

# Post-Secondary Student Handbook



**2018 – 2019**

Miami-Dade County Public Schools  
**MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE**  
5780 NW 158<sup>th</sup> Street ▪ Miami Lakes, FL 33014 ▪ 305-557-1100  
<http://www.miamilakes.edu>

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**MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE**

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## ACCREDITATION

Miami Lakes Educational Center and Technical College is approved as a training site by the Florida Department of Education and the Department of Veteran's Affairs. The technical college is accredited by the Council on Occupation Education (COE).

Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett  
Executive Director/President  
Accrediting Commission  
Council on Occupational Education

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E-Mail Address: [puckettg@council.org](mailto:puckettg@council.org)

## **Vision and Mission**

The vision of Miami Lakes Educational Center and Technical College is to facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

## **Overview**

Miami Lakes Educational Center and Technical College is a 38-acre campus located in beautiful Miami Lakes, Florida. It is part of the Miami-Dade County Public Schools system. It is one of only two dual-delivery schools in the district, providing adult vocational training in conjunction with a full-service high school.

## **Core Values**

Excellence - We pursue the highest standards in academic achievement and organizational performance.

Equity - We foster an environment that serves all students and aspires to eliminate the achievement gap.

Student Focus - We foster an environment that serves all students and aspires to eliminate the achievement gap.

Innovation - We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.

Accountability - We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.

## **ABILITY TO BENEFIT**

Students 16 years of age or older with an interest in one of the 18 programs offered by the technical college are able to register based on their ability to benefit from these programs. The technical college's overall admissions policy provides all students an opportunity to complete a technical/vocational program. Students are counseled on academic expectations and basic skills requirements.

\*Students 16 years of age or older must have a GED or high school diploma if they wish to apply for financial aid.

## **ACCIDENTS, EMERGENCIES, AND GENERAL SAFETY RULES AND REGULATIONS**

Student safety is our first concern and must precede every other consideration. Each person is responsible for applying specific safety precautions as directed by the instructor. Students should report all accidents and injuries to the classroom teacher or other members of the faculty or staff. Teachers will seek appropriate care and notify an administrator. Students are required to sign a safety agreement. A copy of the safety agreement will be provided by the teachers. The following is a list of general rules:

1. Each department maintains safety procedures for individual classroom and shop areas. These rules will be explained by the instructor who will test each student at the beginning of each block of instruction.
2. Students are required to complete a written safety test with 100% accuracy.
3. Students are not permitted to turn on switches or operate any equipment without the instructor's approval.
4. Hazardous flammable materials must be properly handled and stored.
5. Everyone, staff and student alike, should help keep the technical college safe and clean by placing all trash and residue in proper containers.
6. The technical college maintains a **NO SMOKING** policy at all times.

## **ADMISSIONS POLICY**

Any person at least 16 years of age who has graduated or withdrawn from high school may enroll as an adult student. Students are required to pay non-refundable application fee of \$15 each trimester. Students must pay the registration fee at the time of registration. The fee is non-refundable.

## **ADULT STUDENT ENROLLMENT AND REGISTRATION**

All students are required to meet with a counselor/advisor prior to enrolling for classes. During this session, the counselor/advisor will discuss program offerings, academic advisement, and testing requirements. Enrolling in classes means that the classes are entered into the computer. A student is not fully registered until payment is made.

All students must satisfy tuition balance or make arrangements for a partial payment plan prior to the first day of their class. International/Visa students must register full time (25 hours of instruction a week).

Students will receive credit for attendance recorded as of the day he/she is officially registered and fees are paid. Students failing to register for a class will not be allowed to attend classes. Students registering late may not appeal for an attendance waiver.

### **APPROVED DRESS CODE**

Students are expected to come to technical college with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distract the attention of other students or teachers from their technical college work will be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the administrator to be properly prepared for technical college. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the administrator and as specified in this rule will be subject to appropriate disciplinary measures including suspension.

To ensure safety, the following specific regulations must be adhered to:

1. Students are required to wear their respective program's mandatory uniform along with the college's logo.
2. No written messages or pictures or symbols on clothing which portray ideas which are detrimental to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
3. No shorts of any type.
4. No tube tops, see-through blouses without camisole or whole slip, bare backs, bare midriffs, and sleeveless shirts.
5. No hats or head coverings in the buildings except those for religious purposes
6. No canvas sneakers, heels, sandals, or open shoes of any type are to be worn in shop or ramp areas.
7. Skirt/dress must be no shorter than 4 inches above the knee.
8. Pants must be worn with a belt and up on waist.
9. ID must be worn visibility and outwardly at all times.

