ROBERT MORGAN
EDUCATIONAL CENTER & TECHNICAL COLLEGE

POSTSECONDARY
STUDENT HANDBOOK
2019-2020

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# TABLE OF CONTENTS

Welcome...................................................................................................................... 7
Mission and Vision Statement................................................................................... 7
Nature and Scope of Operations................................................................................ 7
Admission Requirements ........................................................................................... 8
Verification of Florida Residency............................................................................... 8
Visa Students............................................................................................................ 9
Counseling Services ................................................................................................ 9
Students with Disabilities ....................................................................................... 9
Financial Aid .......................................................................................................... 9
Veteran’s Assistance............................................................................................... 13
Preschool Services – Robert Morgan’s Little Pirates Preschool ................................ 13
Attendance Policy .................................................................................................. 13
Abbreviated Refund Policy..................................................................................... 13
Identification Badge ............................................................................................... 13
Dress Code................................................................................................................. 14
Accidents and Illness ............................................................................................... 14
Insurance.................................................................................................................. 14
Public Transportation .............................................................................................. 14
Staff Authority ........................................................................................................ 14
Student Grievance/Complaint Procedure .............................................................. 14
Student Organizations............................................................................................. 15
Parking ...................................................................................................................... 15
Media Center .......................................................................................................... 15
Hours of Operation ................................................................................................. 15
Bookstore Hours ................................................................................................... 15
Break Periods ......................................................................................................... 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Services</td>
<td>15</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>15</td>
</tr>
<tr>
<td>Personal Property</td>
<td>16</td>
</tr>
<tr>
<td>Fire and Lockdown Drills and Hard Corners</td>
<td>16</td>
</tr>
<tr>
<td>Security</td>
<td>16</td>
</tr>
<tr>
<td>The Code of Student Conduct</td>
<td>17</td>
</tr>
<tr>
<td><strong>PROGRAMS</strong></td>
<td>18</td>
</tr>
<tr>
<td>English for Speakers of Other Languages (ESOL)</td>
<td>18</td>
</tr>
<tr>
<td>English Literacy for Career and Technical Education (ELCATE)</td>
<td>18</td>
</tr>
<tr>
<td>Adult Basic Education (ABE)</td>
<td>18</td>
</tr>
<tr>
<td>General Educational Development (GED) Preparation</td>
<td>18</td>
</tr>
<tr>
<td>Career Programs- Workforce Development Education</td>
<td>18</td>
</tr>
<tr>
<td>Community School Courses</td>
<td>19</td>
</tr>
<tr>
<td>GED Testing</td>
<td>19</td>
</tr>
<tr>
<td>Requirements to Take the GED Test</td>
<td>19</td>
</tr>
<tr>
<td>How to Register for the GED</td>
<td>19</td>
</tr>
<tr>
<td>GED Scoring and Retake</td>
<td>20</td>
</tr>
<tr>
<td>Testing Procedures for the Test of Adult Basic Education (TABE)</td>
<td>21</td>
</tr>
<tr>
<td>Applied Academics for Adult Education (AAAE)</td>
<td>22</td>
</tr>
<tr>
<td>Student Center</td>
<td>22</td>
</tr>
<tr>
<td>Fees – Adult Students</td>
<td>22</td>
</tr>
<tr>
<td>Adult General Education</td>
<td>23</td>
</tr>
<tr>
<td>Visitors</td>
<td>23</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td>24</td>
</tr>
<tr>
<td>Orientation to Technology 2019</td>
<td>25-36</td>
</tr>
<tr>
<td>MDCPS School Calendar</td>
<td>37-38</td>
</tr>
<tr>
<td>Anti-Discrimination Policy</td>
<td>39</td>
</tr>
<tr>
<td>The School Board of Miami Dade County</td>
<td>40</td>
</tr>
</tbody>
</table>
Welcome to Robert Morgan Educational Center and Technical College (RMEC & TC). This student handbook has been prepared to inform you about school programs, general rules and procedures, student services provisions, and about your rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the State Department of Education, Miami-Dade County Public Schools, and Robert Morgan Educational Center and Technical College.

School Mission
Robert Morgan Educational Center and Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

Vision
Robert Morgan Educational Center and Technical College’s sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all our students.

Nature and Scope of Operations
The adult/career education programs operate under the authority granted by the School Board of Miami-Dade County. A wide variety of programs and classes are offered to meet the needs of the adult students in the areas of career and adult education.

Students are responsible for being aware of and following all policies and procedures.
ADMISSION REQUIREMENTS

Robert Morgan Educational Center & Technical College admits individuals on a nondiscriminatory basis who are 16 years of age or older and not currently enrolled in any K-12 program.

NOTE: FOR DETAILED ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS, REFER TO THE PROGRAM SECTION OF THE POSTSECONDARY SCHOOL CATALOG.

Career and technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination even if they hold a High School diploma or GED.

Exceptions from the basic skills testing requirements include 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. Students must present an official copy of the degree, transcript, or documentation of test scores as evidence of the above.

Basic Skills Exit requirements and exemptions can be found at: https://teachingcenter.ufl.edu/facta/materials/Basic%20Skills%20Exit%20Requirements%20and%20Exemptions%20memo%20(2).pdf

Individual counselor interviews are required to discuss test results, program placement, special needs and registration procedures. If counseling and/or testing indicate that students do not qualify for the original program of choice, an alternate program or remediation is recommended.

