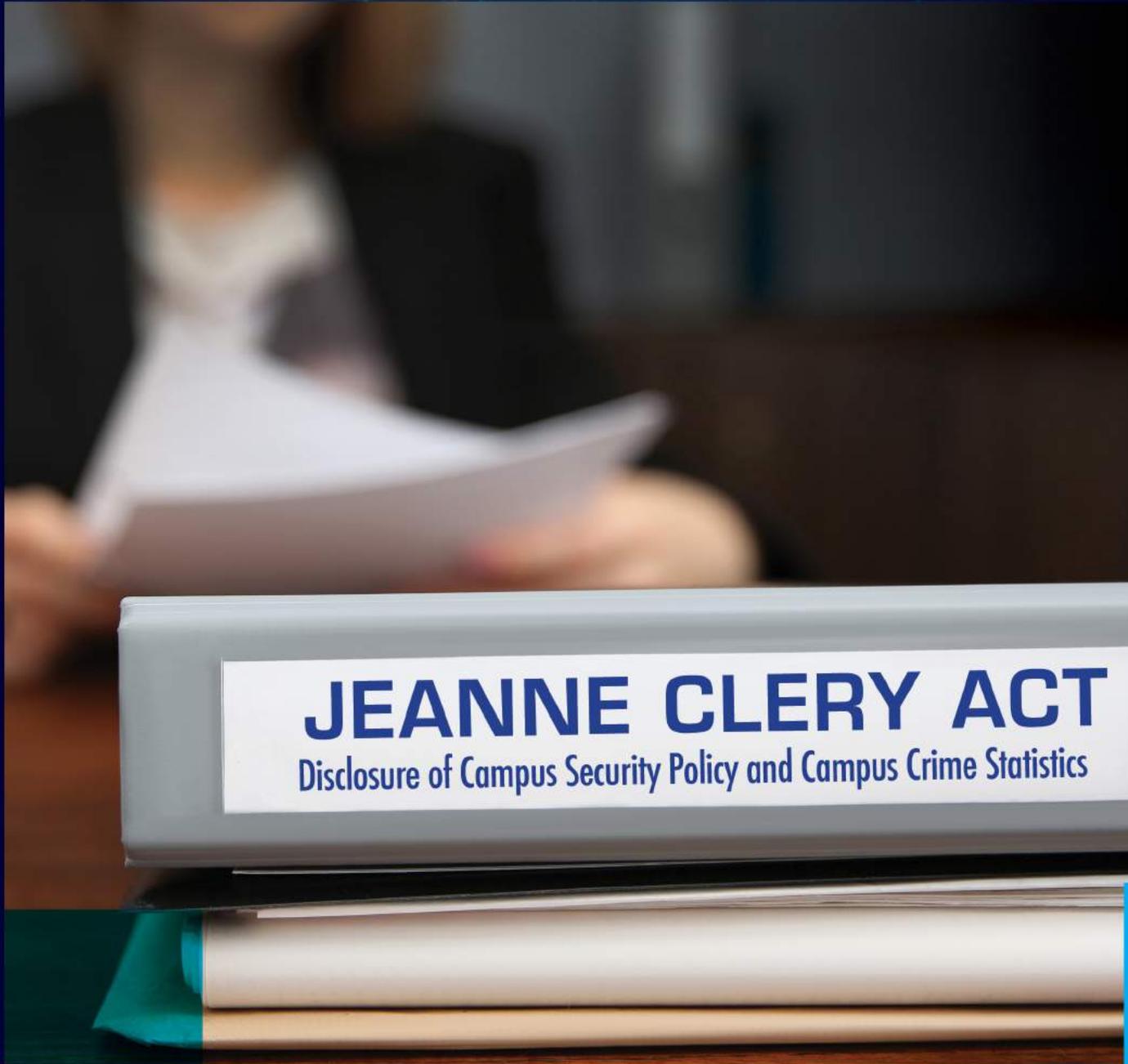


ANNUAL SECURITY REPORT

THE ENGLISH CENTER

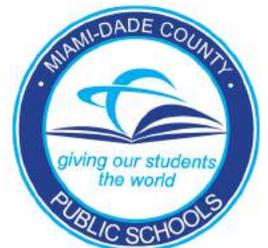


2017



MIAMI  DADE
TECHNICAL
COLLEGES

A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS



MESSAGE FROM THE PRINCIPAL



The English Center is under the auspices of the School Board of Miami-Dade County Florida and must adhere to Federal, State and School Board Policies and Procedures governing the security and safety of students, employees, and visitors on school grounds. As such, The English Center fosters practices that maintain and promote a safe learning environment, which includes the enforcement of the Code of Student Conduct. The Jeanne Clery Disclosure Security Policy and Campus Statistics Act is a federal statute requiring post-secondary institutions, colleges, and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. We disclose all campus-related crime statistics through our web site, which is checked and maintained on a weekly basis.

