee shall be made in advance of the foreign student's~~
9 ~~enrollment and one-half (1/2) of such fee may be refunded if the~~
10 ~~student's actual attendance is one (1) semester or less. The fee shall~~
11 ~~be determined annually by the Office of Financial Services.~~

12
13 ~~Foreign exchange students (J1s) may be enrolled on a space~~
14 ~~available, principal approval basis. A tuition fee is not required.~~

15
16 ~~Foreign students who meet the requirements of the District and the~~
17 ~~Department of Justice, Immigration and Naturalization Service may~~
18 ~~apply for a foreign student visa or foreign student status. The Office~~
19 ~~of Workforce Development Education through the~~
20 ~~International/Foreign Student Department facilitates and counsels~~
21 ~~in all aspects of the process related to obtaining the M-1/vocational~~
22 ~~visa abroad or the M-1/vocational status in the United States. Not~~
23 ~~having a Form I-20 or appropriate visa does not preclude~~
24 ~~admissions and studies in the District. Admission to Workforce~~
25 ~~Development Education programs in the District is open to all~~
26 ~~applicants meeting program criteria and is not related to possession~~
27 ~~of a student visa or immigration status.~~

28 C.D. ~~Tuition and Fees for Non-immigrant Visa Students~~

29
30 ~~Students in the United States as non-immigrants in any visa~~
31 ~~category are subject to established tuitions and fees that apply to~~
32 ~~non-residents of the State of Florida, through the Office of Workforce~~
33 ~~Development Education.~~

1

HOMEWORK

2 | Homework is an essential component of the instructional learning process for
3 | students. -with the assignment of meaningful learning activities. -While Hhomework
4 | should provide opportunities for students to -reinforcement what is taught in the
5 | classroom, the assignments should be based on learning outcomes that build
6 | students' conceptual understanding, develop thinking skills, and focus on the
7 | application of knowledge.- extension of class instruction and should serve as a basis
8 | for further study and preparation for future class assignments. —Homework
9 | assignments should engage students in purposeful, relevant learning that meets
10 | their academic needs, with assignments emphasizing quality and depth over length
11 | and repetition. Homework is not to be assigned as punishment.

12 | Responsibility for homework should gradually increase for students in grades one
13 | through five. Secondary school homework assignments should recognize that more
14 | time and individual student initiative are expected in order to meet increased
15 | instructional demands. —As students mature and progress through school,
16 | homework should reflect grade, age, and learner-appropriate levels with
17 | assignments that are aligned to the standards for learning in the particular subject
18 | area or course. Homework assignments for exceptional students should reflect the
19 | special needs of such students.

20 | In general, homework assignments will-should be completed for the following day.
21 | but teachers may opt to set due dates over more days. Long-range assignments
22 | and/or special-projects-based learning assignments should provide students with an
23 | opportunity to develop and refine research and independent study skills, embedding
24 | the use of technology, as applicable. Teachers should review evidence of progress
25 | periodically before the student submits a long-range assignment.

26 | Teachers shall consider the following factors when making homework assignments:
27 | When assigning homework, teachers should consider the following:

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- 1 A. Is the assignment appropriate for the grade level, maturity level and
2 instructional needs of the students?
3 B. Is the assignment aligned to grade level standards and/or content
4 covered in class? Does it support the learning needs of the
5 students?
6 C. Is the time required to complete the assignment reasonable keeping
7 in mind the homework assigned in other subject areas?
8 D. Are the materials/resources needed to complete the work readily
9 available to students and/or do they create a financial burden?
10 E. If assignments require use of the internet and a computer, are these
11 accessible to students? How may I modify an assignment to
12 accommodate students who do not have internet/computer access?
13 F. Are there constraints of time or conflicts with holidays (religious/non-
14 religious), spring and winter recess?
15 G. If assigning group projects, will it be feasible for students to meet at
16 times beyond the school day? How will individual students be
17 graded? Will it be necessary to allow time in class for the completion
18 of group projects?
19

- 20 B. ~~level and degree of difficulty of the subject being studied;~~
21 C. ~~the maturity level of the student;~~
22 D. ~~the instructional needs of the student;~~
23 E. ~~the purpose of the assignment and its relation to the objectives of~~
24 ~~the course;~~
25 F. ~~the length of the assignment and the amount of time that will be~~
26 ~~required to complete it;~~
27 G. ~~homework demands being made in other subject areas;~~
28 H. ~~materials that are readily available to students and do not create a~~
29 ~~financial burden;~~
30 I. ~~holidays, as well as Spring and Winter breaks;~~

1 J. ~~evaluation of group projects based on individual student~~
2 ~~participation; and~~

3 K. ~~provision of ample time in class for completion of group projects.~~

4 School staff shall ~~assign homework that is:~~

5 A. ~~an outgrowth of classroom instruction;~~

6 B. ~~clear and definite; and~~

7 C. ~~clearly related to the objectives and competencies being pursued in~~
8 ~~the classroom.~~

The District shall:

9 A. establish a homework policy that provides general guidelines to
10 support learning through homework activities;

B. revise the policy, as needed, informed by research;

C. include the policy in the Opening of Schools Procedures Guide;

D. communicate the availability and contents of the policy with
 stakeholders.

11 Principals shall:

12 A. communicate the homework policy to staff members, students, and
13 parents/guardians each school year;

14 B. review the homework policy with the entire school staff emphasizing
15 the importance of the quality, appropriateness and purpose of
16 homework assignments;

17 C. encourage parents/guardians to communicate with the school if, in
18 their opinion, a student's homework assignments are excessive or
19 not sufficiently challenging to the student;

20 D. monitor the implementation of the homework policy; and

21 E. emphasize reading as an integral part of the school's homework
22 policy.

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1 Teachers shall:

- 2 | A. teach independent study skills that are appropriate to the students'
3 | age, ability and grade level;
- 4 | B. make specific assignments that are aligned to the standards and
5 | expectations for the grade/course and the academic needs of
6 | students;
- 7 | C. check, review, evaluate, and/or grade student homework, according
8 | to the teacher's individual methods, and in keeping with a system
9 | that is clearly explained to the class students and parents;
- 10 |
- 11 | D. give feedback on homework assignments in a timely manner;
- 12 |
- 13 | E. make instructions related to homework clear and provide, when
14 | necessary, a short period of supervised study or a period of
15 | questioning to ensure that the students understand the assignment;
and
- 16 | F. assign homework that includes at least a minimum of thirty (30)
17 | minutes of reading each day.