Since the primary purpose of this institution is to prepare students for employment, students are required to be neat and clean in appearance while attending classes. Items of dress which are objectionable in the areas of health and safety, noise, or classroom disturbances are prohibited.

**Miami Lakes Educational Center and Technical College ID must be worn visibility and outwardly at all times.**

Students are required to wear the following uniform associated with their respective program along with the school logo patch embroidered or ironed-on. See below:

<b>CTE Program</b>	<b>School Uniform Requirement (Style and Color)</b>	
Advanced Automotive Service Technology T-TEN	Toyota Required Uniform	Gray w/red stripe
Air Conditioning, Refrigeration and Heating Technology	Dickies Brand (or similar brand)	Graphite (Light) Gray
Automotive Service Technology	Dickies Brand (or similar brand)	Navy Blue
Automotive Collision Technology Technician	Dickies Brand (or similar brand)	Light Blue
Building Automation Systems Technology	Polo Shirt	White
Commercial Vehicle Driving (CDL)	CDL shirt	Royal Blue
Computer Systems & Information Technology	Polo shirt	Black
Cosmetology	Scrubs	Black
Commercial Foods & Culinary Arts/Professional Culinary Arts and Hospitality	Chef Coat Checkered Pants	White /Black White Checkered
Dental Assisting	Scrubs	Teal
Electronic Technology	Polo shirt	Black
Heavy Equipment Operations Technician	Dickies Brand (or similar brand)	Navy Coveralls
Major Appliance & Refrigeration Technician	Dickies Brand (or similar brand)	Tan
Medical Assisting	Scrubs	Teal
Diesel Systems Technician	Dickies Brand (or similar brand)	Black
Practical Nursing (LPN)	Scrubs	White
Pharmacy Technician	Scrubs	Navy

#### **ARTICULATION AGREEMENTS WITH COLLEGES**

Miami Lakes Educational Center and Technical College is part of the statewide articulation agreement, whereby program completers of selected programs may receive college credit toward an Associate degree. Under this arrangement, the student must present evidence of coursework completed at Miami Lakes Educational Center and Technical College and/or industry certifications to receive credit towards a two- year degree.

Specific questions regarding transferring credit to Miami Dade College or Broward College should be directed to the counselors at Miami Lakes Educational Center and Technical College as well as to Miami Dade College and Broward College.

#### **ATTENDANCE**

Students absent from career and technical education (vocational) courses for **six** consecutive class sessions are dropped automatically from class rolls. Students absent from Adult General Education courses (A.B.E., E.S.O.L., AAE and GED) will be dropped from class rolls on the **sixth** consecutive absence. Any number of absences which interfere with academic progress may be grounds for excluding a student from class. Students who register for a class and does not attend the class by the **third** meeting; will be considered a “no-show”, and subsequently withdrawn from class.

Students applying for or receiving financial aid have specific attendance requirements. The policies pertaining to attendance for financial aid recipients are distributed to each student by the Financial Aid Office when they apply for aid.

Students displaying excessive tardiness may be referred for counseling. Failure to improve may result in probation and/or being dropped from the class.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran at the time they enroll. These brochures are available in the registration department and may be obtained upon request.

### **BASIC SKILLS REQUIREMENT**

All students who are enrolled in a career and technical (vocational) program of 450 hours or more, except where indicated, shall complete a basic skills test within the first six (6) weeks from the time of entry (enrollment) into the program.

The examination designated by Miami-Dade County Public Schools is the Test of Adult Basic Education (T.A.B.E.). The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an **official** copy of the degree, transcript, and/or documentation of test scores as evidence of the above.
2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested within the 1st weeks after they enroll. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Minimum basic skills grade levels in reading, mathematics and language are defined for each technical or vocational program. These basic skills are exit requirements from those programs. They are not used for entry or placement (see program description for required basic skills levels)

- Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.
- Upon completion of the instruction which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

Adult students with disabilities may require testing modifications. However, consideration of modification requires the student to provide written documentation verifying the disability. Testing Modifications may include:

- Flexible scheduling
- Flexible setting



- Flexible responding
- Flexible presentation

3. Students possessing a standard high school diploma from a Florida public school with graduation year of 2007 or later.

Students entering the ESOL program are required to take the Comprehensive Adult Student Assessment Systems (CASAS) language placement test.

Students entering the ABE or GED programs are required to take the Test for Adult Basic Education (TABE) for placement.

### **BULLYING**

Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. Employees are required to report bullying incidents.