Sincerely,

Yamila Carballo

Yamila Carballo, Principal
The English Center

SCHOOL BOARD OF MIAMI DADE COUNTY, FL

SCHOOL BOARD MEMBERS

Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice-Chair
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SUPERINTENDENT OF SCHOOL

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS - ADULT EDUCATION AND TECHNICAL COLLEGE

| | |
|-------------------------|--|
| Mrs. Valtena G. Brown | Deputy Superintendent /Chief Operating Officer |
| Mr. Robert G. Gornto | Assistant Superintendent |
| Dr. Reginald H. Johnson | Administrative Director |
| Mr. Luis E. Diaz | Administrative Director |
| Mr. René Mantilla | District Director |

THE ENGLISH CENTER - ADMINISTRATIVE STAFF

| | |
|--------------------------|---------------------|
| Ms. Yamila Carballo | Principal |
| Mr. Frantz S. Jean Louis | Assistant-Principal |
| Mr. G. Raventos | Assistant Principal |
| Ms. Ana M. Varona | Assistant Principal |

CONTENT

The subsequent pages of The English Center 2017 Annual Security Report (ASR) are divided into seventeen sections that cover the following information:

1. School Overview
2. Timely Warning and Emergency Notification Measures
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4. Technical College Administrative Responsibilities
5. Security and Access to Campus Facilities
6. Enforcement Authority of Security Personnel
7. Informing Students and Employees about Campus Security Procedures
8. Informing Students and Employees about Crime Prevention
9. Monitoring and Recording through Local Police Agencies of Criminal Activities of Students Engaged Off-Campus
10. Possession, Use, and Sale of Alcoholic Beverages
11. Possession, Use, and Sale of Illegal Drugs and Enforcement of Federal and State Laws
12. Prevention of Drug and Alcohol Abuse Educational Programs
13. Awareness of rape, Acquaintance Rape, and Other Forcible and Non-Forcible Sex Offenses Educational Programs
14. Notification of Registered Sex Offenders
15. Emergency Response and Evacuation Procedures
16. Missing Student Notification
17. Statistical Crime Information

The content of the ASR adheres to all related School Board Policies, Federal Regulations, and State Statutes.

SECTION 1 – SCHOOL OVERVIEW

The English Center (TEC) is part of the Miami-Dade County Public Schools. It was established in 1962 as a special center for English instruction to address the needs of the large numbers of refugees arriving at the shores of South Florida. Although the center continued to fulfill the needs of thousands of immigrants from many different countries, the demand to diversify its education offerings became imminent. The growing population surrounding the center needed career/technical training to compete in the workforce. Rising to the challenge to fill this need, TEC embarked on its quest of offering quality career/technical training. Thus evolved the motto: “There is more than English at The English Center.” TEC remains a gateway to education and opportunities for arriving immigrants, as well as a symbol of pride and a reminder to many Americans of their first educational and cultural experience in the United States.

The English Center is a full-service adult education center and technical college that offers career/technical education and Adult General Education programs on a full-time and/or a part-time basis. The 380,000 square foot campus houses a faculty and staff of almost 200 people, including administrators, counselors, teachers, clerks, paraprofessionals, security, and custodians. The school operates Monday through Thursday from 8:00 AM to 10:00 PM, Friday from 8:00 AM to 4:00 PM, and Saturday and Sunday 8:00 AM to 3:30 PM.

SECTION 2 – TIMELY WARNING AND EMERGENCY NOTIFICATION MEASURES

TEC makes this report available to the campus community, including current and prospective students, faculty, and staff. In addition, the school submits annually to the U.S. Department of Education (USDOE) its campus crime statistics, which is compiled using the FBI’s Uniform Crime Reporting (UCR) Handbook and Hate Crime Data Collection Guidelines. The school maintains its own website, which is updated on a weekly basis, and is under the supervision of an administrator. TEC also reports crime and campus security statistics to the Educational Excellence School Advisory Council (EESAC); this council is also composed of faculty, staff, students, and community members.