18 Students shall:

- 19 | A. complete assigned homework as directed;
- 20 | B. return homework to the teacher by the designated time;
- 21 | C. submit homework assignments which reflect careful attention to
22 | detail and quality of work; and
- 23 | D. devote at least thirty (30) minutes or more to reading as part of the
24 | homework assignment.

25 Parents shall:

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- 1 A. ~~provide continued interest and concern for the child's successful~~
2 ~~performance in school by encourage~~ ing and support the child in the
3 performance of homework assigned; ensuring that the child has an
4 an adequate environment that is conducive to studying and
5 completing homework;
6
7 B. indicate an interest about assignments and assist if possible when
8 requested by the child, but not to include performing the work for
9 the child;
- 10 C. support the school in the students' assigned homework and
11 communicate with the school if a student's homework assignments
12 appear excessive or not sufficiently challenging;
- 13 D. request assignments for students when short term absences are
14 involved;
- 15 E. assist the school in stressing the importance of reading and its
16 benefits; and
- 17 F. assure that students read for a period of ~~at least thirty (30) minutes~~
18 or more each day in addition to any other assigned homework.
19

20 It is not the parent's responsibility to give significant assistance to the student in
21 completing homework. Parents or other family members should, however, make
22 every effort to read to students who cannot read on their own during the assigned
23 homework period.

24 Schools, when implementing this homework policy, should consider these guidelines
25 as daily ~~(five (5) days a week)~~ averages. The recommended minutes include
26 assignments for all subject areas and teachers collectively per school day:

- 27 A. K-1: thirty (30) minutes;
- 28 B. 2-3: forty-five (45) minutes;
- 29 C. 4-5: sixty (60) minutes;
- 30 D. 6-7-8: seventy-five (75) minutes;
- 31 E. 9-12: 120 minutes.

32 ~~At the secondary level, students in academic classes should receive a minimum of~~
33 ~~two (2) homework assignments each week in each class. These assignments should~~
34 ~~be reflected in the student's class grade.~~

35 These times do not reflect the additional thirty (30) minutes required for reading.
36 Reading is a universal skill that relates to all subjects. When specific homework

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1 assignments are not given, or when the homework assignment is completed in an
2 expeditious manner, every student will read, minimally, for the amount of time
3 specified in this policy. Kindergarten teachers shall exercise judgment in making
4 homework assignments, considering the child's readiness level and the type of work
5 to be accomplished. It is recommended that parents read aloud to their children.

6 F.S. 1001.41(3), 1001.42(9)(17), 1001.49, 1001.51(6), 1003.42

1

STUDENT ASSESSMENT

2 Student assessment shall comply with the law and State Board of Education rules to
3 determine the progress of students and to assist them in attaining student
4 performance objectives and the educational achievement goals of the District.

5 State-mandated tests (e.g., diagnostic assessments and achievement tests) shall be
6 administered to students at the times designated by the State Board of Education.
7 However, the regular program of study may not be interrupted to administer practice
8 tests or engage in other test-preparation activities for a Statewide assessment. The
9 Board may authorize a school to:

- 10 A. distribute to students sample test books and answer keys that are
11 published by the Florida Department of Education;
- 12 B. incorporate test-taking exercises and strategies into curriculum for
13 reading and mathematics;
- 14 C. provide individualized instruction in the content knowledge and
15 skills assessed, without suspending the school's regular program of
16 curriculum for a student who scores at Level 1 or Level 2 on a prior
17 administration of the Statewide assessment or a student who is
18 identified as having a deficiency in the content knowledge and skills
19 assessed; and
- 20 D. administer a practice test or engage in other test preparation
21 activities for the statewide assessment which are determined
22 necessary to familiarize students with the organization of the
23 assessment, the format of the test terms, and the test directions, or
24 which are otherwise necessary for the valid and reliable
25 administration of the assessment, as set forth in rules adopted by
26 the State Board of Education.

27 At least annually, the staff members will assess the academic achievement and
28 learning needs of each student. Procedures for such assessments may include, but
29 need not be limited to, teacher observation techniques, cumulative student records,
30 student performance data collected through standardized testing programs, and
31 physical examinations.

1 The Superintendent shall develop a program of testing that may include, but not be
2 limited to:

- 3 A. State-mandated achievement tests;
- 4 B. end-of-course tests at appropriate grade levels to measure
5 achievement of performance objectives in designated courses;
- 6 C. diagnostic testing and alternative assessments.

7 Also required:

- 8 A. mandatory participation by all eligible students as defined by State
9 Board of Education rules;
- 10 B. parents be informed of the testing program of the schools and of the
11 special tests that are to be administered to their children;
- 12 C. school and District achievement test results will be reported to the
13 public annually;
- 14 D. reading and mathematics remediation services be provided to any
15 student based on statutory request;
- 16 E. all English Language Learners shall participate in Statewide
17 assessment programs based on State standards with allowable
18 accommodations; and
- 19 F. all students with disabilities shall participate in the Statewide
20 assessment program based on State standards without
21 accommodations unless the individual educational plan (IEP) team
22 or the team that develops the Section 504 plan determines and
23 documents that the student requires allowable accommodations
24 during instruction and for participation in a Statewide assessment.
25 The decision for a student with a significant cognitive disability to
26 participate in the Statewide alternate assessment is made by the IEP
27 team and recorded on the IEP. Questions to guide the
28 decision-making process to determine how a student with
29 disabilities will participate in the Statewide assessment program are
30 incorporated in the IEP process.

