

INSTRUCTIONAL CONTINUITY PLAN (ICP)

For Emergency Closures of District Schools



Miami-Dade County Public Schools



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TABLE OF CONTENTS

| | |
|--|----|
| INTRODUCTION | 4 |
| Instructional Plan Overview | 5 |
| Content Delivery: <i>Digital Resources for Core Subject Areas</i> | 6 |
| Content Delivery: <i>Digital Resources for Electives and Other Programs</i> | 7 |
| Content Delivery: <i>Standard Curriculum for Core Content</i> | 8 |
| Content Delivery: <i>ESE Modified Curriculum for Reading and Mathematics</i> | 9 |
| Mobile Devices: <i>Distribution</i> | 10 |
| Internet Access | 11 |
| ICP Planning Checklist | 12 |
| Appendix A: <i>Secondary Course List (Edgenuity)</i> | 13 |
| Appendix B: <i>Letters to Parents – Mobile Device Survey</i> | 15 |
| Appendix C: <i>Acknowledgement Letter – Mobile Devices</i> | 19 |
| Appendix D: <i>Mobile Device Survey</i> | 23 |
| Appendix E: <i>List of Supplemental Resources for Parents of Elementary Students (Modified Curriculum)</i> | 27 |
| Appendix F: <i>List of Supplemental Resources for Parents of Secondary Students (Modified Curriculum)</i> | 29 |

INTRODUCTION

On rare occasions, it may be necessary to close a school(s) due to weather or other emergency situations. If this occurs, the district will make every effort to ensure that our students' educational opportunities continue while at home. Throughout the years, the district has compiled a comprehensive collection of online content and digital resources. The district also provides mobile devices for students to check out for home use to ensure that district students (non charter) can continue their learning without interruption. While this instructional plan has been created for M-DCPS district schools, charter schools may opt to follow the plan if they have necessary mobile technology and software tools. Charter schools are not bound by this plan, and they may implement emergency plans that best suits their specific needs. Parents of charter school students should contact their children's schools for information about device availability and more.

The *Instructional Continuity Plan* (ICP) has three components: Content Delivery, Mobile Devices, and Internet Access. *Content Delivery* explains which resources students will use for core instruction and which materials can be used as supplemental resources to enhance core instruction. *Mobile Devices* provides the steps the district is taking to ensure that any district student (non charter) who needs a mobile device to access the instructional resources will be provided with one, upon request, for the duration of the schools' closure. *Internet Access* poses the greatest challenge to ensuring that M-DCPS students can continue their studies while at home. The district has taken steps throughout the years to assist district students (non charter) in getting access to the internet at home through projects such as The 1Million Project; however, partnerships with service providers is crucial to providing free or reduced-cost internet service to students should the district close in case of emergency situations.

The district has developed a website with information for parents and students about this plan. The website is located at <http://icp.dadeschools.net>.

This document contains a planning checklist that schools should review in preparation for and in the event of schools closing. The ICP Planning Checklist details the steps administrators should implement immediately and upon receiving notification of school closures.

1. Instructional Plan Overview



CONTENT DELIVERY

- ☐ Students will have access to digital materials and instructional activities to remain engaged in learning during the time schools may remain closed.
- ☐ Digital resources will be designated as “Core Materials” or “Supplemental Materials.” Core Materials will be used as the main instructional programs for all students in the designated grade levels and “Supplemental Materials” will be available for enhancement/enrichment activities, conducting research or recreational reading.



MOBILE DEVICES

- ☐ District students (non charter) in grades K-12 will be surveyed to determine if they have a need for a mobile device at home to access instructional activities.
- ☐ Schools will check out mobile devices to those students or parents who have indicated they need a mobile device for use at home.
- ☐ Administrators will survey teachers to determine if any teacher needs a mobile device to work from home.
- ☐ Schools will use their current inventory of mobile devices, including devices in carts, to check out to students.
- ☐ Mobile devices must be checked out using the Asset Tracking Management System.