In the event a situation arises, it should be immediately reported to the site administrator. The site administrator will proceed to contact the Miami-Dade County Schools Police Department and the district office.

If the event constitutes a serious or continuing threat, a timely warning or emergency notification will be issued via the public announcement system. Depending on the particular circumstance of the situation or crime, including any Clery Act Crime that occurs on campus and which poses an ongoing or serious threat to the students or employees, the school principal will consult with School Operations to determine the necessity of sending an emergency phone message via Connect-ED.

Moreover, School Board Policy 8410 - Critical Response/Emergency Procedures directs the Superintendent of Schools to establish annually a District Critical Incident Response Team (DCIRT). The DCIRT is responsible for assisting schools with emergencies and critical incidents as needed and coordinate district resources. The Superintendent has developed and updates, as needed, a Critical Incident Response Plan (CIRP)/Emergency Operations Plan (EOP) for all schools. The DCIRT, will be responsible for providing updates to the plan and training for school site administrators. In accordance with Florida Statutes, the CIRP/EOP should be confidential and exempt from public record.

SECTION 3 – PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Persons should report crimes to the appropriate site administrator, security personnel and/or school police for the purpose of issuing a timely warning notice and inclusion in the Annual Crime Statistics Report for that campus.

The crime statistics for TEC are maintained and provided by the Miami-Dade Schools Police Department (M-DSPD), which has jurisdiction over all of the district's public schools. The M-DSPD works closely with the Miami-Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and Memorandum of Understanding (MOU) established with the numerous municipalities in Miami-Dade County, Florida.

The M-DSPD provides TEC the crime statistics required to complete the Annual Security Report (ASR) mandated by the Clery Act for the last three calendar years. The report is made available to the public, employees, faculty, and staff at <http://www.tecmiami.com/>. A hardcopy of the report can be obtained from the Office of Student Services which is located at the Skills Center Campus. The school will notify all students, faculty, and staff of the availability of the Annual Security Report once it is finalized and submitted to the United States Department of Education.

SECTION 4 – TECHNICAL COLLEGE ADMINISTRATIVE RESPONSIBILITIES

Under the supervision of the principal, Ana Varona, assistant principal, prepares the annual report. For the purpose of making timely warnings, all crimes are reported to the following administrative team:

- Ms. Yamila Carballo, Principal
- Mr. Frantz S. Jean-Louis, Assistant Principal
- Mr. Gonzalo Raventos, Assistant Principal
- Ms. Ana M. Varona, Assistant Principal

The crime statistics for TEC are maintained and provided by the Miami-Dade Schools Police Department (M-DSPD) which has jurisdiction for all of the district's public schools. The M-DSPD works closely with the Miami-Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and Memorandum of Understanding (MOU) established with the numerous municipalities in Miami-Dade County, Florida.

The M-DSPD provides TEC the crime statistics required to complete the Annual Security Report (ASR) mandated by the Clery Act for the last three calendar years. The report is made available to the public, employees, faculty, and staff through the school's website. The school also shares the report with the EESAC (Educational Excellence School Advisory Council), which is comprised of faculty, staff, students and community members. The school notifies all students, faculty, and staff of the availability of the annual report once it is finalized and submitted to the USDOE.

SECTION 5 – SECURITY OF AND ACCESS TO CAMPUS FACILITIES

During normal business hours, the school is open to students, parents, employees, contractors, guests, and invitees. All students and staff must wear a school-issued identification card at all times. All visitors and guests must register at the security desk located at the main office.

The school has security guards stationed throughout campus in the morning, afternoon, and evening, as well as all day on Saturday and Sunday. In addition to this, the school maintains visible police presence through an M-DCPS police officer who covers the evening shift, as well as the weekend. The administrators are responsible for securing the building and making any/all pertinent calls to law enforcement and emergency agencies. The English Center is also connected to the main M-DCPS system through the burglary or intrusion alarm.

All vendors engaged in maintenance of campus facilities must be cleared by Miami-Dade County Public School Operations and must display their district issued identification card prior to entering the school.

TEC adheres to School Board Policy 8475 - Criminal Background Screening of Contractors, ensures that non- instructional contractual personnel who are permitted access on school grounds when students are present, including contractual personnel whose performance of the contract is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent and incidental, and those contractors who have access to or control of school funds, shall be subject to a criminal background check.

For the purposes of this policy, a "contractor" shall mean any vendor, individual, or entity under contract with a school or with the School Board, but who is not otherwise an employee of the district. The term also includes any employee of a contractor who performs services for the board or school under the contract, as well as any subcontractor and other employees of the contractor. The district shall inform these individuals that they are subject to criminal background checks.

