

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

Providing Quality Programs Beyond School Hours

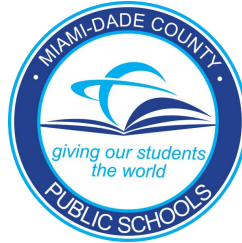


BEFORE / AFTER SCHOOL CARE PARENT HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2016 – 2017

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



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MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND BEFORE / AFTER SCHOOL CARE PARENT HANDBOOK: PROGRAM GUIDELINES

PROGRAM: Your child is now enrolled in a fee-based Before and / or After school care program at **Sunset Elementary** School. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned during your child's time in our program.

If for any reason we can be of assistance, please do not hesitate to call us at, **305-661-8527 ext. 245** between the hours of **7:00 a.m.** and **8:00 p.m.** Our fax number is **305-669-4185**.

You may also e-mail the program manager, **Andres Aguero**, at aaguero@dadeschools.net and/or the community specialist, **Sophie Flores**, at sophieflores@dadeschools.net.

AFTER SCHOOL CARE STAFF: Before and after school care program managers supervise activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your children in small groups. All activity leaders are required to receive a minimum of 45 hours of state certified child care training.

SNACK PLUS PROGRAM: Each day a snack will be provided for your child during the after school care program only. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided during the after school care program, please contact the after school care office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

STUDENT REGISTRATION: There is no registration fee. Applicants must make sure that all sections of the registration form are completed. **EMERGENCY CONTACT INFORMATION, AUTHORIZED PICK-UP and the EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY.** It is extremely important that you immediately notify the before and/or after school care program manager if you require any changes on your child's registration form.

STUDENT ACCIDENT INSURANCE: Upon registering your child, it is mandatory to obtain the student accident insurance issued through the district. No child may participate in or attend the before and after school care program without this insurance. This is a supplemental insurance plan and it is required even if you already have family or individual medical insurance coverage. This supplemental insurance plan **DOES NOT** take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided through this insurance.

PROGRAM HOURS AND FEES: Enclosed are the hours of operation for the before and after school care program. Students who qualify and are verified as having free or reduced lunch status will be eligible for a reduced after school care daily rate. Proof of free or reduced lunch status for each individual student must be documented by staff and retained in the programs files for future audit. All fees must be paid in advance based on the enclosed payment schedules. Fees may be paid by check, exact cash or money order. **THERE IS NO PARTIAL PAYMENT FOR PARTIAL USE OF SERVICES. NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE.**

- Certain program costs may be deducted from your federal income taxes and it is highly recommended that you save your cancelled checks and/or receipts that you receive from the

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program as copies of receipts will not be provided. Ask your Program Manager for the needed IRS W-10 form (Provider Identification and Certification) when you are ready to file.

ONLY CASH WILL BE ACCEPTED AFTER MAY 1ST 2016.

LATE PICK UP FEE: A late fee of \$10.00, per family, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All outstanding late pick-up fees must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$10.00, per family, per incident, will be charged for payments that are not received by **the payment due date**. All outstanding late payment fees must be paid prior to the start of the next payment period.

NON-SUFFICIENT FUNDS / RETURNED CHECKS: If a check is returned for any reason to us for non-sufficient funds, we ***WILL NOT*** redeposit it. For your child to remain in the program, you will be required to bring only cash for the amount of the check and any additional service charge made by the bank, within 24 hours of notification. Should this happen more than once, we will ask that all your future payments be made in cash or money order.

REFUND / CREDIT POLICY: Only students that have been verified as absent for **5 OR MORE CONSECUTIVE SERVICE DAYS** from the before and/or after school program, may receive credit for the amount of paid days absent. At the request of the parent, this amount may be deducted from the amount of the payment due for the following service period. Parents must notify the after school care staff if their child will be absent on any given day

STUDENT WITHDRAWAL: A student withdrawing from the before and/or after school program after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the before and/or after school care program manager or secretary in ***WRITING*** as to the date of withdrawal.

ELC SUBSIDIZED CHILD CARE TO OFF-SET PROGRAM FEES: Parents or guardians approved to receive subsidized child care through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Students approved to receive ELC funds may be eligible for a subsidized allotment that will off-set the cost for the 2016-2017 after school care program by up to **(\$8.00 per day - part-time rate)**. Parents or guardians are responsible for program fees that are in excess of the subsidized voucher amount. If you are interested, the ELC can be reached at (305) 646-7220 from 8:00 am to 5:00 pm. For more information go to www.elcmdm.org

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RELEASE OF CHILDREN: Children enrolled in after school care may be picked up any time prior to 6:00 p.m., but they must be picked up **NO LATER** than 6:00 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 6:00 p.m. and to notify the after school care program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may be susceptible to their child being withdrawn from the program.

DISMISSAL PROCEDURES:

Parent sign-out and pick-up: Each after school care child must be signed out from the after school care office by an ***AUTHORIZED PERSON*** listed on the child's registration form. The authorized person may be asked to present an official government photo identification card; i.e. driver's license, state ID, military ID, alien registration card, or passport.