INTERNET ACCESS

- ☐ To date, the District has distributed over 11,000 phones, through the 1Million Project, to district high school students (non charter) who can use them as hotspots to access digital resources.
- ☐ The District has secured an additional 200 phones to distribute, if necessary.
- ☐ The District is investigating partnerships with service providers to provide internet access to students while schools are closed.

2. Content Delivery: Digital Resources for Core Subject Areas



| | | Core Materials ¹ | | | | | | Supplemental Materials | | | | | | | | | | | | | | | | |
|------|------------------------------------|----------------------------------|-------------------------|------------------------|--------------------------------|---|--|-----------------------------|-------------------|---|--------|--|-------------------------|-------------------|---------------------------------|------------------------------|----------------------------------|--------------|-------------|-------------------------------|------------------------------------|-------------------|--------------|-------------------------|
| | | i-Ready (Standard and Modified) | Edgenuity (Grades 6-12) | iCivics (Grades 3,4,5) | Gizmos, ExploreLearning (3-12) | National Geographic for Kids (Grades K-2) | Unique Learning System (Modified Only) | Achieve3000 (ESOL Level 24) | Audible (Grade 9) | Discovery Education Streaming Plus (Standard and Modified) | EVERFI | FloridaStudents.org, CPALMS (Standard and Modified) | Gizmos, ExploreLearning | iCivics (Grade 7) | Imagine Learning (ESOL Level 1) | Learning A-Z (Modified Only) | i-Ready (Standard and Modified) | Khan Academy | Math Nation | myON (Standard and Modified) | NBC Learn (Standard and Modified) | Power My Learning | Reading Plus | Reflex, ExploreLearning |
| K-5 | Language Arts/Reading ² | ● | | | | | ▲ | | | ● ▲ | | | | | ● | ▲ | | | | ● ▲ | ● ▲ | ● | | |
| | Mathematics | ● | | | ● | | ▲ | | | ● ▲ | | | | | | | | | | | ● ▲ | ● | | ● |
| | Science | | | | ● | | ▲ | | | ● ▲ | | ● ▲ | | | | ▲ | | | | | ● ▲ | ● | | |
| | Social Sciences | | | ● | | ● | ▲ | | | ● ▲ | | | | | | | | | | | ● ▲ | ● | | |
| 6-8 | Language Arts/Reading ² | ▲ | ● | | | | ▲ | ● | | ● ▲ | | | | | ● | ▲ | ● ▲ | | | ● ▲ | ● ▲ | ● | | |
| | Mathematics | ▲ | ● | | | | ▲ | | | ● ▲ | | | ● | | | | ● ▲ | ● | ● | | ● ▲ | ● | | ● |
| | Science | | ● | | | | ▲ | | | ● ▲ | | ● ▲ | ● | | | ▲ | | | | | ● ▲ | ● | | |
| | Social Sciences | | ● | | | | ▲ | | | ● ▲ | ● | ● ▲ | | ● | | | | | | | ● ▲ | ● | | |
| 9-12 | Language Arts/Reading ² | ▲ | ● | | | | ▲ | ● | ● | ● ▲ | | | | | ● | ▲ | | ● | | | ● ▲ | | ● | |
| | Mathematics | ▲ | ● | | | | ▲ | | | ● ▲ | | | ● | | | | | ● | ● | | ● ▲ | | | |
| | Science | | ● | | | | ▲ | | | ● ▲ | | ● ▲ | ● | | | ▲ | | | | | ● ▲ | ● | | |
| | Social Sciences | | ● | | | | ▲ | | | ● ▲ | ● | ● ▲ | | | | | | | | | ● ▲ | | | |


¹ Digital resources designated as "Core Materials" have been selected because of their ability to track student progress, provide graded activities, and track time-on-task. (See Appendix A)

² Language Arts/Reading includes ESOL Developmental Language Arts and Intensive Reading.