Please reported any cases of bullying to your program administrator.

More information on bullying can be found at <http://studentservices.dadeschools.net/bullying/>.

### **CERTIFICATE OF COMPLETION/CLEARANCE FORM\_**

Certificates will be issued to students who successfully complete all program and basic skills requirements. The instructor, testing department, media center, financial aid, job placement specialist, business office, registrar and program administrator are required to sign the form indicating that the student has met the requirements. Please your instructor for the Clearance Packet.

### **CHILD CARE CENTER**

Miami Lakes Educational Center and Technical College operates a childcare center, which is part of the Early Childhood Education program for the high school students. At the child care center, currently enrolled daytime students and staff may enroll their children between the ages of 18 months and 5 years, subject to availability, for a nominal fee. The childcare center operates from 8:30 a.m. to 2:30 p.m.

### **CLASS SCHEDULE**

Full-time and part-time classes are available Monday thru Friday starting 7:00AM to 11:00PM.

- Please see the master schedule for specific course dates and times

### **COURSE FEES**

Fees for adult and technical education classes are established by the School Board of Miami-Dade County in compliance with Florida State Statutes. Students are expected to make full payment at the time of registration or make arrangements for a partial payment plan prior to the first day of their class. Students are not allowed to attend class until payment has been made. Fees are subject to change without notice.

The technical college will accept cash, money order made out to “Miami Lakes Educational Center and Technical College” for the exact amount, VISA or Master Card for tuition. Students must have a valid Florida’s driver license or valid picture identification for non-cash payments.

### **ELECTRONIC DEVICES**

Recording devices, cellular telephones, or other electronic type devices may not be used in the classroom without the specific approval of the instructor. Students who do not comply with this policy may be referred to administration. Cellular phones, watches, and/or imaging devices are not allowed in the testing room. Students are not allowed to video or take photos anywhere on campus without prior administrative approval.

### **EYE PROTECTION**

Students in certain programs are required to purchase an approved eye protection device. Eye protection must be worn any time power operated tools are being used or when exposed to molten metal such as when soldering. Special eye protection is provided for welding. Eye protection must be worn during safety wiring or when danger to eyes is present.

### **FEDERAL PELL GRANT PROGRAM**

Federally funded grants are awarded to students who demonstrate financial need by the United States Department of Education. The Pell Grant is available to students who enroll in an eligible program and meet all other requirements set by the Department of Education. Online applications and information are available through the Federal Government website at: [www.fasfa.ed.gov](http://www.fasfa.ed.gov). **The technical college code is 016400.** Students cannot use their Pell Grant at two schools at the same time.

### **FINANCIAL AID OFFICE**

Miami Lakes Educational Center and Technical College is authorized to provide PELL Grants to qualifying students. Other limited financial aid funds are available through the District Financial Aid Program (DFAP), Federal Student Assistant Grant (FSAG) and Fee Waivers. Student attendance and academic progress is monitored carefully. Students receiving financial aid who do not have satisfactory attendance and/or academic progress may be denied approval for funding for future classes. Students who fail a class while receiving funds through federal or local assistance may not receive funds to repeat the course. Students must follow the attendance and academic guidelines established by the Financial Aid Office. A full-time financial aid office is available Monday through Friday. Specific day and evening office hours are posted in Building.

### **FIRE REGULATION, DRILLS AND EVACUATIONS**

If you see a fire or smell smoke anywhere on the technical college grounds, report it to your instructor or any other member of the faculty or staff immediately.

During an evacuation or fire drill the evacuation route outlined on the map located by the door of that room should be followed by faculty and students

## **GRADING SCALES**

Students at Miami Lakes Educational Center and Technical College are awarded a letter grade based upon their progress on their respective program's objectives and competencies. The determination of the specific grade a student achieves is based on the teacher's best judgment after careful consideration of all aspects of the student's performance during the grading period. The following grading scale will be used to award grades for adult students:

**A grade of "A"** (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of, and an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during the grading period.

**A grade of "B"** (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The "B" student will be progressing at a rate enabling achievement of virtually all of the instructional objectives and competencies established for the subject being graded.

**A grade of "C"** (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

**A grade of "D"** (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

**A grade of "F"** (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

## **GUIDANCE**

A counselor is available to assist current and former students with vocational and educational services. The counselor is available Monday-Friday, during both day and evening hours. Students may walk-in or schedule an appointment by calling (305) 557-1100.