Referrals to the Applied Academics of Adult Education (AAAE) laboratory are made if minimum basic skills levels have not been achieved on the test.

For certain post-secondary programs, such as those within the health science cluster, prospective students must meet specific program requirements.

VERIFICATION OF FLORIDA RESIDENCY

As a result of Florida Statute 1009.21, which took effect on July 1, 2010, and Florida Statue 1009.22, which became effective on July 1, 2011, students seeking to enroll in adult general education and/or career/technical courses where tuition fees are assessed, must show proof of Florida residency. Students who can show proof of Florida residency will be eligible for the in-state tuition fees. Students who cannot show proof of residency will be charged out-of-state fees.

Florida residency for tuition purposes is defined as documented proof that a student has lived or resided in the state of Florida for twelve (12) consecutive months. It, in no way, refers to other definitions of residency established by other entities, including the Immigration and Naturalization Service.

Verification of Florida residency must be accomplished by the use of form FM-7425, revised 6/11. This form contains the ID codes and descriptions necessary to qualify for in-state tuition. Applicants must present two of the required documents as outlined in the form’s guidelines. Website: http://forms.dadeschools.net/webpdf/7425.pdf.
VISA STUDENTS
Visa students, who are non-immigrants with F-1 or M-1 Visas from other countries, are authorized by Miami-Dade County Public Schools to attend career courses. The Adult Foreign Student Office must clear admission and registration activities. Visa students must be enrolled full-time.

The Foreign Student Office is located at:
489 East Drive, Miami Springs, Fl. 33166
Telephone # (305) 884-2044

COUNSELING SERVICES
The purpose of the guidance department is to assist students in solving problems and making decisions concerning their course selections, educational and career goals, and personal responsibilities. The guidance department offers career, educational, and personal counseling services to all current, prospective, and former students. Counselors assist with program decisions, explain test scores, and inform students of the center’s policies and regulations. Counselors are available from 8:00 a.m. to 8:00 p.m. Monday through Friday.

STUDENTS WITH DISABILITIES
Section 504 of the Rehabilitation Act of 1973 states that, “No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance.” A disabled individual under Section 504, means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment. If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

FINANCIAL AID
There are various financial aid opportunities offered at RMEC & TC that may provide assistance to qualified students enrolled in eligible programs. All students who plan to enroll in career/technical education classes are required to complete the Free Application for Federal Student Aid (FAFSA) that can be picked up in student services or the public library or you can apply on-line at www.fafsa.ed.gov. Students are required to complete a new FAFSA for each academic year. Some of the financial aid applications are randomly selected for a verification process.

Additional information will be distributed yearly to all enrolled students and employees and can be found at http://www.robertmorgantech.net/. For your convenience computers are available in the Financial Aid Office, School Code: 016919

All financial aid at Robert Morgan Educational Center and Technical College is need-based assistance. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical education program of 600 or more clock hours of instruction. For students to be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled at RMEC & TC in a career/technical education program of 450 or more clock hours of instruction. District Financial Aid Programs (DFAP) and Fee Waiver aid programs are also available on a limited basis. Eligibility for these funding sources is dependent on completing the FAFSA application for student aid. Deferments are given for tuition and some fees. Students are
responsible for purchasing their books, supplies and uniforms. Qualified Pell Grant recipients may receive textbooks as part of the award. For students to maintain all types of financial aid, students must maintain a Satisfactory Academic Performance (SAP).

The Financial Aid office is located in the Mall Area; the office staff is bilingual and can provide assistance to questions related to completing the FAFSA. In addition, the office provides access to computers and printers in order for students to complete required forms. The following are the office hours:

**Financial Aid Hours**

- **Monday** – 8 am – 6:45 pm
- **Tuesday, Wednesday, Thursday** – 8 am – 3:45 pm
- **Friday** – Closed (Scheduled Appointments Only)

Closed for Lunch:
- **Monday** – Friday 11:30 am - 12:30 pm

**General Eligibility Requirements**

In order to participate in the Pell Grant financial aid program, a student must comply with the following eligibility requirements:

1. Be a U. S. citizen or an eligible noncitizen;
2. Have a valid Social Security number;
3. Hold a high school diploma or high school diploma from a foreign country;
4. Be enrolled in a certificate program consisting of at least 600 or more clock hours of instruction for federal financial aid. Students enrolled in programs of less than 600 hours may be eligible for district financial aid and FSAGCE;
5. Be enrolled in a program of less than 900 hours, which will make the student eligible for the Pell Grant;
6. Make satisfactory progress in academics (SAP) and attendance;
7. Not be in default or owe a refund for any aid previously received;
8. Sign a statement certifying non-participation in any drug related activity; and
9. Register with the United States Selective Service, if required to do so by federal law.

**Financial Aid Standards of Academic Progress**

Miami-Dade County Public Schools in conjunction with federal regulations has established the following standards of academic progress, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students, the standards start the first day the student enters the class in the following trimester.

A. To make satisfactory progress a student must meet the following standards:

The Satisfactory Academic Progress (SAP) form must be utilized by the financial aid officers in order to document and monitor a student’s progress at the completion of each payment period. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical education teachers and returned to the financial aid officers. It will indicate the student’s current attendance data, as reflected in the electronic gradebook and their pace towards program completion, as well as the student’s current grade based on weekly academic assessments derived from class/shop work, externships, and other practicum which appear in the electronic gradebook and in the district’s FOCUS School
System. The school's registrar will confirm a student's attendance to ensure completion of the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

- Satisfactorily attain a minimum grade of “C” or better or GPA of 2.0 and above;
- Satisfactorily complete outcomes at a rate to finish the program within their individual timeframe of enrollment; and
- Successfully complete 67% of the maximum scheduled hours for which the student is enrolled.