Further, every five (5) years following the initial entry into a contract with the board or a school in a capacity described above, each person who is so employed as a vendor, individual, or employee of a contractor with the Board must meet Level 2 screening requirements.

The information contained in the reports received is confidential. The district shall share information received as the result of the criminal background check with other school districts.

Identification Badges

All contractors shall wear the required, state-created identification badge at all times while on school grounds. The badge must bear a photograph of the contractor and will be issued by the district after the district has verified that the contractor:

- A. is a resident and citizen of the United States or a permanent resident alien of the United States as determined by the United States Citizenship Immigration Service;
- B. is eighteen (18) years of age or older, and
- C. meets the statutory background screening requirements pursuant to State law and this policy.

The uniform, statewide identification badge will be recognized by the district and must be visible at all times that a contractor is on school grounds. The identification badge is valid for a period of five (5) years.

Any exemptions to this policy must be approved in writing by the Office of Employment Standards.

Violations

A contractor, who is present on school grounds in violation of this policy, and without a valid and approved exemption, commits a third-degree felony under F.S. 1012.32 punishable as provided in F.S. 775.082 or 775.083.

School Board Policy 8711 - Surveillance Systems, authorizes TEC to implement surveillance systems to monitor safety throughout its campuses.

SECTION 6 – ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL

In addition to the police department, TEC has uniformed security officers that have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Safety and Security Officers do not possess the arrest power over and above an average citizen. Criminal incidents are reported to the M-DSPD which documents these incidents via the Police Offense Incident Reports. School administrators also document incidents using the District's Automated Incident Response System (AIRS) which archives and maintains a log of all major incidents for district schools. It is important to note that all police officers under M-DSPD have the authority to arrest individuals.

Both M-DCPS and The English Center empower students to engage in positive communication with counselors. These include the reporting of crimes, felonies, hate-crimes, sexting, bullying/harassment, abuse, child pornography and cyberbullying. Under School Board Rule 6Gx13-5D-1.09 and 4A-1.21, all

administrators and students services personnel are required to record disciplinary data, and employees are required to notify the M-DSPD in the event that certain infractions have been committed on district property.

Moreover, TEC adheres to School Board Policy 8480, which authorizes the Superintendent of Schools to establish district security services, including School Police, which shall provide assistance in the following areas:

- A. Prevention and detection of crime and the enforcement of the penal laws of this State as the violation occurs on or about the properties owned, leased, or controlled by the District,
- B. Protection of students, staff members, and the school public,
- C. Protection of school property
- D. investigations of staff personnel,
- E. liaison with local law enforcement agencies,
- F. preventative and consultant activities in the areas of safety and security,
- G. assistance to other law enforcement agencies as specified in Mutual Aid Agreements provided for in F.S. 23.1225, and the
- H. enforcement of all traffic laws of this State when such violations occur on or about property or facilities under the control of the Board as provided for in F.S. 316.640.

The specific policies and procedures, requiring the organization and responsibilities of security services for the District, are found in the standard operating procedures and policies of the Police Department.

Eligibility

The Board shall employ school police officers according to F.S. 943.13. Any individual employed as a school police officer shall also meet any other requirements established by the Superintendent.

Commissioning

The Board may commission school police officers for the protection and safety of school personnel, property, and students within the District pursuant to the standard operating procedures and policies of the Police Department.

In addition to the school police and local municipalities departments, TEC has uniformed security personnel that have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Safety and security personnel do not possess the arrest power over and above the average citizen. All crimes are promptly and accurately reported to site administrator and school police.

SECTION 7 – INFORMING STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES

The school adheres to School Board Policy 8400-Critical Response/Emergency Procedures. TEC develops yearly a School-Based Critical Incident Response Team Profile (S-BCIRTP). The profile identifies school employees who are assigned roles and responsibilities should a critical incident or emergency arise. Employees are informed and briefed on a yearly basis at the Opening of Schools meeting. They are also issued pertinent paraphernalia regarding all emergency procedures. Students are informed every trimester, and are issued the Code of Student Conduct, as well as the Student Handbook.

The annual disclosure of campus crime statistics is prepared by the M-DSPD in conjunction with School Operations, Adult Education and Technical Colleges, and is disseminated to all Miami-Dade County Public Schools Technical Colleges. Each technical college reviews all violations of law reported and works with Miami-Dade County Schools Police Department in the reporting,

investigation and prevention of violations of the law which may occur on The English Center property.