### **ILLEGAL POSSESSION DRUGS/WEAPONS**

Possession of a weapon or mood modifiers (drugs, alcohol, etc.) will result in immediate suspension, expulsion, and/or arrest. (Refer to Post-Secondary Code of Student Conduct)

### **INTERNET & NETWORK PROCEDURES**

All Internet access for student and employee use is governed by School Board Rule 6Gx13-6A-1.112, Acceptable Use Policy for the Exploration and Utilization of the Internet as a tool for learning. This rule stipulates that the "Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the District." The full text of this rule is available on the M-DCPS homepage at: [http://www.dadeschools.net/technology/Acceptable\\_Use\\_Policy.html](http://www.dadeschools.net/technology/Acceptable_Use_Policy.html)

### **LUNCH ROOM**

The technical college cafeteria opens for lunch services on Wednesday through Friday. however, the hours of operation are for the AM classes. There are also several vending machines for student use located throughout the facility. Students Student may leave campus during their designated lunch/dinner break. Food and drinks should be consumed on the patio and are not allowed inside the building, in the classrooms, hallways, or shops.

### **MATERIAL FEES**

Material fees are charged for every program. Please visit the Student Services department for the specific charges related to your program.

### **MEDIA CENTER**

The media center is located in Building 6 and is open daily from 7:00 am to 8:00 pm. The function of the media center is to acquire, organize, and disseminate text and audiovisual materials that support the school's curriculum. The media center maintains a well-rounded source of educational materials to assist the faculty and students in their instructional and educational research. The audiovisual materials may be viewed in the media center in designated study areas located throughout the center. Reference books, periodicals, and computers with internet access are available for currently enrolled students. Items may be checked out in accordance with the media center policies. Students using computers with internet access must adhere to the Miami-Dade County Public Schools Acceptable Use Policy for Internet Use. (*Copies are available from the Media Specialists*) Further information may be obtained from a counselor or from the media center.

### **MESSAGES**

Only emergency messages will be delivered to students with the approval of an administrator. Office phones may be used only for emergency calls. All individuals must have approval before using an office telephone.

### **NEW STUDENT RECEPTION CENTER**

The New Student Reception Center is available to all foreign students with immigration questions. The office is located at Foreign Records/Student Visa Department of Attendance Service, 489 East Drive, Miami Springs, Florida 33166. The telephone number is (305) 883-2044, extension # 4. It is the Visa student's responsibility to monitor his/her immigration status. Official/Original records and/or letters requested by students on enrollment status are usually mailed directly to the agency or company. Students will be given a copy.

### **PARKING PROCEDURES**

Parking is permitted in the Miami Lakes Educational Center and Technical College parking lots on a first-come/first-serve basis. Students must have a parking decal for the registered trimester. Neither Miami-Dade County Public Schools nor Miami Lakes Educational Center and Technical College are liable for theft or damage to vehicles or their contents.

Any vehicle parked in restricted areas (i.e. along sidewalks, on the grass, etc.) may be ticketed by the Miami-Dade County School Police.

### **PARTIAL PAYMENTS**

Partial payments may be received under the following conditions:

1. A student must register within the first 21 calendar days of the start of the class to qualify for a partial payment.
2. One-third of the total fees must be paid at the time of registration.
3. All fees must be paid by the midpoint of the course. The midpoint of a course is defined as halfway through the time of study. For example, if a student registers in a course that is 120 hours long, the midpoint is 60 hours. If a student registers in a course that has already started, and there are 100 days remaining until the end of the course, the midpoint is 50 days. The final payment due date will be determined at the signing of the partial payment agreement and indicated on the [Partial Payment Agreement Form](#) by the principal or designee.
4. Partial payments for vocational courses are non-refundable after the start of the class.
5. Non-resident students are not eligible for partial payments because of federal immigration policies.
6. Special fees, ID fees, lab fees, application fees and liability insurance fees are non-refundable.

### **PRIVACY ACT**

Information and school records concerning students will not be released without the written consent of the student and/or parent. Parents of adult students 18 years of age and younger and still a dependent may request information, but students must sign the appropriate form (Release of Records) located in the Student Services Office.

### **PROGRESS AND ATTENDANCE**

An important factor for successful technical college progress is regular class attendance. Students who are tardy and/or absent excessively from the instructional program will not achieve the desired results in vocational or academic achievement.

Adult students absent from class for six consecutive class sessions are automatically withdrawn. Students must report to the registrar's office before returning to class. Attendance is defined as the contact time within the class. Students must follow the teacher's guidelines for signing-in and signing-out of class.