If a student fails to make satisfactory academic progress as reflected on the Satisfactory Academic Progress Report form, a meeting will be held with the student and the financial aid officer. The student will be placed on financial aid warning for one payment period and will be ineligible to receive financial aid. The financial aid officer will closely monitor the student's progress and if the student regains satisfactory academic progress while on financial aid warning, the student will be considered as being in academic compliance and the student's eligibility will be reinstated.

If the student fails to achieve a Satisfactory Academic Progress Report, while on financial aid warning, the student will be notified of the cancellation of the financial aid award. The student will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the financial aid officer in order to request an appeal. All requests for appeal will be heard by the school’s Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, guidance counselor, and the respective career / technical education teacher. The committee will convene as needed and will carefully review all information and documentation related to the student’s appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the financial aid officer, and the student will then be placed on financial aid probation status for one payment period. Reinstatement of a student's financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves a satisfactory academic progress for that payment period. Students will be entitled to one (1) appeal hearing during the entire length of the student’s program.

The financial aid officer and career/technical education teachers will work together to closely monitor a student’s progress when on financial aid probation. Should the student regain a satisfactory academic progress during the next evaluation, the student will be considered in academic compliance and eligibility will be reinstated. If a student does not make satisfactory academic progress while on financial aid warning or financial aid probation, a meeting will be held with the student and the financial aid officer and the student will be informed that the student will not be eligible for the payment period following their “unsatisfactory” Academic Progress Report. The student will be financially responsible for the academic expenses until they have successfully reestablished satisfactory academic progress.

A student who exceeds the maximum hours of eligibility will be considered as not making satisfactory academic progress and will no longer be eligible for financial aid. Through the consistent and daily use of the various school district’s data warehouse system FOCUS, the financial aid officers will be able to effectively monitor all student’s hours and academic grades in order to make the necessary satisfactory academic progress determinations.
A student is considered as ineligible when it becomes mathematically impossible for the student to complete the program within 150% of the length of the program.

A student who transfers will have the hours and grades earned at the previous school counted towards the student's satisfactory academic progress. If a student withdraws, the existing hours and grades upon re-entering will be counted towards the student's satisfactory academic progress.

Awards will be recalculated when needed, in order to ensure proper compliance with Satisfactory Academic Progress.

B. The number of trimesters a student will be eligible to receive Pell Grant financial aid will be limited by the number of hours required to complete the program.

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for Pell Grant financial aid. Additionally, a student is allowed to transfer programs once. A student will lose eligibility for financial aid if the student transfers more than allowed.

C. Appeals Concerning Unsatisfactory Progress
If notified that financial aid is cancelled, the student has the opportunity to appeal such action. The appeal should be in writing and include the following documents:
1. A letter by the student describing mitigating circumstances.
2. A physician's note and/or medical records, if the appeal is based on a medical reason.
3. Any additional supporting documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

D. Verification
Federal regulations require that RMEC & TC validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent’s/student’s IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require students to submit other information and supplemental documentation when deemed necessary in order to complete the verification process. For additional information on verification and federal student aid, students can access the following web site: http://studentaid.ed.gov/ or view the Federal Student Aid Handbook at http://ifap.ed.gov/

E. Pell Grant Disbursements
Pell Grant aid will be disbursed each trimester based on the number of hours students complete in a trimester. A book voucher can be requested by qualifying students.

Subsequent payments are contingent upon the students' maintaining satisfactory academic progress. Students can only receive Pell Grants for a maximum of six (6) years.
**VETERAN’S ASSISTANCE**
Veterans may obtain assistance or information regarding educational benefits and specific regulations from the Veteran Records Clerk at the Financial Aid Office. RMEC & TC complies with all of the regulations set forth by the U.S. Department of Veterans Affairs (DVA). Florida’s Bureau of State Approving has also approved the institution for veteran’s training in meeting the standards of progress for veteran students.

**PRESCHOOL SERVICES – ROBERT MORGAN’S LITTLE PIRATES PRESCHOOL**
Robert Morgan’s Little Pirates Preschool provides care for children (4 months to 5 years) of our faculty and staff members, postsecondary students and the community. We operate from 7:00 AM - 4:30 PM, following the M-DCPS Adult/Vocational Education Calendar. A fee is charged for our service. Applications and further information may be obtained from the Preschool Center or by calling 305-253-9920 extension 2199.

**ATTENDANCE POLICY (Adult Students)**
Adult students are automatically withdrawn for lack of attendance when the student is absent for six consecutive class meetings in vocational classes and six consecutive class meetings in Adult General Education Courses.

Veterans utilizing V.A. benefits may lose their benefits after the third unexcused absence of any month; these absences do not need to be in succession.

For Financial Aid purposes, students must maintain adequate attendance to meet the Standards of Academic Progress (SAP). The policies pertaining to attendance are distributed to each student by the Financial Aid Office when they apply for aid. Students with poor attendance take the risk of losing Title IV eligibility.