Appropriate and necessary action shall be taken against any employee who knowingly and willfully violates test security rules adopted by the Department of Education for any State-mandated assessment.

1 **Classroom Evaluation of Students**

2 Evaluation devices are to be used for assessment purposes to show each student,
3 the parent and as the students' teacher(s), what the student has mastered, where
4 the student needs help, and how to motivate the student for continued learning.

5 Teachers' oral and written tests, group discussions, written work, student portfolios,
6 checklists, and observations are ways to determine student progress within the
7 classroom. Examinations or units shall be averaged as part of the grading period
8 evaluation in which the examinations or unit tests are given.

9 The regulations for classroom examinations are:

10 A. examinations should not be formally organized in the lower
11 elementary grades.

12 B. each secondary school will develop its own schedule for giving
13 semester and/or final exams. Except under unusual
14 circumstances, no student should be required to take more than
15 two (2) examinations on a given day.

16 C. where appropriate, examinations must include a reasonable number
17 of questions which require an essay response.

18 D. all secondary semester examination papers must be retained in the
19 school for at least one (1) year.

20 E. deviations from these procedures or remission from semester
21 examinations in a school may be authorized by the Regional Center
22 Superintendent.

23 The Superintendent shall develop administrative procedures for test security that
24 maintains the integrity of District and State assessments. These procedures are
25 found in the document, *Miami-Dade County Public Schools: Standards, Guidelines,*
26 *and Procedures for Test Administration and Test Security.*

27 F.S. 1008.22, 1008.25, 1008.30

28 F.A.C. 6A-1.0943

1 **STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

2 This policy establishes the responsible and acceptable use of the network as a tool
3 for learning in the District. The District Network is defined as all computer
4 resources, including software, hardware, lines and services that allow connection of
5 District computers to other computers, whether they are within the District or
6 external to the District. This includes connection to the Internet while on school
7 property. Users are defined as anyone authorized by administration to use the
8 Network. This includes, but is not limited to, staff, students, parents, vendors,
9 contractors, and volunteers. No User may use the Network to take any action
10 and/or communicate any language that the employee or student could not take or
11 communicate in person. Prohibitions in applicable Federal, State, and/or local law
12 or regulation, collective bargaining agreements and School Board policies are
13 included. Additionally, there is no expectation of privacy in the use of e-mail or
14 network communications when such communications occur over District provided
15 equipment by District employees, students, or others. (See Board policies
16 concerning privacy and e-mail).

17 **Access to the Network**

18 The District Network gives schools the ability to share educational and research
19 resources from around the world with all students. These resources include access
20 to instructional applications, interactive collaboration between teachers, students
21 and other Users, document sharing, communications of all forms with people from
22 around the world and libraries, museums and research facilities.

23 **Acceptable Use**

24 Use of the Network must support and be consistent with the educational objectives
25 of the District. All Users must comply with this policy and the standards of conduct
26 established in the Codes of Student Conduct (Elementary, Secondary, and Adult),
27 (Policy 550), Florida Code of Ethics of the Education Profession, the District Network
28 Security Standards and policies governing employee behavior.

29 A. Transmission of any material in violation of local, State, and Federal
30 law or regulation or Board policies is prohibited. This includes, but
31 is not limited to copyrighted or trade secret material which the
32 transmitter does not have the right to transmit, and material that is
33 threatening, bullying, discriminatory, slanderous or obscene
34 material.

35 Obscene material is material which:
36

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- 1 1. the average person, applying contemporary community
- 2 standards, would find, taken as a whole, appeals solely to the
- 3 prurient interest; and

- 4 2. depicts or describes, in a patently offensive way, sexual
- 5 conduct as defined in State law (F.S. 847.001 (11)); and

- 6 3. taken as a whole, lacks serious literary, artistic, political, or
- 7 scientific value.

8 B. Procedures for protesting instructional materials and educational
9 media as they are accessed through the Internet are governed by
10 Policy 2510.

11 C. The use of the Internet for political activities is prohibited.

12 D. Use of the Network for product advertisement, commercial activities,
13 political campaigning or solicitation is prohibited.

14 E. The District shall use an Internet Content Filter to prevent user
15 access to prohibited material.

16
17 Users of the District Network are charged with notice that besides
18 obscene material, there are other potentially objectionable materials
19 available on the Internet, including sites with adult content, nudity,
20 and gambling, as well as sites advocating violence and illegal
21 activities. No content filter will ever be 100% accurate, and on
22 occasion either objectionable material may get through or
23 non-objectionable material may be blocked. It is a User's obligation
24 to immediately report these lapses.

25
26 Bypassing the District content filter without authorization is strictly
27 prohibited. The District has procedures in place to evaluate
28 requests from Users to block or unblock sites as necessary.

29
30 Students, parents and staff should be aware that connection to any
31 Internet or network provider not under District control may be
32 unfiltered, especially open wireless connections. The District is not
33 responsible for unfiltered content that may be viewed or downloaded
34 on District equipment that has been provided to individuals for use
35 outside District property. The District is also not responsible for
36 issues caused by the connection of personal devices to the District's
37 Network or improper use of the District's Network or equipment.

38 **Privilege**

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1 Accessing the Internet using District equipment and/or through the District
2 Network is a privilege, not a right, and inappropriate use, including violation of this
3 rule may result in cancellation of the privilege.

4 A. School, regional center, and District administrators are authorized
5 to determine appropriate and acceptable use pursuant to this policy.

6 B. Any User account may be closed, suspended or revoked at any time
7 a school, regional center, or District administrator determines an
8 account User or holder has used the Network in an inappropriate or
9 unacceptable manner in violation of this or any other applicable
10 District rule.