● Standard Curriculum

▲ Exceptional Student Education (ESE) Modified Curriculum

3. Content Delivery: *Digital Resources for Electives and Other Programs*



| | | Duolingo | Edgenuity/ Purpose Prep | Incredibleart.org | Kidsites.com | Learning.com | MAWI Learning | Move to Learn (YouTube Videos) | Musictheory.net | MyCareerShines | Quaver Music (K-1) | Typing Test |
|-------------|---------------------------------|----------|-------------------------|-------------------|--------------|--------------|---------------|--------------------------------|-----------------|----------------|--------------------|-------------|
| K-5 | Art | | | | • | | | | | | | |
| | Music | | | | | | | | • | | • | |
| | Physical Education | | | | | | | • | | | | |
| | World Languages | • | | | | | | | | | | |
| 6-8 | Art | | | • | | | | | | | | |
| | CTE | | | | | • | | | | • | | • |
| | Music | | | | | | | | • | | | |
| | Physical Education | | | | | | | • | | | | |
| | Social Emotional Learning (SEL) | | • | | | | • | | | | | |
| | World Languages | • | | | | | | | | | | |
| 9-12 | Art | | | • | | | | | | | | |
| | CTE | | | | | • | | | | • | | |
| | Music | | | | | | | | • | | | |
| | Physical Education | | | | | | | • | | | | |
| | Social Emotional Learning (SEL) | | • | | | | | | | | | |
| | World Languages | • | | | | | | | | | | |

4. Content Delivery: Standard Curriculum for Core Content

(Student/Teacher Tasks & Progress Monitoring)

| ELEMENTARY (K-5) | SECONDARY (6-12) | | | | | | | | |
|--|------------------|---|---------|--|---|---------|--|---------|--|
| <table><tr><th>STUDENT</th></tr><tr><td><p>i-Ready (Reading and Mathematics)*</p><ul style="list-style-type: none"><input type="checkbox"/> Log into i-Ready through Student Portal<input type="checkbox"/> Complete 45 minutes of instruction in reading and also in mathematics<p>Gizmos (Science)</p><ul style="list-style-type: none"><input type="checkbox"/> Log into Gizmos through Student Portal<input type="checkbox"/> Complete one interactive simulation lesson per day<p>National Geographic for Kids (K-2)</p><ul style="list-style-type: none"><input type="checkbox"/> Visit https://kids.nationalgeographic.com/<input type="checkbox"/> Play videos, games, or explore U.S. States<p>iCivics (3,4,5)</p><ul style="list-style-type: none"><input type="checkbox"/> Visit https://kids.nationalgeographic.com/<input type="checkbox"/> Register as a student: https://www.icivics.org/login; complete a game each day<p><i>* Students may be assigned other assignments by teacher.</i></p></td></tr><tr><th>TEACHER</th></tr><tr><td><p>i-Ready (Reading and Mathematics)**</p><ul style="list-style-type: none"><input type="checkbox"/> Log into i-Ready through Employee Portal<input type="checkbox"/> Assign lessons to students who do not have i-Ready learning path<input type="checkbox"/> Monitor daily student usage and lesson performance (lesson pass rate should be 70% or higher)<input type="checkbox"/> Turn on “domains” for those students who have failed lessons and have been locked out<p>Gizmos (Science)**</p><ul style="list-style-type: none"><input type="checkbox"/> Log into Gizmos through Employee Portal<input type="checkbox"/> Assign one interactive simulation lesson per day; 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NOTE: Instructional activities represented on this page reflect core subject areas only. Instruction should not be limited to core content only. Supplemental materials can be used for enhancement, enrichment, or intervention activities. Students should limit the amount of time they spend at the computer without a break. Every 20 minutes, students should get up from the computer.