Time missed from class due to tardiness will be deducted on the following basis:
- Tardy over 15 minutes - one half hour deducted
- Tardy over 45 minutes - one hour deducted

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

**IDENTIFICATION BADGE**
Postsecondary students must purchase a photo I.D. card for $5.00 per trimester. This card must be worn and visible at all times while on campus. Students not in compliance will be referred to a school administrator. This rule is enforced for the safety and security of our students and staff.
**DRESS CODE**
Students are encouraged to give proper attention to personal hygiene and grooming. Items of clothing which interfere with health, safety, and the orderly learning environment of the school are prohibited. Such a standard of dress and appearance is in effect at all school-sponsored activities.

Students who are not appropriately dressed for school will not be permitted to attend classes. **Hemlines must extend below mid-thigh.** The following are strictly prohibited: tank tops, tube tops, spaghetti straps, exposed backs, bare midriffs, undershirts, offensive slogans and/or pictures, shorts, skorts, radios, and CD players. Cell phones are not to be used in the classrooms.

**ACCIDENTS AND ILLNESS**
According to District Risk Management procedures, student accidents must be reported to the office and **an accident report must be filed in the office on the day the accident occurs.** Emergency assistance will be provided as needed (contact home or emergency rescue).

**INSURANCE**
A student accident plan, selected by the School Board, is made available on an optional basis to all students. The plan is required for students enrolled in Health Science Educational Classes.

**PUBLIC TRANSPORTATION**
Public Transportation is available every day until 10:30 PM. Students are responsible for checking the bus route through Miami-Dade Transit and/or an alternate method.

**STAFF AUTHORITY**
Students must courteously and respectfully comply with the reasonable requests of any teacher, staff member or administrator in or out of the classroom. Students are also expected to give their names if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject the student to immediate disciplinary action.

**STUDENT GRIEVANCE/COMPLAINT PROCEDURE**
When questions about school policy, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member. Counselors are available for further discussions and resolution of differences. Students also have a recourse to a more formal appeal process with a school site administrator. Students are urged to review the Student Handbook and the Postsecondary Code of Student Conduct in the Student Services Office, Website, and the classrooms. More information can be found in the General Catalog at [http://www.robertmorgantech.net/](http://www.robertmorgantech.net/). Unresolved complaints may also be filed with the Florida Department of Education, Office of Inspector General ([http://app1.fldoe.org/IGComplaint/ComplaintForm.aspx](http://app1.fldoe.org/IGComplaint/ComplaintForm.aspx)) or the accrediting agency, once all other avenues have been exhausted.

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

Dr. Gary Puckett, Executive Director/ President
Accrediting Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
STUDENT ORGANIZATIONS
Adult students are encouraged to join and actively participate in school activities such as: Skills USA/VICA (Vocational Industrial Clubs of America); HOSA (Health Occupations Students of American); PHI Beta Lambda and; FCCLA (Family Career and Community Leaders of America). Your instructor can tell you how to join these organizations.

PARKING
Parking is permitted in the designated areas. Students should make certain that their vehicles are parked properly so as not to block the exit, other vehicles, driveways, gates, or the area for handicapped persons. Improper parking may result in your vehicle being towed away or ticketed. The school shall not be responsible for vandalism or damage to automobiles or other vehicles parked or operated on school property. PARKING LOTS DESIGNATED FOR FACULTY ARE NOT TO BE USED BY STUDENTS.

MEDIA CENTER
The Media Center is the focal point for the storage and utilization of printed and visual materials relating to the various subject areas. Students can visit the Media Center during regular operating hours or when assigned by an instructor to do special research or study relating to ongoing classroom curriculum.

HOURS OF OPERATION
Monday through Friday
4:00 p.m. - 8:00 p.m.

BOOKSTORE HOURS
Monday, Wednesday and Friday
Day Hours: 10:00 a.m. – 12:00 p.m.
Afternoon Hours: 2:00 p.m. – 3:00 p.m.
Tuesday and Thursday
Afternoon Hours: 2:00 p.m. – 3:00 p.m.
Evening Hours: 5:00 p.m. – 7:30 p.m.

BREAK PERIODS
Students must adhere strictly to break and mealtime periods as stipulated by administration. NO EATING, SMOKING, OR DRINKING IS PERMITTED IN THE CLASSROOM, SHOP, LABORATORY AREAS, AND PARKING LOTS.

FOOD SERVICES
For adult students, lunch and dinner is prepared by the students enrolled in Baking and Pastry Arts and Professional Culinary Arts & Hospitality for a nominal fee.

LOST AND FOUND
A lost and found bin is maintained in the Student Services Office. Ask for assistance at the front desk. Students are requested not to bring expensive personal items or large sums of money to school. The center cannot accept responsibility for any losses that students may incur.
PERSONAL PROPERTY
The school assumes no responsibility for the personal property of students.

VENDING MACHINES AND TELEPHONES
Vending machines are available in the Mall Area (The school does not own the vending machines. They are provided by a vendor). Students may use the telephone in the main office for emergencies.

FIRE AND LOCKDOWN DRILLS
Fire and lockdown drills are required of all Miami-Dade County Public Schools throughout the year.

FIRE DRILL PROCEDURES
1. A warning bell will be sounded (a series of 3 bells). Teachers will escort students quickly and quietly out of the building according to the routes posted in each room. Leave the building immediately.
2. Students should take purses and valuables with them and remain 100 feet from the building until the “all clear” bell is sounded.
3. Teachers are to inform the school administration if they have disabled students that may need assistance during a fire drill.