REPEAL

1 C. Inappropriate or unacceptable use is defined as use that violates
2 this policy or the District's purpose in providing students and
3 employees safe access to the Internet and use that violates the
4 District's Codes of Student Conduct (Elementary, Secondary, and
5 Adult), Florida's Code of Ethics of the Education Profession, the
6 District's Network Security Standards, all Board policies governing
7 employee behavior or any local, State, or Federal law or regulation.

8 D. Access to the Internet from the District Network as a tool for
9 learning will be automatic. Parents must notify the school in writing
10 if they do not want their child to access the Internet.

11 **Monitoring**

12 District staff has the right to review any material on User accounts to maintain
13 adequate filespace and monitoring appropriateness of material transmitted
14 through the Network. The District shall respect the privacy rights of User accounts
15 unless there is a violation of this policy.

16 **Network Etiquette**

17 All Users are expected to follow the generally accepted rules of network etiquette.
18 These standards of conduct include, but are not limited to the following:

19 A. Users should be polite. The use of abusive language is prohibited.

20 B. Use appropriate language. The use of profanity, vulgarities or any
21 other inappropriate language is prohibited.

22 C. Engaging in activities which are prohibited under local, State, or
23 Federal law is prohibited.

24 D. Activities which violate the Code of Student Conduct (both
25 elementary and secondary), Code of Conduct for Adult Students, the
26 Code of Ethics of the Education Profession in the State of Florida,
27 the District's Network Security Standards and policies governing
28 employee behavior are prohibited.

29 E. Do not reveal your personal address and/or telephone number or
30 that of other Users unless compelled to by law.

1 F. Electronic mail (e-mail) is not guaranteed to be private. People who
2 operate the system do have access to all mail. Messages relating to
3 or in support of illegal activities will be reported to the authorities
4 without notice.

5 G. Do not use the Network in such a way that other Users would be
6 unable to get the full benefit of information available. This includes,
7 but is not limited to: running applications that deny the Network's
8 services to others, tying up computers without a legitimate
9 educational or School District or school business purpose while
10 others are waiting, damaging software or hardware so that others
11 are unable to use it, or any conduct that would be prohibited by
12 State law (F.S. 815.06).

13 H. Do not use the Network to send or receive messages that
14 discriminate based on sex, race, color, religion, ethnic or national
15 origin, political beliefs, marital status, age, sexual orientation,
16 gender, gender identity, social and family background, linguistic
17 preference, disability or that are inflammatory.

18 **Services**

19 Use of any information obtained via the Internet is at the User's own risk. The
20 District will not be responsible for any damages a User may incur. This includes,
21 but is not limited to, loss of data resulting from delays, non-deliveries,
22 mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

23 The District is not responsible for the accuracy or quality of information obtained
24 through the Network. All Users need to consider the source of any information they
25 obtain through the Network, and evaluate the accuracy of the information.

26 **Security**

27 Security on any computer Network is a high priority, especially when the system
28 involves many Users.

29 A. If a User can identify a security problem on the Network, the User
30 must notify a system administrator. The User must not disclose or
31 demonstrate the problem to others.

- 1 B. Users must not use another individual's account without written
2 permission from that individual. Attempts to log into the system as
3 any other User will result in disciplinary action as described in
4 Disciplinary Action.
- 5 C. Any User that has been determined by administrators to have
6 violated this rule may be denied future access to the Internet
7 through the District Network.
- 8 D. A User with a history of using other computer systems in an
9 inappropriate or unacceptable manner may be denied access to the
10 District Network.
- 11 E. Users of the Network will be held responsible for all activity
12 associated with the User's account. Users should not share their
13 passwords with anyone, engage in activities that would reveal
14 anyone's password or allow anyone to use a computer to which they
15 are logged on.
- 16 F. Accessing chat rooms or instant messaging while using the District's
17 Network is prohibited.
- 18 G. The use of Internet tools such as blogs and discussion boards are
19 intended for educational purposes only.
- 20 H. Downloading pictures, sounds, video clips, text documents or any
21 material without authorization and without confirmation is
22 prohibited unless the User has the right to use it or has obtained
23 permission from the copyright owner.
- 24 I. Downloading games, video files, audio files or running streaming
25 media without educational value and without authorization by a
26 teacher or a local administrator is prohibited. These applications tie
27 up a great deal of bandwidth and storage and many of the files
28 infringe on the owners' copyrights.
- 29 J. Uploading, downloading or installing software applications without
30 authorization is prohibited.

- 1 K. Using the District's wireless equipment while on District property to
2 connect without authorization to any wireless networks other than
3 those provided by the District is prohibited. External signals will
4 not provide content filtering and access to private networks may be
5 illegal.

6 **Vandalism and Harassment**

- 7 Vandalism and harassment when utilizing the Internet will result in cancellation of
8 user privileges. This includes, but is not limited to, the uploading or creation of
9 computer viruses and the attempt to destroy, harm or modify data of another User.

10 **Procedures for Use**

- 11 A. All Users have the same right to use the computer resources. Users
12 shall not play games without educational value or use the computer
13 resources for non-academic activities when other Users require the
14 system for academic purposes.

15 Personal use of the District's Network, including e-mail and the
16 Internet, is permitted as long as it does not interfere with an
17 employee's duties, a student's learning activities and/or system
18 operation and abides by all district policies and standards, State
19 and Federal statutes, and codes of conduct. This use is a privilege,
20 not a right, and any unacceptable use may be subject to appropriate
21 disciplinary action, up to and including dismissal from employment.
22

- 23 B. Teachers are responsible for teaching proper techniques and
24 standards for participation, for guiding student access to
25 appropriate sections of the Internet, and for assuring that students
26 understand that if they misuse the Network they will lose their
27 privilege to access the Internet from the classroom environment.
28 Students should not be provided with network access unless they
29 are properly supervised by an individual trained to provide the
30 guidance students require.