Authorized Persons: ***ONLY*** those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the after school care program manager or designee will be made before any child is released to a person not listed on the registration form.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after school care office in person or in writing immediately. This will help to ensure the safety of your child.

All of these procedures are in place to help ensure the safety of all children attending the program.

ILLNESS / ACCIDENTS: Should your child become ill or injured during the program, you will be notified immediately and if needed you must make arrangements to pick up your child at that time.

SPECIAL NEEDS: If there are special needs by way of accommodations pursuant to the Americans with Disabilities Act, please consult with your school site administrator. Parents or guardians that are in need of additional information or resources may call the Miami-Dade County Public Schools Division of Special Education and Student Support or the Office of Community Education and Before/After School Programs using the following phone numbers or by going to the following website found at <http://ese.dadeschools.net>:

- 305-995-2707 • Ms. Robin J. Morrison, Executive Director, Division of Special Education and Student Support
RMORRISON@DADESCHOOLS.NET
- 305-995-2707 • Ms. Kelli Hunter-Sheppard, District Director, Division of Special Education and Student Support
KHUNTER@DADESCHOOLS.NET
- 305-995-2707 • Ms. Ava Goldman, Administrative Director, Division of Special Education and Student Support
AGOLDMAN@DADESCHOOLS.NET
- 305-995-2707 • Main line for the Division of Special Education and Student Support

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305-817-0014 • Mr. Victor Ferrante, Executive Director,
Community Education and Before/After School Programs
VICFERRANTE@DADESCHOOLS.NET

MEDICAL AUTHORIZATION: Should your child require self-medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the before and/or after school care program manager should that occasion arise.

CODE OF STUDENT CONDUCT: Your child will be under the supervision of qualified personnel familiar with his/her school. The Miami-Dade County Public Schools Code of Student Conduct which is utilized during the day school program will also be utilized during the before and after school programs. Behavioral policies will be explained to your child. For additional information on the Code of Student Conduct you can go to the following website:

- <http://ehandbooks.dadeschools.net/policies/90/>

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR: The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning.

Interested parties may refer to the following Miami-Dade County Public School guides:

- Code of Student Conduct
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Guide”

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2016 - 2017

SCHOOL CALENDARS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2016-2017 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30



New Teachers Report

Teacher Planning Day

Teacher Planning Day No Opt

Legal Holiday



Recess Day

Beg/End of Grading Period

Secondary Early Release

End of 1st QT/ Secondary Early Release

Days in Grading Period

1-45

2-45

3-42

4-48

For information on employee opt days, please refer to back of calendar.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS 2016-2017 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

August 18, 19, 2016	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
August 30	Teacher planning day; Professional Development Day-not available to opt; no students in school
September 5	Labor Day; holiday for students and employees
September 29	Secondary early release day
October 3*+ #	Teacher planning day; no students in school
October 12*+ #	Teacher planning day; no students in school
October 27	End first grading period; first semester / Secondary early release day
October 28	Begin second grading period; first semester
November 8	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 23*+ #	Teacher planning day; no students in school
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 26- January 6, 2017	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees;
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23 *+ #	Teacher planning day; no students in school
January 24	Begin second semester; third grading period
February 16	Secondary early release day
February 20	All Presidents Day; holiday for students and employees
March 16	Secondary early release day
March 23	End third grading period; second semester
March 24*+ #	Teacher planning day; no students in school
March 27*+ #	Begin fourth grading period; second semester
April 10-14	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
May 18	Secondary early release day
May 29	Observance of Memorial Day; holiday for students and employees
June 8	Last Day of School; end fourth grading period; second semester
June 9	Teacher planning day; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 11, 2016	June 9, 2017
Assistant Principals and 10-month clerical	August 11, 2016	June 16, 2017
Cafeteria Managers	August 15, 2016	June 9, 2017
Satellite Assistants	August 17, 2016	June 8, 2017
All Instructional Staff, Paraprofessionals & Security	August 18, 2016	June 9, 2017
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2016	June 8, 2017
Cafeteria Workers (part-time)	August 22, 2016	June 8, 2017

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 16, 17, 2016, or June 12, 13, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 12, 13, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 9, 10, 2016, or June 19, 20, 2017, in lieu of any one or two of the following days: October 3, 2016, October 12, 2016, November 23, 2016, January 23, 2017, and March 24, 2017. August 30, 2016, and November 8, 2016, are Professional Development Days and are not available to opt.