### **REFUND POLICY**

Students are eligible for a full refund of Adult, Postsecondary Career Technical Education (CTE) tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later. Adult General Education (Adult High School, ESOL, ABE and GED) Block Tuition, ID fees, lab fees, AGE test and application fees are non-refundable after class starts unless the course is canceled. The five (5) days shall not apply to CTE courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two (2) days. A student is entitled to a full refund of fees if a course is canceled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.

Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev. 08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date. Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees. Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

In cases of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees provided that:

- the request is made in writing prior to the end of the course and
- supporting documentation (where appropriate) is provided.

Students who receive Federal Student Aid (Title IV funds) and withdraw from their program will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, contact the Financial Aid office. If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

### **SECURITY PLAN**

Any suspicious persons and/or acts observed on the campus should be reported immediately to technical college security personnel and/or administrator. The proper authorities will be called by the administrator or technical college security personnel. Do not attempt to handle these situations yourself.

OFFENSES	As of 6/30/15*	As of 06/30/16*	As of 06/30/17*
MURDER	0	0	0
RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED BATTERY	0	0	0
BURGLARY	3	0	1

These statistics cover crimes on the property of Miami Lakes Educational Center and Technical College.

### **SHOP SAFETY**

Students should always be aware of the hazards involved in industry settings. They are required to wear the appropriate clothing and follow the procedures listed below as well as those given by the instructor. Listed below are some of the procedures students must follow:

1. Horseplay is not tolerated.
2. All students must wear the proper eye and ear protection.
3. All students must be signed-off on the safety procedures for each piece of equipment before they are permitted to operate.
4. All students assigned a project must follow the instructions given by the teacher.
5. No shop equipment is to be operated without the permission of the instructor.
6. The weight restrictions of each equipment must be closely adhered to and should not be overloaded with students or equipment.
7. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.

### **SMOKING**

On July 1, 1996, the State of Florida enacted into law the prohibition of smoking near technical college property. FSS 386.212 states that it is unlawful for any person to smoke tobacco within 1,000 feet of the

real property comprising of a public or private school between the hours of 6:00 a.m. and midnight. Students violating this policy will be suspended. The use of electronic smoking devices is also prohibited.

### **STUDENT CODE OF CONDUCT**

When enrolling as a student at Miami Lakes Educational Center and Technical College, students are presented with many opportunities and responsibilities. In order to succeed in their chosen field, students must respect the rights and the property of all individuals.

It is important to realize that the actions of one student reflect upon the total student body as well as Miami Lakes Educational Center and Technical College. A student must assume the responsibility for his/her actions to ensure his/her conduct meets the standard of this institution. Students may be recommended for suspension or expulsion for conduct reflecting discredit to the students, the technical college, or the community.

Upon registration, students must sign a Student Code of Conduct Acknowledgment Form. When it is determined that a student is in violation of the Student Code of Conduct, appropriate action will be taken. Depending on the violation, a student may be placed in a disciplinary contract, recommended for suspension or expulsion. It is the technical college policy to assist those students who need help in adjusting to an environment that is sensitive to others and promotes learning.

The Miami-Dade County Public Schools Students Code of Conduct applies to all students. A complete copy is available online at [http://adulted.dadeschools.net/AGE/Documents/Revised\\_Post-Secondary\\_Code\\_of\\_Student\\_Conduct\\_01-19-16-2.pdf](http://adulted.dadeschools.net/AGE/Documents/Revised_Post-Secondary_Code_of_Student_Conduct_01-19-16-2.pdf) and will be discussed by your teacher during the first week of class as well as during an orientation.

### **STUDENT GRIEVANCE POLICY**

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

#### **LEVEL ONE (INFORMATION PROCEDURES)**

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward



arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then the aggrieved shall set forth the grievance in writing to the administrator of Student Services to include:

- a. The nature of the grievance within five (5) days
- b. The result of previous discussion
- c. Dissatisfaction with decisions previously rendered

The administrator of Student Services shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

#### LEVEL TWO (FORMAL PROCEDURES)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present.

Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

**Office of Adult/Vocational, Alternative and Community  
Education Programs  
Miami-Dade County Public Schools  
1450 NE Second Avenue  
Miami, Florida 33132**

This must be done within five (5) school days after the decision from level two.

Miami Lakes Educational Center and Technical College is accredited by the Accrediting Commission of the Council on Occupation Education. Concerns which cannot be resolved with the School and/or District may be referred to:

**Accrediting Commission of the Council on Occupational  
Education  
7840 Roswell Road, Building 300  
Suite 325  
Atlanta, GA 30350  
Phone (770) 396-3898  
e-mail: puckettg@council.org**

### **STUDENT IDENTIFICATION**

Students are required to have a current school picture ID. Badges must be worn at all times while in the school building as part of our facility security plan. Identification badges are \$5 per trimester. Students must have a valid ID for media center usage and services. Identification badges issued at the time the student officially registers.