LOCKDOWN PROCEDURES
1. A Code Red or Code Yellow will be announced on the P.A. System.
2. Teachers have to follow the procedures for the appropriate codes and remain in lock down mode until code is lifted by an administrator.
3. If a Code Red is announced, students and faculty are required to immediately go to the assigned Hard Corner in order to remain safe in case of an actual emergency.

SECURITY
Security personnel including Security Specialist and Security Monitors are present during class hours to help create a safe learning environment for student, faculty, and staff. Your cooperation with security personnel will permit them to do their jobs effectively. All students are requested to leave campus promptly at dismissal.

NOTE: No visitors or children are allowed in class without previous administrative approval.

The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco products on campus. Offenders may be excluded from classes or from school.

The acts of theft, damage to property, assault and/or menacing others are violations of the law. Students participating in such behavior may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities.

For more information you can refer to http://www.robertmorgantech.net/. Code of Conduct for Adult Students.
THE CODE OF STUDENT CONDUCT

The Code of Student Conduct applies to all school related events on or off school grounds. Students who commit a breach of conduct or defy school authority and policies may lose educational privileges by suspension and/or expulsion. Such offenses include, but are not limited to:

- ✓ Arson
- ✓ Breaking and Entering/Burglary
- ✓ Confrontation with a staff member or with another student
- ✓ Defiance of school personnel
- ✓ Disruption on campus/Disorderly conduct
- ✓ Disruptive behavior
- ✓ Failure to comply with class and/or school rules
- ✓ Harassment
- ✓ Possession or use, sale, or distribution of alcohol and/or controlled substances
- ✓ Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.
- ✓ Possession of items or materials inappropriate for an educational setting
PROGRAMS

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
This program is designed for adults who wish to learn English or improve their English skills. Students will be tested for proper placement and must successfully master competencies in accordance with the CASAS Test to progress to the next level.

ENGLISH LITERACY FOR CAREER AND TECHNICAL EDUCATION (ELCATE)
To prepare adult English language learners to enter and succeed in Career and Technical Education (CTE) programs, to obtain or maintain employment, and to advance in a high-growth, high-wage career.

ADULT BASIC EDUCATION (ABE)
The Adult Basic Education Program provides students with the necessary instruction to improve basic skills in Reading, Language Arts, and Mathematics. Students who score below 9.0 on the Test of Adult Basic Education (TABE) are eligible to enroll in this course.

GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION
This program includes review courses that prepare students to pass the General Educational Development Test. Students scoring 9.0 or higher on the TABE, are eligible to register for the GED preparation class.

CAREER PROGRAMS – WORKFORCE DEVELOPMENT EDUCATION
Career programs are Workforce Development Educational Programs designed to prepare individuals for employment. Job preparatory programs prepare individuals for entry-level jobs in an occupation. Supplementary programs are for individuals who have been employed in an occupation but need additional training. Certificates are awarded for successful completion of the required course competencies and/or work/hours and appropriate TABE scores.

The following are the Career Technical Education programs offered (listed in alphabetical order):

<table>
<thead>
<tr>
<th>Program</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation Technology</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Accounting Operations</td>
<td>Electronic Technology</td>
</tr>
<tr>
<td>Administrative Office Specialist</td>
<td>Facials Specialty</td>
</tr>
<tr>
<td>Advanced Automotive Service Technology / Honda PACT</td>
<td>Heating, Ventilation, Air-Conditioning / Refrigeration (HVAC/R) 1</td>
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<tr>
<td>Air Conditioning, Refrigeration and Heating Technology</td>
<td>Major Appliance and Refrigeration Technician</td>
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<tr>
<td>Automotive Collision Technology Technician</td>
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<td>Automotive Service Technology</td>
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<tr>
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<td>Professional Culinary Arts &amp; Hospitality</td>
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<td>Dental Assisting</td>
<td>Welding Technology</td>
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<tr>
<td>Diesel Systems Technician</td>
<td>Welding Technology- Advanced</td>
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COMMUNITY SCHOOL COURSES
The following community school course is available for a fee:
16-Hour ASE Recertification Classes

GED TESTING
The GED Test is designed to provide an opportunity for adults who have not graduated from high school to earn a State of Florida High School diploma by measuring the major academic skills and knowledge associated with a high school program of study that graduating seniors should know and be able to do with increased emphasis on workplace and higher education. The GED Test battery includes the following subject area tests: Reasoning Through Language Arts, Mathematical Reasoning; Social Studies and Science.

The test is scheduled through Pearson VUE upon availability. "Pay as you go with the GED Test. Test on what you want, when you want."

REQUIREMENTS TO TAKE THE GED TEST
MINIMUM AGE – Any candidate must be at least 18 years of age on the date of the examination. Exceptions may be granted in extraordinary circumstances such as health problems, financial problems, or other such instances of hardship. The exceptions apply only if the candidate resides in Miami-Dade County.

Procedures for Exceptions to Age Rule (GED)
To be allowed to take the GED Test, students under the age of 18 who are enrolled in the K-12 program and who are considering withdrawal from the program must have written parental approval citing extraordinary circumstances which represent extreme hardship.

These students may choose one of the following options:

1. Remain in school and take GED Ready™: The Official Practice Test at an adult education center to determine readiness to complete the GED Test successfully. If scores are indicative of success on the GED Test, students will then withdraw from the K-12 program and register for the GED Test. If GED Test readiness is not indicated, students may choose to return to the K-12 program.