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PAYMENT SCHEDULES



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

2016 - 2017

ANNUAL PROGRAM - MONTHLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

MONTHLY PAYMENT DUE DATE ANNUAL PROGRAM	<u>MONTHLY SERVICE PERIOD</u> ANNUAL PROGRAM OPERATES FROM MONDAY, AUGUST 22, 2016 THROUGH THURSDAY, JUNE 08, 2017	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			BEFORE CARE \$4.00 RATE MTWRF GREEN	AFTER CARE SHARKS PROGRAM \$8.00 RATE W ORANGE	AFTER CARE SEAHORSE PROGRAM \$7.00 RATE MTWRF RED	AFTER CARE DOLPHIN PROGRAM \$8.00 RATE MTWRF BLUE

MONDAY, AUGUST 22	AUGUST & SEPT.	28	\$112.00	\$48.00	\$196.00	\$224.00
MONDAY, SEPTEMBER 26	OCTOBER	19	\$76.00	\$24.00	\$133.00	\$152.00
MONDAY, OCTOBER 24	NOVEMBER	17	\$68.00	\$32.00	\$119.00	\$136.00
MONDAY, NOVEMBER 21	DECEMBER	17	\$68.00	\$24.00	\$119.00	\$136.00
MONDAY, JANUARY 9	JANUARY	15	\$60.00	\$24.00	\$105.00	\$120.00
MONDAY, JANUARY 30	FEBRUARY	19	\$76.00	\$32.00	\$133.00	\$152.00
MONDAY, FEBRUARY 27	MARCH	22	\$88.00	\$40.00	\$154.00	\$176.00
MONDAY, MARCH 27	APRIL	15	\$60.00	\$24.00	\$105.00	\$120.00
MONDAY, APRIL 24	MAY & JUNE	28	\$112.00	\$48.00	\$196.00	\$224.00
	TOTAL	180	\$720.00	\$296.00	\$1260.00	\$1440.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

2016 - 2017

FREE AND REDUCED - MONTHLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

MONTHLY PAYMENT DUE DATE ANNUAL PROGRAM	<u>MONTHLY SERVICE PERIOD</u> ANNUAL PROGRAM OPERATES FROM MONDAY, AUGUST 22, 2016 THROUGH THURSDAY, JUNE 08, 2017	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			BEFORE CARE \$4.00 RATE MTWRF GREEN	AFTER CARE SHARKS PROGRAM \$7.00 RATE W ORANGE	AFTER CARE SEAHORSE PROGRAM \$6.00 RATE MTWRF RED	AFTER CARE DOLPHIN PROGRAM \$7.00 RATE MTWRF BLUE

MONDAY, AUGUST 22	AUGUST & SEPT.	28	\$112.00	\$42.00	\$168.00	\$196.00
MONDAY, SEPTEMBER 26	OCTOBER	19	\$76.00	\$21.00	\$114.00	\$133.00
MONDAY, OCTOBER 24	NOVEMBER	17	\$68.00	\$28.00	\$102.00	\$119.00
MONDAY, NOVEMBER 21	DECEMBER	17	\$68.00	\$21.00	\$102.00	\$119.00
MONDAY, JANUARY 9	JANUARY	15	\$60.00	\$21.00	\$90.00	\$105.00
MONDAY, JANUARY 30	FEBRUARY	19	\$76.00	\$28.00	\$114.00	\$133.00
MONDAY, FEBRUARY 27	MARCH	22	\$88.00	\$35.00	\$132.00	\$154.00
MONDAY, MARCH 27	APRIL	15	\$60.00	\$21.00	\$90.00	\$105.00
MONDAY, APRIL 24	MAY & JUNE	28	\$112.00	\$42.00	\$168.00	\$196.00
	TOTAL	180	\$720.00	\$259.00	\$1080.00	\$1260.00

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2016 – 2017

PARENT/GUARDIAN SIGNATURE FORM FOR THE RECEIPT AND ACKNOWLEDGEMENT OF THE COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PARENT HANDBOOK

NAME OF SCHOOL: **Sunset Elementary**

LOCATION # **5401**

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the Community Education and Before/After School Care program 2016-2017 Parent Handbook.

I understand that in order to support the viability of this before and after school program:

- All fees must be paid on time and in full based on the dates and fees posted on the program payment schedule. Failure to make payments may result in your child being withdrawn from the program.
- A late pick up fee of \$10.00 will be charged (per family) for every 15 minutes that you are late.
- A late payment fee of \$10.00 will be charged (per family) for payments not received by **the scheduled payment due date**.
- Any returned checks and bank service charges must be paid in cash within 24 hours of notification or the child may be withdrawn from the program.
- **ELC SUBSIDIZED CHILD CARE TO OFF-SET PROGRAM FEES:** Parents or guardians approved to receive subsidized child care through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Parents or guardians are responsible for program fees that are in excess of the subsidized voucher amount and/or any program fees that have incurred due to the expiration of their child's ELC voucher.
- All students must adhere to the M-DCPS Code of Student Conduct.
- The Student Accident Insurance that is issued through the District is mandated for all students who wish to enroll in the M-DCPS before and/or after school care program.
- I verify that I have purchased the Student Accident Insurance for my child for the 2016-2017 school year.
- I understand that this signature form will be kept in my child's file as an official document.

STUDENT NAME: _____ STUDENT ID #: _____
(PLEASE PRINT) LAST, FIRST

PARENT/GUARDIAN NAME: _____ DATE: _____
(PLEASE PRINT) LAST, FIRST

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

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Anti-Discrimination Policy Federal and

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.



Rev. (07-14)