1 C. Blogging is the activity of writing entries in, adding material to, or
2 maintaining a "weblog." Employees shall not engage in blogging
3 activities during working hours or use District-owned equipment
4 unless they are specifically required to perform the employees'
5 responsibilities and duties. District Users are reminded that during
6 non-working hours they are representatives of the District and
7 should behave in a manner that does not disrespect or discredit the
8 education profession. Unless engaging an officially sanctioned
9 District activity, employees using "blogs" should clearly specify that
10 any opinions or statements are the employee's and do not reflect the
11 views of the District. Employees are prohibited from using officially
12 sanctioned School District logos, school mascots, and other official
13 symbols.

14 D. In a Bring Your Own Device (BYOD) school environment, staff must
15 notify students of the additional responsibilities within the
16 framework of the District's educational objectives. A "device" is
17 defined as "a laptop computer, a smartphone or cellular phone, or
18 any other electronic device that may access the school's Network".
19 Staff and students must accept and comply with the following
20 District requirements and restrictions for participation:

21 1. Users may only connect personally owned devices to the
22 District's filtered Network wirelessly or through a direct
23 connection for data access during instructional time.
24 Connecting to broadband services is prohibited unless there
25 is a specific instructional purpose for doing so. Teachers
26 should instruct students to only connect their devices to the
27 District's filtered wireless Network for data access during
28 school hours.

29 2. Users are responsible for ensuring their devices use security
30 applications to protect the devices from infection and prevent
31 spreading infections from the devices.

32 3. Users connecting to a school's and/or District's Network shall
33 release the District from any and all liability for any damage
34 to devices that may or is alleged to have resulted from use of
35 the school's and/or District's network. The District shall not
36 be responsible for a personally owned device becoming
37 infected when connected to the District's Network.

1 4. Pursuant to Board Policy 5517.01, cyberbullying is prohibited
2 at all times, on campus or off, whether using District-owned
3 equipment and networks or personally owned equipment and
4 broadband connections.

5 5. An employee's personal or private use of social media, such as
6 Facebook, Twitter, MySpace, blogs, etc, may have unintended
7 consequences. Employees may not post material of any
8 nature that violates Board policies involving employee
9 conduct, state or federal law, or that disrupts the school
10 environment. In addition, as in all other forms of contact
11 between staff and students, inappropriate personal
12 communications using social media is prohibited. If
13 inappropriate contact is found to have occurred, appropriate
14 disciplinary action will be taken. This prohibited conduct
15 applies to staff members' online conduct that occurs off
16 school property including from the employee's private
17 computer. Postings to social media should be done in a
18 manner that reflects credit upon the employee and the school
19 system, is sensitive to the staff member's professional
20 responsibilities and does not violate the Principles of
21 Professional Conduct for the Education Profession in Florida
22 and the Code of Ethics of the Education Profession in Florida.

23
24 Social media sites allow Users to become a "friend" or
25 otherwise associate their "profiles" in a more private and
26 personal arrangement which may mask inappropriate
27 contact. Because the BYOD program is intended to expand
28 the educational tools available to educators, staff are
29 discouraged from "friending" students on Facebook or other
30 similar websites.

31
32 In addition, pursuant to Federal and State confidentiality
33 laws, staff are not permitted to use or disclose personally
34 identifiable student information and information contained in
35 student education records without parental consent. See
36 Policy 8330. Staff members also may not disclose or post
37 confidential employee information.

38
39 Staff members may use non-District social media for collective
40 bargaining purposes and union organizational activities.

- 1 E. Staff members will participate in professional development programs
2 that include:
- 3 1. the safety and security of students while using e-mail, chat
4 rooms, social media, and other forms of electronic
5 communications;
 - 6 2. the inherent danger of students disclosing personally
7 identifiable information online; and
 - 8 3. the consequences of unauthorized access (e.g., "hacking"),
9 cyberbullying, and other unlawful or inappropriate activities
10 by students or staff online.

11 Staff members shall provide instruction for their students regarding the appropriate
12 use of technology and online safety and security as specified above.

13 The disclosure of personally identifiable information about students online or via
14 any other method is prohibited.

15 **Inappropriate Material**

16 Inappropriate material is material that is inconsistent with the goals, objectives and
17 policies of the educational mission of the District. It is impossible to control
18 effectively the content of data and an industrious User may discover inappropriate
19 material.

20 **Disciplinary Action**

21 The act of using the District's Network signifies that the User will comply with this
22 policy.

1 Disciplinary action for inappropriate use by Users will be taken pursuant to the
2 applicable collective bargaining agreements.

3 F.S. 1001.41
4 H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
5 47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
6 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
7 as amended
8 18 U.S.C. 2256
9 18 U.S.C. 1460
10 18 U.S.C. 2246
11 76 F.R. 56295, 56303

12 Revised 7/18/12

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REPLACEMENT

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 Miami-Dade Public Schools (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 School 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 School 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:

- Use of the District's Network and electronic devices must be consistent with the District's educational objectives, mission, and curriculum.
- 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.

- 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.
- 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 [Section 847.001(11), F.S.]; and
 3. taken as a whole, lacks serious literary, artistic, political, or scientific value.
- 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.
 - The Network may not be used in any way that discriminates on any protected basis as delineated in the School Board's anti-discrimination policies.
 - The use of profanity, vulgarities, or any other inappropriate language is prohibited.
 - 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.
 - Downloading games, video files, audio files or streaming media without educational value or without prior authorization by an administrator is prohibited.
 - Uploading, downloading, transferring, or installing software applications, images, texts, video files and digital music files without authorization is prohibited.
 - Use of District resources for commercial activities, product advertisement, or religious or political campaigning, lobbying, threats, suggestions of violence or

solicitation is prohibited.