2. Withdraw from the K-12 program and take GED Ready™: The Official Practice Test at an adult education center. If scores are indicative of success on the GED Test, students will follow procedures as outlined below for out-of-school youth. If GED Test readiness is not indicated, students may enroll in a GED preparation class at an adult education center.

Both options require students and parents/guardians to complete a "Request for GED Age Waiver" form, (FM-4563) that includes appropriate administrative approvals.

In the event that out-of-school youths between the ages of 16 and 18 request GED age waivers from high school principals, they are to be directed to adult education centers for testing and recommendation by adult principals and approval by the Administrative Director or designee. They may also apply directly, in writing, with parental approval, to the Administrative Director or designee who will direct them to an adult education center. The center will administer GED
Ready™: The Official Practice Test to determine the student's readiness to complete the GED® test successfully. Upon recommendation by the adult principal, the request will be forwarded to the Administrative Director or designee for approval.

Scores from the GED Ready™: The Official Practice Test achieved by taking the test away from an adult education center will not be accepted in the approval process for a GED age waiver. Also, for underage testers, any GED® subtests taken before the approval of an age waiver and The Testing Eligibility Exception Form will be invalidated.

**HOW TO REGISTER FOR THE GED**

**Step 1: Sign up**
- Visit GED.com ~ Complete the “Sign Up” box on the left Enter a valid email address
- Enter your email address a second time to verify
- Create a password that is at least 8 characters long and contains letters, at least one number or symbol, and it should not contain your email address
- Read and accept the terms and conditions by checking the box
- Click “Sign Up”

**Step 2: Complete your profile information**
Complete your contact information and click “Continue” You must be at least 16 years old to sign up for MyGED™ All fields are required except Middle Name, Apt./Suite #, and Secondary Phone
Your name should exactly match the way your name is written on your identification

Answer where you plan to test and your current enrollment status and click “Continue”
Answer if you plan to request accommodations for modified testing conditions and click “Continue”

**NOTE: If you are interrupted during this process, don’t worry. Your information is saved after step 1 and you may return and sign in using the information you just entered.**

**What’s next?**
If you’re eligible to test, you can schedule your tests. You will see a yellow “Start Scheduling” button on the “Schedule” tile on your dashboard. If you’re not yet eligible to schedule, you’ll need to Clear Alerts in

**GED SCORING AND RETAKE**
- One GED® subject purchase = 2 discounted retakes
- Students can only schedule one discounted retake at a time for the discount to apply. The discount is applied automatically.
- Students cannot use more than one automatic discount at a time, but can apply other vouchers or promo codes to cover the remaining amount
- GED Testing Service waives testing fees for every retake ($20 per subject area test)
- In states with additional fees, students are responsible for paying these fees when they schedule their discounted retake
- Additional fees may include:
• **State fees**
• Statewide testing center fees
• Retakes must occur within 12 calendar months of the initial attempt
• Students can test three times on the same subject without waiting. After the third attempt, there is a 60-day waiting period before trying again. **Please note:** Retake policies may vary by state; please review the state policy pages for details on individual state retake policies.
• Every student is eligible, every time
• Students receive 2 discounted retakes, every subject area (total of 8 discounted retakes)

The discounted test price for students may vary by state, but pricing will automatically adjust to reflect the retake discount. Students can log into their MyGED™ account at [GED.com](http://GED.com) to see the price and schedule their discounted retake.

**TESTING PROCEDURES FOR THE TEST OF ADULT BASIC EDUCATION (TABE)**

It is strongly recommended that all students are tested prior to registration to ensure they will meet the educational requirements of the course. All students must be tested within the first six weeks of registration using the Test of Adult Basic Education (TABE).

The TABE is to be given whether or not the student holds a high school diploma or GED. Exceptions to this procedure are noted below and at: [https://teachingcenter.ufl.edu/facta/materials/Basic%20Skills%20Exit%20Requirements%20and%20Exemptions%20memo%20(2).pdf](https://teachingcenter.ufl.edu/facta/materials/Basic%20Skills%20Exit%20Requirements%20and%20Exemptions%20memo%20(2).pdf)

- Students possessing an Associate of Science (AS) or higher degree. Students must bring the original document or have a sealed transcript mailed to Robert Morgan Educational Center and Technical College at 18180 SW 122 Avenue, Miami, Florida 33177.

- Students that are 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 prior to registration for that course.** If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Basic skills requirements for career education are exit requirements. A student may enter a vocational program before reaching the minimum basic skills level; however, **he/she cannot be processed as a full completer until basic skills requirements are met.** Remediation is provided through the Applied Academics for Adult Education (AAAE) (formerly Vocational Preparatory Instruction (VPI) Lab).

The school where the remediation occurs must administer the re-test. Scores on the TABE are valid for two years for Career & Technical Education courses and one year for Adult Basic Education classes. However, if the student has been enrolled for more than two years without a break of 3 consecutive trimesters, test scores remain valid (see below for information on the AAAE Lab).

Testing schedule varies.
APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Applied Academics for Adult Education (AAAE) prepares students for academic, technical and personal success. The AAAE system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida’s Comprehensive Vocational Education Programs. It provides:

- Career assessment designed to assist persons with special needs in identifying vocational interests, aptitudes, and learning styles.
- Individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in vocational job preparatory programs of their choice.
- Employability behavior instruction for job acquisition and job retention.