SECTION 8 – INFORMING STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

The Cleary Compliance is a component of the School’s Safety and Security Procedures mandated by the School Board of Miami-Dade County. These procedures can be found in the school’s catalog and accessed at the school’s website. Additionally, all students and employees must adhere to School Board Bylaws and Policies which encompasses security and safety. School Board bylaws and policies can be accessed at www.dadeschools.net. Employees are informed and briefed on a yearly basis at the Opening of Schools meeting. They are also issued pertinent paraphernalia regarding all emergency procedures. Students are informed every trimester, and are issued the Code of Student Conduct, as well as the Student Handbook. In addition to this, the school has identified a police officer who offers his services as a guest speaker and targets the Success Pathways students, and who focuses on the prevention of crimes.

SECTION 9 – MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITIES OF WHICH STUDENTS ENGAGED OFF-CAMPUS

The English Center does not have off-campus locations for student organizations; therefore, it is not necessary to create a policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off - campus locations. TEC does not have off-campus housing facilities.

SECTION 10 – POLICY REGARDING POSSESSION, USE AND SALE OF ALCHOLIC BEVERAGES

The school adheres to school board policies where employees on duty or on Board property shall not be under the influence of alcohol. Employees shall not manufacture or use alcoholic beverages while on Board property or on duty. School Board Rule 5530 specifically states that “the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any “over-the-counter” medication are prohibited on school grounds, on school vehicles, and at any school-sponsored event,” where the term “drug” also encompasses all alcoholic beverages. A drug-free zone is established within 1000 feet of any facility used by the District for educational purposes.

In addition, TEC adheres to, School Board Policy 8405 - School Safety, which ensures that the following procedures are in place for keeping schools safe and drug free:

- appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- security procedures at school and during student commutes to and from school;
- prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a safe classroom environment.

SECTION 11 – POSSESSION, USE AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS

The school adheres to School Board policies where employees on duty or on School Board property shall not manufacture, distribute, dispense, possess or use illegal drugs, or be under the influence of such drugs. Employees on or off duty shall not influence students to use illegal drugs or abuse legal drugs. School Board Rule 5530 specifically states that “the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any “over-the-counter” medication are prohibited on school grounds, on school vehicles, and at any school-sponsored event.” A drug-free zone is established within 1000 feet of any facility used by the District for educational purposes.

SECTION 12 – EDUCATIONAL PROGRAMS FOR THE PREVENTION OF DRUG AND ALCOHOL-ABUSE

M-DCPS provides a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program for their students. The Student Services program at The English Center works closely with students and families and refers them to outreach programs that are part of the Community Referral list. In addition to this, the school hosts presentations every trimester on Substance Abuse Prevention from the Family Recovery Specialist.

Employees and their families may seek assistance from the Employee Assistance Program (EAP). Assistance will be provided on a confidential basis, and each individual will be referred to the appropriate treatment and counseling services.

The English Center adheres to School Board Policy 5530 - DRUG PREVENTION

Schools shall strive to prevent drug abuse and help drug abusers through educational means. "Drugs" are defined as:

- A. all dangerous controlled substances as designated and prohibited by Florida law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted;
- E. anabolic steroids; and
- F. any substance that is a "look-alike" of any of the above.

The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at any school-sponsored event.

A drug-free zone is established within 1000 feet of any facility used by the District for educational purposes.

Effective January 1, 2017, Switchboard Miami Programs, 211 Call Center, Helplines, and Family Counseling Services became JCS Helpline Services.

Students may call 211 Helpline Center for Drug and Alcohol Counseling and to receive referrals to local resources and support for individuals who need drug and alcohol counseling. Students may also visit: http://www.miamidade.gov/assistance/drug_alcohol_counseling_services.asp
<http://jcsfl.org/services/switchboard-211/>

SECTION 13 – AWARENESS OF RAPE, ACQUAINTANCE RAPE AND OTHER FORCEABLE AND NON-FORCEABLE SEX OFFENSES

Student dating violence or abuse is prohibited in all secondary schools on school property, during any school-related or school-sponsored program or activity, and/or during school-sponsored transportation. All students must adhere to the Post-Secondary Code of Student Conduct, which addresses battery, aggravated battery, sex offense, sexting, sexual battery, sexual assault, dating violence, domestic violence, and stalking under Level IV offenses. These infractions must be reported to the M-DSP by the administrator.