### **STUDENT PROGRESS**

Student progress is maintained by the instructor for each student in the teacher's electronic gradebook. Students are encouraged to discuss their progress with their teachers regularly to keep up to date on their academic grades.

### **STUDENT REFUND/WITHDRAWAL, AND TRANSFER POLICY**

- Students will be eligible for a full refund of Adult, Postsecondary Career/Technical Education tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later
- Adult General Education (AGE) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts, unless the course is cancelled.
- A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.
- Refunds when due, can be made without requiring a request from a student. The school must forward an ***Application for Refund by Check/Credit*** (Form-2057, Rev.08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.
- Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or

partial refund of fees provided that:

- the request is made in writing prior to the end of the course;
  - supporting documentation (where appropriate) must be provided; and
  - if the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in which the class was counted. If, so only those fees in excess of the State requirement shall be refunded.
- Students who receive Title IV (Pell Grant) funds and withdraw from their program, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, contact the Financial Aid Office.
  - If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

### **STUDENT SAFETY RESPONSIBILITIES**

The student bears a responsibility for his/her own safety. The program of safety education should be such that students realize that it is their duty and responsibility to cooperate and develop sound safety habits.

Students are to observe the following safety procedures:

1. All persons observing or working in the shop areas where power driven equipment is used must wear proper eye protection at all times. Eye protection must be worn during safety wiring or when danger to eyes is present.
2. Safety glasses must be of the approved type with shatter proof lens. They may be purchased at the Bookstore.
3. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.
4. When working around machinery with moving parts, students with long hair are required to have their hair properly secured to reduce the danger of the hair getting caught in the moving parts of the machines.
5. Students working around machinery and test equipment with moving parts and electrical power applied should remove finger rings, watches, neckties, etc. Loose or flowing clothes should not be worn.
6. Students must wear approved and appropriate masks and gloves while working with hazardous materials.
7. Students working around high noise areas must wear ear protection.

### **STUDENT STUDY AREAS**

The media center may be use by students to study or complete assignments.

### **STUDENT TRANSCRIPTS**

Students must request an official transcript by completing the appropriate form located in Student

Services and paying the necessary fee of \$5. The student may request a transcript in writing indicating name, Student ID or social security number, date of birth and date(s) of attendance.

*Students may fill out a Permission for Release of Records* indicating the reason for the release; the specific records to be released and to whom the records are being released. Transcripts may be released to schools in which the student seeks or intends to enroll without prior consent. Transcript requests are charged at five dollars per transcript.

### **TECHNICAL COLLEGE ACTIVITIES**

**SkillsUSA** - SkillsUSA is a national organization serving more than 264,000 high school and post-secondary students and professional members enrolled in training programs in technical, skilled, and service occupations. SkillsUSA is organized into over 13,000 chapters in high schools and college/technical schools in 54 state and territorial associations (including the District of Columbia, Puerto Rico, Guam and the Virgin Islands).

SkillsUSA prepares America's high-performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills.

It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,100 students compete in 75 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

**Health Occupations Students of America (HOSA)** is a National Vocational-Technical organization for secondary and post-secondary students enrolled in Health Occupations Education.

Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. It was officially formed in November 1976 and is comprised of state organizations under the auspices of the Florida Department of Education.

Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship through interaction with professional, business, and other student organizations.

The Health Occupations Program at Miami Lakes Educational Center and Technical College has three chapters.

The chapters participate in local, state and national competitions and have been very successful in their efforts.

### **TEXTBOOKS AND SUPPLIES**

Teachers will provide students with a list of required textbooks for each class. Students should take this list with them to the bookstore to be sure they are purchasing the correct textbook(s) and/or supplies. The technical college accepts cash and credit cards for all bookstore purchases. All book sales are final. No refunds will be given for books.

The bookstore is located in in Building 1.

### **TRANSFER OF COURSE CREDIT**

Miami Lakes Educational Center and Technical College may award credit hours to students who previously attended another post-secondary institution or higher learning institute (college or university). The student must put in a request in writing at that institution to have their official transcript(s) forwarded to the Student Services Department at Miami Lakes Educational Center and Technical College (MLECTC). The transcripts will be evaluated by the department chairperson and program administrator based on curriculum requirements for the program being registered.