- Accessing chat rooms or instant messaging while using the District's Network is prohibited.
- Bypassing the District's content filter without authorization is strictly prohibited.
- 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.
- Files stored on District-managed networks and hardware are the property of the District and may be inspected at any time.
- 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 (Section 815.06, F.S.).
- Materials published electronically must be for educational purposes. Administrators should monitor these materials to ensure compliance with content standards.
- Software, services, games, applications, video or audio files or streaming media obtained without permission may never be installed, uploaded or downloaded on school devices.
- Cyberbullying is prohibited at all times, on campus or off, whether using District-owned equipment and networks or personally owned equipment and broadband connections.
- 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

- School, Region, and District administrators are authorized to determine appropriate and acceptable use pursuant to this policy.
- Staff members shall participate in professional development and provide instruction to students that includes:

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
 3. the consequences of unauthorized access (e.g., hacking, cyber-bullying) and other unlawful or inappropriate online activities.
- Employees are required to affirm that they have read and agree to comply with this policy on a yearly basis.
 - 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.
 - 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.
 - 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 School 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).

School 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 School 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.

School Board Liability

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

- damage resulting from unauthorized or inappropriate District Network or social media activity;
- unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- 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;
- the accuracy or quality of information obtained through the Network;
- 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
- 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.

F.S. 1001.41

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

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

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

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

76 F.R. 56295, 56303

1 **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

2 This policy establishes responsible and acceptable use of the network as a tool for
3 learning in the District. The District Network is defined as all computer resources,
4 including software, hardware, lines and services that allow connection of District
5 computers to other computers, whether they are within the District or external to
6 the District. This includes connection to the Internet while on school property. In
7 this policy, Users are defined as students. No user may use the Network to take
8 any action and/or communicate any language that the employee or student could
9 not take or communicate in person. Prohibitions in applicable Federal, State,
10 and/or local law or regulation, collective bargaining agreements and School Board
11 policies are included. Additionally, this policy reflects that there is no expectation
12 of privacy in the use of e-mail or network communications when such
13 communications occur over District provided equipment. (See Board policies
14 concerning privacy and e-mail).

15 **Access to the Network**

16 The District Network gives schools the ability to share educational and research
17 resources from around the world with all students. These resources include
18 access to instructional applications, interactive collaboration between teachers,
19 students and other users, document sharing, communications of all forms with
20 people from around the world and libraries, museums and research facilities.

21 **Acceptable Use**

22 Use of the Network must support and be consistent with the educational objectives
23 of the District. All users must comply with this policy and the standards of
24 conduct established in the District Codes of Student Conduct (Elementary,
25 Secondary, and Adult), Code of Conduct for Adult Students, Florida's Code of
26 Ethics of the Education Profession, the District Network Security Standards and
27 School Board policies regarding employee behavior.

28 A. Transmission of any material in violation of local, State, and
29 Federal law or regulation or Board policies is prohibited. This
30 includes, but is not limited to copyrighted or trade secret material
31 which the transmitter does not have the right to transmit, and
32 material that is threatening, bullying, discriminatory, slanderous
33 or obscene material.

34 Obscene material is material which:
35

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.

B. Procedures for protesting instructional materials and educational media as they are accessed through the Internet are governed by Policy 2510.

C. Use of the Internet for political activities is prohibited.

D. Use of the Network for product advertisement, commercial activities, political campaigning or solicitation is prohibited.

E. The District shall use an Internet Content Filter to prevent User access to prohibited material.

Users of the District Network are charged with notice that besides obscene material, there are other potentially objectionable materials available on the Internet, including sites with adult content, nudity, and gambling, as well as sites advocating violence and illegal activities. No content filter will ever be 100% accurate, and on occasion either objectionable material may get through or non-objectionable material may be blocked. It is a User's obligation to immediately report these lapses.

Bypassing the District content filter without authorization is strictly prohibited. The District has procedures in place to evaluate requests from Users to block or unblock sites as necessary.

Students, parents and staff should be aware that connection to any Internet or network provider not under District control may be unfiltered, especially open wireless connections. The District is not responsible for unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property. The District is also not responsible for issues caused by the connection of personal devices to the District's Network or improper use of the District's Network or equipment.

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1 Accessing the Internet using District equipment and/or through the District's
2 Network is a privilege, not a right, and inappropriate use, including violation of
3 this rule may result in cancellation of the privilege.

4 A. School, regional center, and District administrators are authorized
5 to determine appropriate and acceptable use pursuant to this
6 policy.

7 B. Any user account may be closed, suspended or revoked at any
8 time a school, regional center, or District administrator determines
9 an account user or holder has used the Network in an
10 inappropriate or unacceptable manner in violation of this or any
11 other applicable Board policy.

12 C. Inappropriate or unacceptable use is defined as use that violates
13 this policy or the District's purpose in providing students and
14 employees safe access to the Internet and use that violates the
15 District Codes of Student Conduct (Elementary, Secondary, and
16 Adult), Code of Conduct for Adult Students, Florida's Code of
17 Ethics of the Education Profession, the District Network Security
18 Standards, and Board policies governing employee behavior, or
19 any local, State, or Federal law or regulation.

20 D. Access to the Internet from the District Network as a tool for
21 learning will be automatic. Parents must notify the school in writing if they do not
22 want their child to access the Internet.

23 **Monitoring**

24 District Staff has the right to review any material on user accounts to maintain
25 adequate filespace and monitor appropriateness of material transmitted
26 through the Network. The District shall respect the privacy rights of user accounts
27 unless there is a violation or suspected violation of this policy.

28 **Network Etiquette**

29
30 All Users are expected to follow the generally accepted rules of network etiquette.
31 These standards of conduct include, but are not limited to the following:

32 A. Users should be polite. The use of abusive language is prohibited.

33 B. Use appropriate language. The use of profanity, vulgarities or any
34 other inappropriate language is prohibited.

35 C. Engaging in activities which are prohibited under local, State, or
36 Federal law is prohibited.

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1 D. Activities which violate the Code of Student Conduct (both
2 elementary and secondary), Code of Conduct for Adult Students, the
3 Code of Ethics of the Education Profession in the State of Florida,
4 the District's Network Security Standards and policies governing
5 employee behavior are prohibited.