At this time, The English Center does not offer educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

That being said, The School Board of Miami-Dade, FL does comply with all Federal laws to include requirements and regulations of the U.S. Department of Education. The Board maintains an educational and work environment free from all forms of discrimination and harassment, which includes *Title IX of the Educational Amendments of 1972, the Violence Against Women Reauthorization Act (VAWA) Public Law 113-4, and the Jeanne Clery Act (20 U.S.C. 1092(f), as amended*. All schools authorized under the *Title IV Higher Education Act of 1965 (HEA)* must adhere to the above Federal requirements and policies.

Students and employees should refer to *School Board Policy 5517- Anti-Discrimination/Harassment* for additional information about *Title IX* or concerns on who to contact regarding this matter. School policies can be accessed at www.dadeschools.net under the School Board tab. The Board also prohibits dating violence, domestic violence, sexual assault, and stalking in compliance with VAWA, whether the offense took place in school or in a school related function or off campus. Students and employees are encouraged to report to school administration if they are victims or suspect that someone is an alleged victim of such crimes. Schools will be required to pursue disciplinary proceeding in cases of alleged crimes that may include law enforcement officials in compliance with Federal, State, and local laws. All schools that are authorized under Title IX of HEA and participate in the Federal Student Aid Program must report and submit annual crime statistics as mandated by the *Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act)*. The information will be posted on the school's website as part of the Consumer Information Mandate required of Title IV schools. Student and employees should also refer to *School Board Policy 8405- School Safety* for additional information on reporting school crime and violation of the Student Code of Conduct.

Reporting Requirement

All verbal or written reports/complaints alleging violations of this policy shall be submitted to the Principal or designee.

Complaints and reports should be submitted as soon as possible after the alleged incident but shall be submitted within ninety (90) school days after the most recent alleged act of dating violence and/or abuse. The Principal or designee shall document and investigate any complaints or reports and take immediate action to prevent the reoccurrence of the behavior.

SECTION 14 – INFORMATION ABOUT REGISTERED SEX OFFENDERS

Miami-Dade County Public Schools gets notified by the Miami-Dade Police Department as to the presence of specific registered sexual predators who are now residing in Miami-Dade County. This information is then disseminated to the students through a photocopy of the pertinent information sheet.

Florida Department of Law Enforcement through their internet website located at www.fdle.state.fl.us. TEC complies with School Board Policy 8470 - Notification of Registered Sexual

Predators. As a public institution, the school is responsible for protecting its students. While physical protection does not extend beyond school grounds, any information that will help keep students safer is disseminated. The purpose of including the school system in the notification protocol for sexual predators is to afford parent(s)/guardian(s) easy access to information that can enhance the safety of their children and the school system's students. All individuals designated as sexual predators pursuant to a written court order must register with the Florida Department of Law Enforcement. Upon notification from school police of any registered sexual predators living in Miami-Dade County, TEC will send sealed letters to the parent(s)/guardian(s) informing them of the identity of the sexual predators residing in Miami-Dade County.

Law enforcement agencies must inform members of the community and the public of a sexual predator's presence. Within forty-eight (48) hours after receiving notification of the sexual predator's presence, the sheriff or chief of police of the municipality, where the sexual predator temporarily or permanently resides, shall notify each licensed day-care center and district school within a one (1) mile radius of the sexual predator's residence.

In order to comply with the statutory forty-eight (48) hour notification requirement, the school police will notify the District's School Operations of specific registered sexual predators, via electronic mail, within forty-eight (48) hours after receiving notification of the sexual predator's presence. The electronic mail notification will contain the name, address, physical description, and photograph of the registered sexual predator, as well as the circumstances of the sexual predator's offense, and whether the sexual predator's victim was a minor at the time of the offense.

District

- A. At the beginning of the school year, TEC distributes to all parent(s)/guardian(s) the letter from the Superintendent informing them of the District's involvement in the notification process.
- B. At the time of registration, new students are given a letter advising them on how to access information regarding sexual predators.
- C. As soon as the District School Operations has been notified of the presence of a specific registered sexual predator by the school police, School Operations will inform TEC and all specific command staff from school police of specific registered sexual predators residing in Miami-Dade County via electronic mail. Sexual predator notifications will be electronically transmitted in a secure, PDF file format. The electronic briefing will contain the photographs, physical descriptions, and known addresses of specific registered sexual predators.
- D. Once the sexual predator notification has been transmitted to TEC, the principal is responsible for handling the sexual predator notification in the following manner:
 1. The TEC is responsible for reading his/her electronic mail every day and ensuring that required action briefings are immediately acted upon.
 2. Upon receipt of the sexual predator notification, the principal will print a copy of the briefing attachment containing specific registered sexual predators.
 3. Subsequent to printing the sexual predator notification, the principal of TEC shall copy and distribute the sexual predator notification along with the letter. The TEC principal is responsible for notifying all parent(s)/guardian(s), faculty, staff, and the school resource officer, via a sealed package. The principal at TEC is also responsible for notifying students and faculty. Adult students do not have to receive a sealed package.
 4. All sexual predator notifications transmitted via electronic mail through a School Operations required action briefing are not to be forwarded or distributed by any