To be considered for previous experience credit, the student must submit the following before they register:

1. Documentation must be submitted on company letterhead and signed by a person in management position. The person signing the document must include his/her name and title.
2. Experience must meet or exceed all competency requirements for the subject; therefore, documentation must identify the various work performed by the employee as it related to the subject requested.
3. Documentation must be submitted to the administrator.
4. The department chairperson will administrator a pre-placement test to ascertain the student's knowledge of the curriculum.
5. The administrator and the department chairperson will review all documentation and award credit hours not to exceed 20% of the total clock hours for the program.

### **TRANSFERS**

Students who transfer between programs do so by initiating a "Request for Transfer" form. This form is signed by both the sending and receiving instructors. If approved, the student is directed to the registration office where the transfer is processed. Students transferring to a higher priced class will be required to pay the difference.

Any student desiring a transfer from another institution must request an official copy of their transcript from the sending institution. The transcript is evaluated by a department head and program administrator at Miami Lakes Educational Center and Technical College to determine appropriate placement and the number of credit hours accepted. The student is then directed to complete the enrollment process for the requested program

#### **TRANSPORTATION**

Adult students must provide their own transportation. The Miami-Dade Transit Authority (MDTA) serves Miami Lakes Educational Center and Technical College. Please call the MDTA at 305-770-3131 for a schedule or visit <http://www.miami-dade.gov> for transit schedule.

#### **VERIFICATION OF ENROLLMENT**

Students requesting a letter to verify enrollment status must be currently enrolled, attending class(es) for a period of at least four-weeks, have no outstanding financial obligations, and then must complete a request form from the registrar. The letter of verification is mailed directly to the company or agency. The student will receive a copy.

#### **VETERANS BENEFITS**

Miami Lakes Educational Center and Technical College is an approved site to provide training for veterans. Applications for educational benefits are available online at: [www.va.gov](http://www.va.gov) or from the registrar. Veterans are permitted to receive educational benefits only for the length of time approved for their course by the state approving authority. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Students must follow the attendance and academic guidelines established. It is the veteran's responsibility to notify the Registrar of changes in his/her enrollment status such as, date of enrollment, withdrawal date, changing from full-time to part-time status, etc. A Veteran's Information Brochure will be given to each student at the time of enrollment. Students may obtain assistance by calling (305) 557-1100, extension 2256.

#### **VISITORS**

All visitors must sign-in at the front office. Anyone who is not currently registered and attending classes is not permitted in the technical college buildings unless he/she has obtained a pass from the front desk in the main office. Passes will not be issued for the purpose of visiting teachers or students in class. Teachers are available during their planning periods. Individuals wishing to observe a class for potential enrollment must have prior written approval from an administrator.

#### **WAITING LIST**

When classes are filled, a chronological waiting list of five eligible students is maintained. The prospective student's name is advanced, in order, as space becomes available. Students should check with the registrar on a regular basis to see if there are openings.

#### **WEAPONS SEARCH**

To provide a safe environment for students and staff, Miami-Dade County Public Schools conducts random weapons searches throughout the school year.

## **APPENDIX**

**Miami Lakes Educational Center and Technical College**  
**5780 NW 158<sup>th</sup> Street**  
**Miami Lakes, Florida 33014**

**FACULTY LIST**

**305-557-1100**

<b>Air Condition, Refrigeration and Heating Technology 1</b>		<b>Room: 2218</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Dominic Blasucci (Evening)	2237	DBlasucci@dadeschools.net
Cesar Gomez (Evening)	2235	CAGomez@dadeschools.net
Jean Mackinnon	2235	212393@dadeschools.net
<b>Advanced Automotive Service Technology (T-TEN)</b>		<b>Room: 4402</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Ronald Miranda	2344	Mirandar@dadeschools.net
<b>Automotive Collision Technology Technician</b>		<b>Room: 2214</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
David Parker	2262	285660@dadeschools.net
<b>Automotive Service Technology</b>		<b>Room: 2208</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Axel Corado (Evening)	2088	acorado@dadeschools.net
Jorge Sanchez	2088	sanchez@dadeschools.net
<b>Professional Culinary Arts and Hospitality</b>		<b>Room: 3381</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Gary Spitnale	2264	292420@dadeschools.net
<b>Commercial Vehicle Driving</b>		<b>Room: 4409</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Michael Gibbons	2326	MichaelGibbons@dadeschools.net
John Perez (Evening)	2326	johnperezcdl@dadeschools.net
Daniel Ponce	2318	drponce@dadeschools.net
Laban Price	2318	Price@dadeschools.net
Asael Thomas (Evening)	2326	Asael@dadeschools.net
<b>Computer Systems and Information Technology</b>		<b>Room: 1123</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Laura Gutierrez	2211	gutierrezl@dadeschools.net
<b>Computer Systems and Information Technology</b>		<b>Room: 3326</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Marlon Vernon (Evening)	2270	mvernon@dadeschools.net



