

# Post-Secondary Code of Student Conduct



Co-enrolled and dual enrolled students will follow  
procedures as specified in the Code of Student  
Conduct (Secondary)  
Board Policy 5500

District/School Operations  
Board Rule 6Gx13- 6C-1.031

**THE SCHOOL BOARD  
MIAMI-DADE COUNTY, FLORIDA**

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# Acknowledgment of Responsibility

(Students *under 18* years of age)

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Each parent/guardian of a student and each student enrolled in Miami-Dade County Public Schools must sign and return this page to the student's school to acknowledge receipt of the **the website address** for the **Post-Secondary Code of Student Conduct**.

WEBSITE ADDRESS: \_\_\_\_\_

Each school will maintain records of such signed statements.

I acknowledge that I have been given the website address to electronically access the **Post-Secondary Code of Student Conduct**. I **acknowledge** that I have read and discussed this information with my child.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

I acknowledge receipt of the website address to electronically access the **Post-Secondary Code of Student Conduct** and I have read and discussed it with my parent/guardian and agree to abide by the rules contained therein.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Date of Birth (DOB)

\_\_\_\_\_  
Student ID Number



**RETURN TO STUDENT'S SCHOOL  
WITHIN THREE DAYS  
UPON RECEIPT OF THE  
WEBSITE INFORMATION FOR THIS CODE.**



# Acknowledgment of Responsibility

(Students **over 18** years of age)

Each student enrolled in Miami-Dade County Public Schools must sign and return this page to the student's school to acknowledge receipt of the website address to electronically access the **Post-Secondary Code of Student Conduct**.

Each school will maintain records of such signed statements.

I acknowledge receipt of the website address to electronically access the **Post-Secondary Code of Student Conduct** and I have read it and agree to abide by the rules contained therein.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Date of Birth (DOB)

\_\_\_\_\_  
Student ID Number



**RETURN TO STUDENT'S SCHOOL  
WITHIN THREE DAYS  
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WEBSITE INFORMATION FOR THIS CODE.**



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## Introduction

The primary objective of the Miami-Dade County Public Post-Secondary/Career Technical Educational programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

The purpose of this document is to assist Post-Secondary students, teachers and school administrators in the consistent maintenance of an environment which will enhance the achievement of this objective. To enhance its effectiveness, this Post-Secondary Code of Student Conduct addresses not only the role of the students, and the school, but also addresses:

- Grounds for disciplinary action; and
- Procedures for taking disciplinary action;

Those individuals governed by this document are Post-Secondary students, 16 years of age and older who no longer participate in the Secondary educational program.

Students who continue to participate in the Secondary educational program while participating in a Post-Secondary program (co-enrolled) are governed by the procedures as specified in the **Code of Student Conduct (Secondary) Policy 5500**. Any infraction occurring during their attendance in the adult education and/or post-secondary program will be reported to the **Home School** principal or designee and notification provided to the parent/guardian.

A co-enrolled secondary student who has been suspended by their **Home School** for a violation of the Secondary Code of Conduct will be considered suspended from the adult education and/or post-secondary program for the duration of the suspension period. It is the responsibility of the **Home School** principal or designee to notify the adult education school principal or designee of any student who has been suspended. The student will not be permitted on campus until the suspension has been served.

You are encouraged to read this booklet and develop a thorough understanding of the details presented in this publication.

## POST-SECONDARY CODE OF STUDENT CONDUCT RULES AND PENALTIES:

**Level One Behaviors** are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.

<b>Disruptive Behaviors:</b>
<ul style="list-style-type: none"><li>● Confrontation with another student</li><li>● Disruptive behavior</li><li>● Failure to comply with class and/or school rules</li><li>● Possession of items or materials that are inappropriate for an educational setting-*</li><li>● Repeated use of profane/crude language (general/not directed as someone)</li><li>● Unauthorized location</li><li>● Unauthorized use of electronic devices</li></ul>
<p>*See Sexual Offenses (Other), Level Four, for obscene or lewd material.</p> <ul style="list-style-type: none"><li>➢ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li><li>➢ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li></ul>
<b>Level One Penalties:</b>
<ul style="list-style-type: none"><li>● Behavior plan</li><li>● Parent/guardian contacted (<b>Students under 18</b>)**</li><li>● Participation in an informal counseling session related to the infraction</li><li>● Replacement or payment for any damaged property (if appropriate)</li><li>● Reprimand</li><li>● Student contract</li></ul>
<p>**Good faith attempt must be made immediately to contact parent/guardian, <b>Students under 18</b>, by telephone .</p>

**Level Two Behaviors** are more serious than Level One because they significantly interfere with learning and/or the well-being of others.

<b>Seriously Disruptive Behaviors:</b>
<ul style="list-style-type: none"><li>● Cheating/Misrepresentation</li><li>● Confrontation with a staff member</li><li>● Defiance of school personnel</li><li>● Distribution/sale of items/materials that are inappropriate for an educational setting*</li><li>● Failure to comply with previously prescribed penalties</li><li>● Fighting (minor)</li><li>● Harassment (non-sexual or isolated)**</li><li>● Libel/slander</li><li>● Petty theft (under \$300.00)</li><li>● Use of profane/provocative language directed at someone</li><li>● Vandalism (minor)</li></ul>
<p>*See Sexual Offenses (other) Level Four, for obscene or lewd material.</p> <p>** Harassment Civil Rights and Sexual Harassment, see Level Three, require a SPAR, and must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at (305) 995-1580.</p>

**Level Two Penalties:**

- Parent/guardian contacted (**Students under 18**)-\*\*
- Suspension from school (1-5 days)\*\*\*
- Removal from class

\*\* Good faith attempt must be made immediately to contact parent/guardian, **Students under 18**, by telephone.