STUDENT CENTER

The Student Center is located in H3111. It offers ALL students FREE supports and services. The services include:

- Math, Reading and Writing Tutoring
- Increasing Organization and Time Management Skills
- Developing Note Taking, Study and Test Taking Skills
- Resume Writing, Completing Employment Applications
- Preparing for Interviews

The Student Center also offers:
- Computer Access; Microsoft Office Suite; and Quiet Reading Areas
- Monthly Seminars on a variety of topics (such as Time Management, Financial Planning, Study Skills and topics requested by students.

**Hours of Operation**

Monday– Friday 1:30 PM – 5:30 PM

**FEES – Adult Students**

Tuition and special fees are collected at the time of registration for classes. All fees are collected each trimester and are payable at the time of registration. Cash or credit cards are acceptable forms of payment. Florida residents who enroll in adult general education classes, such as English for Speakers or Other Languages (ESOL), Adult Basic Education (ABE) and GED (in preparation for getting a high school diploma or for remediation of basic skills for career and technical training) are charged tuition fees. The state determines the range per contact hour and The School Board of Miami-Dade County sets the actual amount, subject to change annually. Amount of tuition varies according to student contact hours. Rates are per contact hour. **Tuition partial payment arrangements are made with registration personnel at the beginning of the term.**

There is a $15.00 application fee per term for all CTE students except for tuition exempt students.

**Money orders, cash and credit cards (Visa & MasterCard) are acceptable forms of payment. When student fees are paid by credit card, the name of the registering student must match the credit card information.**

Students are required to pay for their books, personal supplies, and uniforms as needed.
Tuition fees are regulated by the Florida State Legislature and, therefore, could be subject to increase from one school year to the next, and in exceptional instances, may increase during a school year.

1. Tuition charges are as follows:
   a. A full registration fee is charged from the first day of the trimester throughout the 21st day.
   b. Seventy-five percent of the fee is charged from the 22nd through the 49th day.
   c. Fifty percent of the fee is charged from the 50th day through the end of the trimester.
   d. Students registering for short-term classes will pay a course fee based upon the duration of the course and the total hours of the class.

2. If a student fails to pay fees, the student will be withdrawn, and any unpaid balances will be the student’s obligation to pay. Until these owed fees are paid, a financial hold is placed on the student’s account and he/she will not be able to register at any Miami-Dade County Public School until satisfied.

3. Non-resident students are not eligible for partial payments because of federal immigration policies.

4. Special fees and liability insurance fees are not refundable.

**Adult General Education**
Fee is $30.00 (per trimester), Testing fee of $5.00 (per trimester) for all AGE students except co-enrolled high school students.

**VISITORS**
Anyone who is not currently enrolled in school will not be permitted within the building unless the office has issued a pass. Passes will not be issued for the purpose of visiting students in the classrooms. Visitors are not allowed to loiter in the parking areas.

**NOTICE**
You are hereby informed that State Laws, Metro Ordinances, and School Board Rules prohibit trespassing on school property. Loitering or prowling on or around school property is also prohibited. A trespasser is anyone on school property who: (1) is not a currently enrolled student or employee of the school; (2) does not have legitimate business on campus; (3) is not a parent or guardian of a student currently enrolled in the school; (4) students who are currently on outdoor suspension

The following acts are also prohibited by ordinances and rules:
1. Possessing or consuming alcohol or drugs.  
2. Possessing any weapon (knife, firearms, etc.)  
3. Making any noise (horns, radios, yelling, vehicle alarms, etc.) loud enough to disrupt ordinary school routine.  
4. Smoking on school grounds or in the school building. There are no exceptions.  
5. Assaulting any school employee or student.  
6. Parking on sidewalks, in fire lanes, or blocking other vehicles.  
7. Bringing children on campus except to the main office or childcare center if registered.  
8. Visiting friends during, before, or after break; all visitors must be cleared by the main office.

The Miami-Dade County Public School officers on duty at this school have been instructed to strictly enforce the above laws.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

FERPA currently allows schools to designate and disclose without consent items of information as “directory information.” The Miami-Dade County Public Schools (M-DCPS) Board Rule 6Gx13-5B-1.07 defines “directory information” as the following: student information: name, address, telephone number if it is listed, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous educational agency or institution attended.

Congress passed a provision in the No Child Left Behind Act that addresses the disclosure of directory-type information to military recruiters. It is the policy of M-DCPS to provide annual notification to parents and eligible student of their rights regarding student educational records and the release of directory information. Directory information may be released without consent unless a parent or eligible student has notified M-DCPS in writing that they do not wish the information released. The Directory Information Opt-Out Form may be used at any time during the school year for this purpose. Parents should return the completed form to their child’s school.