<b>Cosmetology</b>		<b>Room: 1127</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Jane Farr	2223	Jfarr@dadeschools.net
Sharon Johnson	2223	248999@dadeschools.net
<b>Dental Assisting</b>		
		<b>Room: 1158</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Glenda Algaze (Evening)	2394	galgaze@dadeschools.net
<b>Diesel Systems</b>		
		<b>Room: 2217</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Charles Reeves	2279	302051@dadeschools.net
<b>Electronic Technology</b>		
		<b>Room: 1123</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Laura Gutierrez	2211	gutierrezl@dadeschools.net
<b>Heavy Equipment Operations Technician</b>		
		<b>Room: 2230</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Juan Carlos Granado	2346	jcgranado@dadeschools.net
<b>Major Appliance and Refrigeration Technician</b>		
		<b>Room: 2227</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Richard Zilka (Evening)	2331	rzilka@dadeschools.net
<b>Pharmacy Technician</b>		
		<b>Room: 1154</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Tania Mendez (Evening)	2229	313246@dadeschools.net
		<b>Room: 1158</b>
Glenda Algaze	2394	galgaze@dadeschools.net
<b>Practical Nursing</b>		
		<b>Room: 1142</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Karen Crider (Evening)	2268	264055@dadeschools.net

**Parkway Educational Complex  
2349 NW 175<sup>th</sup> Street  
Miami Gardens, Florida 33056**

**FACULTY LIST**

**305-624-3870**

<b>Adult Basic Education/GED/ESOL</b>		<b>Room: 102</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Dereck Ledo	<b>2258</b>	181423@dadeschools.net
		<b>Room: 104</b>
Charles Hankerson	<b>2229</b>	chankerson@dadeschools.net
<b>Medical Assistant</b>		<b>Room: 226</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Odalys Brito	<b>2281</b>	obrito@dadeschools.net
		<b>Room: 110</b>
Maria Garcia-Barcelo	<b>2229</b>	mgarcia-barcelo@dadeschools.net
		<b>Room: 210</b>
<b>Practical Nursing</b>		<b>Room: 204</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Terri Mitov	2256	304291@dadeschools.net
		<b>Room: 204</b>
Hazel Pitts-Johnakin	2253	hpitts@dadeschools.net
		<b>Room: 214</b>
Nelva Williams	2268	263938@dadeschools.net

**Robert Morgan Instructional Service Center  
18180 SW 122<sup>nd</sup> Avenue  
Miami, Florida 33177**

**FACULTY LIST**

**305-253-9920**

<b>Advanced Automotive Service Technology (T-TEN)</b>		<b>Room: 402</b>
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Robert Gomez	2111	319615@dadeschools.net

## STUDENT SERVICES

<b>Attendance Verification</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Sharon Davis	2301	sdavis2@dadeschools.net
<b>Cashiers</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Ginette Eugene (Evening)	2213	geugene@dadeschools.net
Krsyta Lawrence	2213	287695@dadeschools.net
<b>Certificates</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Jeannette Smith	2310	mjsmith@dadeschools.net
<b>Counselors</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Jackie Benjamin (Evening)	2215	jbenjamin1@dadeschools.net
Danielle Taylor	2230	dtaylor2394@dadeschools.net
<b>Financial Aid</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Robert Whiting	2256	whitingr@dadeschools.net
<b>Media Center</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Charlesette Chavis (Evening)	2089	cchavis-dunn@dadeschools.net
Charles Green	2089	greencw@dadeschools.net
Lisa MacDonald (Evening)	2089	lmcdonald@dadeschools.net
<b>Registrars</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Elizabeth Forero (Evening)	2216	eforero@dadeschools.net
Vanessa Torres	2250	vatorres@dadeschools.net
<b>Testing</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Claudio Duckardt	2335	cduckardt@dadeschools.net
<b>Transcripts</b>		
	<b>EXT.</b>	<b>EMAIL ADDRESS</b>
Shaldon Anderson	2244	SVAnderson@dadeschools.net

## **MIAMI-DADE COUNTY SCHOOL BOARD ANTI-DISCRIMINATION POLICY**

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

**Title VI of the Civil Rights Act of 1964** - 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.

For additional information contact:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <http://crc.dadeschools.net>