other method or persons, other than the procedures established in this guideline.

5. TEC maintains all information sent by School Operations regarding sexual predator notifications in an updated binder secured in the main office. Any students seeking information on a registered sexual predator shall be given access to this binder.
6. If TEC receives information regarding sexual predators from any source other than School Operations which includes any law enforcement agency, they shall forward such information to the to the Director of School Operations/Special Programs. They must not distribute this information to staff, parent(s)/guardian(s), or students. sexual predator's offense, and whether the sexual predator's victim was a minor at the time of the offense.

Sighting of Sexual Predator at School Site

- A. In the event that a sexual predator is sighted on school ground, the principal or the designee shall immediately contact 911 and District's Police at 305-995-COPS.
- B. Anyone who has reason to believe that a parent/guardian or student is a registered sexual predator or offender at your school site, contact School Operations/Special Programs at 305-995-2710.

Moreover, in accordance with Florida State Statute 775.21 ("The Florida Sexual Predators Act") and Florida Statute 943.0435, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement (FDLE) within 48 hours of establishing permanent or temporary residence. The FDLE makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of predators (only) in a manner deemed appropriate by the sheriff or police chief. It is the responsibility of the county sheriff to notify the institution if an offender or predator is enrolled, employed, or carrying on a vocation at the institution. TEC is required to inform members of the campus community where to obtain information about such offenders/predators.

Any member of the TEC community who wishes to obtain further information regarding sexual offenders/predators in our area may refer to the FDLE website at www.fdle.state.fl.us, call 1-888-FL-PREDATOR / 1-888-357-7332), or utilize the FDLE website searchable database for colleges/universities at <http://offender.fdle.state.fl.us/offender/univSearchNav.do?link=standard>.

The FDLE searchable database may be used to find all registered sex offenders in any city, county, or zip code in the state. FDLE has a new search tool, you can now access the searchable database using the **University Search** tab by using the link above. Additionally, a binder with information on sexual offenders/predators may be accessed in the registration office of each campus.

M-DCPS School Operations, sends out a weekly briefing to all school Administrators regarding all registered sex offenders. This is issued directly to the school Principal and Assistant Principal and is then disseminated to the staff/faculty and students.

SECTION 15 – EMERGENCY REPONSE AND EVACUATION PROCEDURES

Fire/evacuation drills are conducted monthly. Each drill is entered into the Emergency Drill Reporting System. Diagrams of primary and secondary evacuation routes are posted in each occupied space next to the exit door clearly indicating, by contrasting color and number, each route of evacuation.

Any person can activate the nearest fire alarm pull station when discovering valid cause for a

building evacuation. Additionally, students and staff may be notified by an administrator via public announcement system if an evacuation of the building/campus is deemed necessary.

M-DCPS, as well as TEC, establishes a District Critical Incident Response Team (DCIRT). The DCIRT is responsible for assisting schools with emergencies/critical incidents as needed and coordinate District resources. The DCIRT will be responsible for providing updates to the plan and training for school site administrators. Pursuant to Florida statutes, the CIRP/EOP should be confidential and exempt from public record.

SECTION 16 – MISSING STUDENT NOTIFICATION

The Florida Missing Children Program is an initiative that enlists the cooperation of numerous State agencies in pursuing investigations of reported missing children. Each month, the Florida Department of Law Enforcement (FDLE) provides the Florida Department of Education (FDOE) with a data file comprising the names of children who have been reported missing to local law enforcement agencies and entered in the Florida Crime Information Center (FCIC) database. The DOE then makes this data available for school districts to access through the Northwest Regional Data Center (NWRDC). The DOE makes this data available to school districts.