For more information about how to opt out of providing directory information to military recruiters, contact your home school, and complete an opt-out form.
“A Beacon of Excellence”
Orientation to Technology 2019-2020
RMEC & TC's Vision:

Robert Morgan Educational Center & Technical College's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

“A Beacon of Excellence”
RMEC & TC's Mission:

Robert Morgan Educational Center & Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

“A Beacon of Excellence”
RMEC & TC's Core Values:

Accountability * Citizenship * Flexibility * Integrity * Organizational and Personal Learning * Positive Atmosphere and Culture * Preparing Students * Professionalism * Pursuit of Excellence * Respect * Valuing Stakeholders

“A Beacon of Excellence”
Registration Hours:
Monday – Thursday 8 am – 8:30 pm
   Friday 8 am – 7 pm

Closed for Lunch:
Monday – Friday 11:30 am - 12:30 pm

Closed for Dinner:
Monday – Thursday 6:30 pm – 7:30 pm
   Friday 4 pm – 5 pm

“A Beacon of Excellence”
**TABE and CASAS Morning Testing:**  
Monday – Friday beginning at 8:30 am  
Room L615

**TABE and CASAS Evening Testing:**  
Monday - Thursday beginning at 5:00pm  
(No one will be permitted to enter the lab AFTER 5:15 pm)  
Room L615

“A Beacon of Excellence”
GED, TABE, & CASAS Testing:

All candidates MUST have a valid government issued picture ID in order to take the TABE and/or CASAS tests

No Exceptions

“A Beacon of Excellence”
TEAS Testing:

• Administered Every Tuesday of each month
• Registration and test fee must be completed prior to the day of the test
• Cost of the TEAS test is $53
• Candidate must have a valid government issued picture ID
GED Testing:

• Candidates must go to www.ged.com to do the following:

   Register  
   Pay  
   Schedule

“A Beacon of Excellence”
GED Testing:

• If using a passport, provide proof of address, such as mail with name and address

• If the candidate is 16 or 17 years of age, he/she must see a school counselor to obtain an Age Waiver to sit for the GED

• At initial visit, a parent with a government issued picture ID must be present

“A Beacon of Excellence”
All Students:

- All current students, must have the current student ID and it MUST be visible at all times while in the building.

- Photo ID is required to enter the building.
Financial Aid Hours:
Monday – 8 am – 6:45 pm
Tuesday, Wednesday, Thursday – 8 am – 3:45 pm
Friday – Closed (Scheduled Appointments Only)

Closed for Lunch:
Monday – Friday 11:30 am - 12:30 pm

“A Beacon of Excellence”
Bookstore Hours:
Monday, Wednesday, Friday – 10 am – 12 pm & 2 pm – 3 pm
Tuesday & Thursday – 2 pm – 3 pm & 5 pm – 7:30 pm

No Returns or Exchanges
Cash, Mastercard or Visa Only
No Checks Accepted

*Prices are subject to change

“A Beacon of Excellence”
Student Center

The Student Center offers ALL students FREE supports and services.

The services include:
▪ Math, Reading and Writing Tutoring
▪ Increasing Organization and Time Management Skills
▪ Developing Note Taking, Study and Test Taking Skills
▪ Resume Writing, Completing Employment Applications
▪ Preparing for Interviews

The Student Center also offers:
▪ Computer Access; Microsoft Office Suite; and Quiet Reading Areas

“A Beacon of Excellence”
Student Center

Hours of Operation
Monday–Friday 1:30 PM–5:30 PM
Room: H311
Contact Person: Ms. Barbara Sanders

“A Beacon of Excellence”
### MIAMI-DADE COUNTY PUBLIC SCHOOLS
#### 2019-2020 SCHOOL CALENDAR
### ADULT/VOCATIONAL EDUCATION

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For information on employee opt days, please refer to back of calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ADULT/ VOCATIONAL EDUCATION

HOLIDAYS 2019

September 2
Labor Day
November 11
Veterans’ Day
November 28
Thanksgiving Day

HOLIDAYS 2020

January 20
Observance of Dr. Martin Luther King, Jr.’s Birthday
February 17
All Presidents’ Day
May 25
Observance of Memorial Day
July 3
Fourth of July

<p>| Number of School Days in TRIMESTER 1 | Number of School Days in TRIMESTER 2 | Number of School Days in TRIMESTER 3 |</p>
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TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216

*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or July 30, 31, August 3, 2020, in lieu of any of the teacher planning days except August 14, 2019, August 16, 2019 and the designated District-wide Professional Development Days, August 15, 2019, October 25, 2019 and November 4, 2019. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**July 29, 2020 is a Teacher planning day; not available to opt.
Anti-Discrimination Policy
Federal and State Laws

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 un-paid, 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. Revised: (08/2016) Retaliation for engaging in a protected activity is also prohibited.

Revised 08/2016
The School Board of Miami-Dade County, Florida

Dr. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice-Chair
Dr. Dorothy Bendross-Mindingall
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Steve Gallon III
Dr. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas

Superintendent of Schools
Mr. Alberto M. Carvalho

Deputy Superintendent/Chief Operating Officer
School Operations
Mrs. Valtena G. Brown

South Region Office
Ms. Barbara A. Mendizábal, Region Superintendent
Mr. Manuel S. Garcia, Administrative Director
Ms. Lucy Iturrey, Administrative Director
Ms. Ana Othon, Administrative Director
Dr. Anna Rodriguez, Administrative Director
Mr. Leonard J. Ruan, Administrative Director

Adult & Community Education
Mr. Luis E. Diaz, Assistant Superintendent
Dr. Reginald H. Johnson, Administrative Director
Mr. Rene Mantilla, District Director
Ms. Renny Neyra, District Director

Robert Morgan Educational Center and Technical College
Administrative Team
Mr. Reginald J. Fox, Principal
Mr. Robert Armand, Vice Principal
Mrs. Ericka Caldwell-Clinch, Assistant Principal
Mr. Scott Neufeld, Assistant Principal