\*\*\*Send written notice to parent/guardian, **Students under 18**, within 24 hours via U.S. mail.

**Level Three Behaviors** are more serious than Level Two because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

**Offensive/Harmful Behaviors:**

- Assault/Threat
- Breaking/Entering and Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)\*
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexting
- Sexual Harassment\*
- Trespassing
- Vandalism (major)

\* Harassment Civil Rights and Sexual Harassment, see Level Three, require a SPAR, and must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at (305) 995-1580.

➤All Level 3 and Level 4 infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR); Administrators must contact Miami-Dade Schools Police.

**Level Three Penalties:**

- Parent/guardian contacted (**Students under 18**)\*\*
- Suspension from school (1-10 days)\*\*\*
- Recommendation for dismissal from Post-Secondary program

\*\*Good faith attempt must be made immediately to contact parent/guardian, **Students under 18**, by telephone.

\*\*\*Send written notice to parent/guardian, **Students under 18**, within 24 hours via U.S. mail.

**Level Four Behaviors** are serious acts of unacceptable behavior than Level Three. They are serious acts of misconduct and violent actions that endanger the health and well being of others and or/ damage property, and actions that threaten life.

**Serious, Dangerous, and/or Violent Behaviors:**

- Arson
- Battery/Aggravated battery
- Hate crime
- Grand theft (over \$300.00)
- Hazing (felony)
- Making a false report/threat against the school\*
- Motor vehicle theft
- Other major crimes/incidents
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons\*
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offense (other) (including possession/or distribution of obscene or lewd materials)
- Sexual battery

\*Mandatory dismissal for one year.

➤All Level 3 and Level 4 infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR), Administrators must contact Miami-Dade Schools Police.

**Level Four Penalties:**

- Parent/guardian contacted (**Students under 18**) \*\*
- Recommendation for dismissal from Post-Secondary program
- Suspension from school (1-10 days)\*\*\*

\*\*Good faith attempt must be made immediately to contact parent/guardian, **Students under 18**, by telephone.

\*\*\*Send written notice to parent/guardian, **Students under 18**, within 24 hours via U.S. mail.

## **SAFEGUARDS: PROTECTING THE RIGHTS OF STUDENTS AND/OR PARENTS/GUARDIANS FOR STUDENTS UNDER THE AGE OF 18**

All penalties used by school-site administrators/or designee must be in compliance with School Board rules and policies. Inherent in these rules and policies is the philosophy of fairness and consideration for actions that are in the best interest of students.

When confronted with an act that may require the imposition of penalties by the school, the student and all other appropriate persons should be given the opportunity to explain the circumstances of the incident.

Students shall not be subjected to any penalties for using a language other than English or because of a disability.

School administrators or designee should communicate with the student or parents/guardians when penalties must be taken against a student **under the age of 18**.

## **DUE PROCESS PROCEDURES**

In order to ensure that each student receives fair treatment consistent with the fundamental requirements of due process, student suspensions and suspensions with recommendation for dismissal (FM-5341) shall be made in accordance with the following procedures.

**Notice of Suspension to Students:** The principal or designee shall deliver by hand or mail a copy of the written notice of the suspension (FM-5342) to the student within a reasonable period of time. Failure of the student to receive formal written notice of the suspension shall not affect the validity of the suspension or any other proceedings herein.

**Notice of Suspension to parents/guardians of a minor student (under 18),** the principal or designee shall immediately attempt to notify the parent/guardian by telephone and shall document the fact of such notice or diligent effort to give such notice.

The principal or designee shall deliver by hand or mail a copy of the written Notice of the Suspension to the minor student within twenty four (24) hours of suspension.

The **HOME SCHOOL** administrator must apply Policy 5610 (Suspension and Expulsion of Students) to **students under the age of 18**.

**Appeal of Suspension:** If a student or the parent/guardian of minor wishes to appeal the due process procedures implemented in the suspension process, the appeal shall be submitted to the principal or designee in writing

prior to the termination date of the suspension. The principal or designee shall arrange a conference with the student or parent/guardian.

The conference will take place at the school site and overseen by principal or designee. The principal or designee shall notify the student or parent in writing of his/her final decision within five (5) days of hearing the appeal.

**Initiation of the Dismissal Process:** The principal or designee shall submit a Dismissal Request, Adult Student (FM 7458), to the District/School Operations, Adult and Community Education office, containing information of the allegations against the student and a detail description of the incident. The District will make the final decision on the dismissal request.

Subsequent to a student's suspension and the pending decision on the recommendation for dismissal from an adult education and/or post-secondary program, the student will not be able to enroll in any Miami-Dade County Public School or visit any school campus during the suspension period, unless authorized by the principal or designee.

**Notice to student or parent/guardian of a minor student (under 18):** The principal or designee shall send a letter to the student within a reasonable period of time or the parent/guardian of a minor within 24 hours advising of the District's decision for student dismissal from program. Dismissal from the adult education program shall not automatically affect the student's participation in the K-12 program.

**Appeal of Suspension with Recommendation for Dismissal:** If a student or the parent/guardian of a minor wishes to appeal the recommendation for dismissal, the request for an appeal hearing shall be made to the Director, Adult and Community Education, within 10 business days of receiving the Notice of Suspension and Recommendation for Dismissal (FM 5341).

The Director or designee shall schedule a hearing and notify the student or parent/guardian of a minor of the hearing date and time. The final decision regarding the appeal will be made by the Director or designee and the decision will be transmitted in writing to the Principal. The principal or designee shall send a letter to the student within a reasonable period of time or the parent/guardian of a minor within 24 hours advising of the District's decision.

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment 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, 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.

**School Board Rules 6Gx13- 5D-1.10, 6Gx13- 4A-1.01, and 6Gx13- 4A-1.32** prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

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