SECTION 17 – STATISTICAL CRIME INFORMATION

| CLERY ACT CRIME STATISTICS | | | |
|--|-------------|-------------|-------------|
| The English Center Crime Statistics are provided by the Miami-Dade Schools Police Department. Ian A. Moffett Chief of Police | | | |
| | 2014 | 2015 | 2016 |
| ☐ The English Center ON CAMPUS CRIME STATISTICS | | | |
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 3 | 1 |
| Homicide | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 0 |
| Sex Offenses, Non-Forcible | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| ☐ The English Center ON CAMPUS ARREST STATISTICS | | | |
| Domestic Violence Related Incidents | 0 | 0 | 0 |
| Drug Law Arrests | 1 | 0 | 0 |
| Drug Law Violations Referred | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 |
| Liquor Law Violations Referred | 0 | 0 | 0 |
| Weapons Possession Arrests | 0 | 1 | 1 |
| Weapons Possession Referred | 0 | 0 | 0 |
| Dating Violence Related Incidents | 0 | 0 | 0 |
| ☐ The English Center ON CAMPUS HATE CRIME STATISTICS | | | |
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 |

ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/ harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/ harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits sexual harassment and other sexual misconduct such as unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures, or pictures. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited discrimination or harassment against students by employees, other students and their parents or guardians, or third parties. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property or at another location, if it occurs during an activity sponsored by the Board.

For additional information about Title IX or any other discrimination/harassment concerns contact:

Title: Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
Address: 155 N.E. 15th Street, Suite P104E
Miami, FL 33132
Phone: (305) 995-1580
Fax: (305) 995-2047
E-mail: crc@dadeschools.net
Website: <http://crc.dadeschools.net/>

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Title: Division of Special Education
504 Coordinator
Address: 1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132
Phone: (305) 995-1796
Fax: (305) 523-0591
E-mail: ese@dadeschools.net
Website: <http://ese.dadeschools.net/>

The Board will take immediate steps to discipline individuals for:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination/ harassment, or who has participated as a witness in a discrimination/ harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of discrimination/harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination/harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

The District Compliance Officer will supervise compliance with Federal and State regulations and address complaints in accordance with law and Policy 5517.02. The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Reports and Complaints

Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent.

Students who believe they have been harassed or discriminated against are entitled to use the complaint process in Policy 5517.02. Students and parents are encouraged to present complaints of discrimination or harassment by other students or employees to the Principal. Complaints against employees will be referred by the Principal to the CRC Office as soon as possible after the alleged conduct occurs while the facts are known and potential witnesses are available. During the investigation, the complainant and the subject of the complaint shall be provided an opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the Code of Student Conduct to allegations of discrimination/ harassment by students.

The investigative process through CRC involves the investigation of complaints of harassment and discrimination based on the protected categories. The CRC office investigates each case within a reasonable time.

Documentation of investigations of complaint, and of any corrective action taken by the school site and throughout the District, will be maintained by the department that conducted the investigation. Records of ongoing investigations are kept confidential until a final determination is made on each case. During the investigative process, appropriate preventive measures will be taken to protect the victims and the school community. Subsequent to the completion of a case, the complainant and the subject of the complaint will be provided with written notification of the outcome of the investigation. The District will take remedial action, as necessary, to address and resolve any substantiated complaint of discrimination or harassment and to prevent its recurrence.

Initiating a complaint will not adversely affect the complainant's participation in educational or extra-curricular programs, unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not be proceeding solely on the basis of an anonymous complaint without first attempting to ascertain the identity of the complainant. If after such efforts, the complainant remains anonymous, the investigation will proceed to the extent possible.

Privacy/Confidentiality

The English Center respects the privacy of students, the individual(s) against whom the complaint is filed, and the witnesses consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. All records generated under this policy and Policy 5517.02 shall be maintained as confidential to the extent permitted by law.

The complaint process in Policy 5517.02 is not intended to interfere with student rights to pursue complaints with the United States Department of Education, Office for Civil Rights, or the Florida Department of Education. The CRC Office processes such complaints according to the procedures and standards set forth by Federal and State agencies.

Education and Training

The Board promotes preventative educational measures to create greater awareness of unlawful harassment and discrimination. The Superintendent shall provide appropriate training to members of the School District community related to the implementation of this policy and Policy 5517.02.

Sexual Conduct

Any teacher, administrator, coach, or other school authority, including all faculty and staff, who engages in sexual conduct with a student may also be guilty of a crime.

F.S. 110.1221, 1000.05, 1006.07

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May 2008

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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 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, citizenship status, 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 Website: <http://crc.dadeschools.net>

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