6 E. Do not reveal your personal address and/or telephone number or
7 that of other Users unless compelled to by law.

8 F. Electronic mail (e-mail) is not guaranteed to be private. People who
9 operate the system do have access to all mail. Messages relating to
10 or in support of illegal activities will be reported to the authorities
11 without notice.

12 G. Do not use the Network in such a way that other Users would be
13 unable to get the full benefit of information available. This includes,
14 but is not limited to: running applications that deny the Network's
15 services to others, tying up computers without a legitimate
16 educational or School District or school business purpose while
17 others are waiting, damaging software or hardware so that others
18 are unable to use it, or any conduct that would be prohibited by
19 State law (F.S. 815.06).

20 H. Do not use the Network to send or receive messages that
21 discriminate based on sex, race, color, religion, ethnic or national
22 origin, political beliefs, marital status, age, sexual orientation,
23 gender, gender identity, social and family background, linguistic
24 preference, disability or that are inflammatory.

25 **Services**

26 Use of any information obtained via the Internet is at the User's own risk. The
27 District will not be responsible for any damages a User may incur. This includes,
28 but is not limited to, loss of data resulting from delays, non-deliveries,
29 mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

30 The District is not responsible for the accuracy or quality of information obtained
31 through the Network. All Users need to consider the source of any information
32 they obtain through the Network, and evaluate the accuracy of the information.

33 **Security**

34 Security on any computer network is a high priority, especially when the system
35 involves many Users.

- 1 A. If a User can identify a security problem on the Network, the User
2 must notify a system administrator. The User must not disclose or
3 demonstrate the problem to others.
- 4 B. Users must not use another individual's account without written
5 permission from that individual. Attempts to log into the system
6 as any other user will result in disciplinary action as described in
7 Disciplinary Action.
- 8 C. Any User that has been determined by administrators to have
9 violated this rule may be denied future access to the Internet
10 through the District Network.
- 11 D. A User with a history of using other computer systems in an
12 inappropriate or unacceptable manner may be denied access to
13 the District Network.
- 14 E. Users of the Network will be held responsible for all activity
15 associated with the User's account. Users should not share their
16 passwords with anyone, engage in activities that would reveal
17 anyone's password or allow anyone to use a computer to which
18 they are logged on.
- 19 F. Accessing chat rooms or instant messaging while using the District
20 Network is prohibited.
- 21 G. The use of Internet tools such as blogs and discussion boards are
22 intended for educational purposes only.
- 23 H. Downloading pictures, sounds, video clips, text documents or any
24 material without authorization and without confirmation is
25 prohibited unless the User has the right to use it or has obtained
26 permission from the copyright owner.
- 27 I. Downloading games, video files, audio files or running streaming
28 media without educational value and without authorization by a
29 teacher or a local administrator is prohibited.
- 30 J. Uploading, downloading or installing software applications without
31 authorization is prohibited.
- 32 K. Using the District's wireless equipment while on District property
33 to connect without authorization to any wireless networks other
34 than those provided by the District, is prohibited. External signals
35 will not provide content filtering and access to private networks
36 may be illegal.

1 Vandalism and harassment when utilizing the Internet will result in cancellation of
2 User privileges. This includes, but is not limited to, the uploading or creation of
3 computer viruses and the attempt to destroy, harm or modify data of another User.

4 **Procedures for Use**

5 Student users must always get permission from their teachers or facilitators before
6 using the Network or accessing any specific file or application. Student users
7 must also follow written and oral classroom instructions.

8 A. All users have the same right to use the computer resources.
9 Users shall not play games without educational value or use the
10 computer resources for non-academic activities when other users
11 require the system for academic purposes.

12
13 Personal use of the District Network, including e-mail and the
14 Internet, is permitted as long as it does not interfere with an
15 employee's duties and/or system operation and abides by all
16 District policies and standards.

17 B. Teachers are responsible for teaching proper techniques and
18 standards for participation, for guiding student access to
19 appropriate sections of the Internet, and for assuring that students
20 understand that if they misuse the Network they will lose their
21 privilege to access the Internet from the classroom environment.
22 Students should not be provided with Network access unless they
23 are properly supervised by an individual trained to provide the
24 guidance students require.

25 C. Pursuant to Federal law, students shall receive education about
26 the following:

27 1. safety and security while using e-mail, chat rooms, social
28 media, and other forms of electronic communications;

29 2. the dangers inherent with the online disclosure of
30 personally identifiable information; and

31 3. the consequences of unauthorized access (e.g., "hacking"),
32 cyberbullying, and other unlawful or inappropriate activities
33 by students online.
34

35 D. In a Bring Your Own Device (BYOD) school environment, students
36 will be notified of additional responsibilities within the framework of
37 the District's educational objectives. A "device" is defined as "a
38 laptop computer, a smartphone or cellular phone, or any other
39 electronic device that may access the school's network". Staff and

1 students must accept and comply with the following District
2 requirements and restrictions for participation:

- 3 1. Users may only connect their devices to the District's filtered
4 Network wirelessly or through a direct connection for data
5 access during school hours, in compliance with the
6 Children's Internet Protection Act (CIPA). Connecting to
7 broadband services for data access during school hours
8 without approval and direction is prohibited. Use of any
9 electronic device, and the telephone capabilities of those
10 devices, are governed by the Codes of Student Conduct
11 (Elementary, Secondary, and Adult).
- 12 2. Users are responsible for ensuring their devices use security
13 applications to protect the devices from infection and
14 prevent spreading infections from the devices.
- 15 3. Users connecting to a school's and/or the District's Network
16 shall release the District from any and all liability for any
17 damage to devices that may or is alleged to have resulted
18 from use of the school's and/or District's Network. The
19 District shall not be responsible for a personally owned
20 device becoming infected when connected to the District's
21 Network or for a student's exposure to inappropriate
22 material when using a personally purchased broadband
23 connection.
- 24 4. The District is not responsible for personally owned devices
25 that are damaged, lost, or stolen.
- 26 5. Pursuant to Board Policy 5517.01, cyber bullying is
27 prohibited at all times, on campus or off, whether using
28 District-owned equipment and networks or personally
29 owned equipment and broadband connection plans.
- 30 6. Social media like Facebook and similar websites allow Users
31 to "friend" other Users. The District discourages teachers
32 from "friending" students to reduce the possibility of
33 inappropriate communications between them. Students
34 should not try to "friend" teachers. In addition, Users
35 should always be cautious in using social media and, in
36 particular, never reveal personal information about
37 themselves or others.

38 **Inappropriate Material**

39 Inappropriate material is material that is inconsistent with the goals, objectives,
40 and policies of the educational mission of the District. It is impossible to control

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1 effectively the content of data and an industrious User may discover inappropriate
2 material.

3 **Disciplinary Actions for Improper Use**

4 The act of using the District's Network signifies that the User will comply with this
5 policy.

6 Disciplinary action for inappropriate use by Users will be based on the tiered
7 actions described in the Codes of Student Conduct (Elementary, Secondary or
8 Adult) (Policy 5500) and may include, but is not limited to, loss of privilege,
9 suspension or expulsion.

10 F.S. 1001.43, 1001.51
11 H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
12 47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
13 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
14 as amended
15 18 U.S.C. 2256
16 18 U.S.C. 1460
17 18 U.S.C. 2246
18 76 F.R. 56295, 56303

19 Revised 7/18/12

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REPLACEMENT

7540.03 STUDENT RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA AND DISTRICT NETWORK SYSTEMS

The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and Miami-Dade Public Schools (District) technology and information systems. Users include anyone authorized by administration to use the Network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

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 School 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).

Digital Citizen

The School Board uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using District Network systems and social media to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Authorship. Users will properly reference or cite to work, websites, books, media, etc. used in any student work.
- Protects Intellectual Property. Users will not use software and media produced by others without prior authorization from the owner. Users will also not upload, download or transfer any intellectual property belonging to a third party without specific permission including images, texts, video files and digital music files.

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. 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 that users are using the system in accordance with District policy and administrative procedures and guidelines. Users do not have any expectation of privacy in files stored electronically

which may be subject to disclosure pursuant to Florida's Public Records Act.

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

- Use of the District's Network, electronic devices and social media must be consistent with the District's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and defamatory, threatening, offensive or obscene material.
- 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.
- The Network may not be used to send or receive messages that discriminate on any protected basis as delineated in the School Board's Anti-Discrimination Policy, 5517.
- Cyberbullying is prohibited at all times, on school grounds or off, whether using District-owned equipment and networks, social media or personally owned equipment and broadband connections of any kind. See Policy 5517.01, *Bullying and Harassment*.
- Software, services, games, applications, video or audio files or streaming media without educational value may not be installed, uploaded or downloaded on school devices without prior authorization by a teacher or administrator.
- Use of District or Network resources for commercial activities, product advertisement, religious or political campaigning, lobbying or solicitation is prohibited.
- Accessing chat rooms or instant messaging using the District's Network is prohibited.
- Bypassing the District's content filter without authorization is strictly prohibited.
- Users may not share their passwords and are expected to act with due care in maintaining their passwords private and secure.
- 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.
- Files stored on District-managed networks and hardware are the property of the District and may be inspected at any time.

- Materials published electronically must be for educational purposes. Administrators may monitor these materials to ensure compliance with content standards.

Procedures for Use

- Student users must always get permission from teachers or facilitators before using the Network or accessing any specific file or application.
- Students shall receive education about the following:
 1. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
 2. the dangers inherent in online disclosure of personally identifiable information; and
 3. the consequences of unauthorized access, e.g., hacking, cyber-bullying, and other unlawful or inappropriate activities online.
- All student users (and their parents if they are minors) are required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and its administrative procedures and guidelines.
- If authorization has been specifically given by the school for use within the District's educational mission, students may bring their own device such as a laptop computer, a smartphone or cellular phone or any other device that may access the school or District Network. Students and parents must submit a contract for use of the device before being allowed to use it. Students will be notified of any additional responsibilities for use of these devices. The contract must be maintained in the student's cumulative file.
- Students shall not (1) access or use another person's account without written permission, (2) share their password with anyone else or engage in activities that would reveal anyone's password, (3) allow others to access a computer that the user is logged on to, or (4) ever sign in, or attempt to sign in, as another person.

Social Media

Social media is defined as internet-based applications (such as Facebook, Twitter, etc.) that facilitate interactive dialogue between users. The School 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 schools.

School Board members, District offices, and schools are permitted to create social media accounts that follow District guidelines, to share the school's 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, students shall comply with the same responsible use rules outlined above for Internet and District Network use. In addition, students will not represent or create the inference on any social media posting that they speak on behalf of the school, the district or the School Board or its members. Use of the District's Network or and equipment for personal social media activities is prohibited. Students may be disciplined by the District for inappropriate social media behavior even if it occurs off school grounds.

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, Regional Center, or District Administrator determines that a user has used the Internet or district Network in an inappropriate or unacceptable manner. Students may also be disciplined pursuant to the applicable *Code of Student Conduct*, Policy 5510. Students may also be subject to other legal action.

School Board Liability

The School Board is not responsible, and shall not be liable, for:

- damage resulting from unauthorized or inappropriate District Network or social media activity;
- use of 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;
- the accuracy or quality of information obtained through the Internet;
- unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- 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
- 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.

F.S. 1001.43, 1001.51

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

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

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

18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
76 F.R. 56295, 56303