5. Content Delivery: ESE Modified Curriculum for Reading and Mathematics

(Student and Teacher Tasks & Progress Monitoring)

| E L E M E N T A R Y (K-5) | | S E C O N D A R Y (6-12) | |
|---|--|--|--|
| STUDENT | | STUDENT | |
| i-Ready (Reading and Mathematics)* <input type="checkbox"/> Log into i-Ready through Student Portal <input type="checkbox"/> Complete 45 minutes of instruction in reading and also in mathematics Unique Learning System <input type="checkbox"/> Visit www.n2y.com <input type="checkbox"/> Go to Appendix E for additional log on information <input type="checkbox"/> Complete at least one lesson per day <i>* Students may be assigned other assignments by teacher.</i> | | i-Ready (Reading and Mathematics)* <input type="checkbox"/> Log into i-Ready through Student Portal <input type="checkbox"/> Complete 45 minutes of instruction in reading and also in mathematics Unique Learning System <input type="checkbox"/> Visit www.n2y.com <input type="checkbox"/> Go to Appendix F for additional log on information <input type="checkbox"/> Complete at least one lesson per day <i>* Students may be assigned other assignments by teacher.</i> | |
| TEACHER | | TEACHER | |
| i-Ready (Reading and Mathematics)** <input type="checkbox"/> Log into i-Ready through Employee Portal <input type="checkbox"/> Assign lessons to students who do not have i-Ready learning path <input type="checkbox"/> Monitor daily student usage and lesson performance (lesson pass rate should be 70% or higher) <input type="checkbox"/> Turn on “domains” for those students who have failed lessons and have been locked out Unique Learning System <input type="checkbox"/> Visit www.n2y.com <input type="checkbox"/> Go to Appendix E for additional log on information <input type="checkbox"/> Monitor lesson completion <i>** Teachers may elect to direct their students to complete other course specific assignments identified in Appendix E. A copy of Appendix E should be sent home for parents via backpack.</i> | | i-Ready (Reading and Mathematics)** <input type="checkbox"/> For i-Ready, teachers should assign lessons to students who do not have i-Ready learning paths <input type="checkbox"/> Monitor daily student usage and lesson performance (lesson pass rate should be 70% or higher) Unique Learning System <input type="checkbox"/> Visit www.n2y.com <input type="checkbox"/> Go to Appendix F for additional log on information <input type="checkbox"/> Monitor lesson completion <i>** Teachers may elect to direct their students to complete other course specific assignments identified in Appendix F. A copy of Appendix F should be sent home for parents via backpack.</i> | |

NOTE: Instructional activities represented on this page reflect core subject areas only. Instruction should not be limited to core content only. Supplemental materials can be used for enhancement, enrichment, or intervention activities. Students should limit the amount of time they spend at the computer without a break. Every 20 minutes, students should get up from the computer.

6. Mobile Devices: *Distribution*



Parent/Student Survey

Conduct survey to determine technology needs.

- All parents of district students (non charters) will receive a letter about the availability of mobile devices for checkout. (See Appendix B)
- Letter will reference the “Agreement for Student Use of Mobile Device Computer” and parents will be asked to sign an acknowledgment form indicating whether they allow their child to receive a mobile device. (See Appendix C.)
- Letter will request that parents also complete an online survey about technology needs.
- Students in grades K-12 will be asked to complete the same survey in school indicating whether they have a need for a mobile device at home to access instructional activities. (See Appendix D)
- Upon receipt of the acknowledgement letter, schools will check out mobile devices to those students whose parents responded “Yes.”
- Students (and parents) who receive a mobile device during the school closure are bound by the terms outlined in the “Agreement for Student Use of Mobile Device Computer.”

Redistribution of Devices

Redistribute devices to schools as needed.

- Survey data will be analyzed and cross-referenced with mobile device inventories at schools to determine device needs at schools.
- Schools will be contacted by the Instructional Technology Department, if survey data indicates a need for more devices than the school has in its inventory.
- Instructional Technology will partner with ITS to reallocate and distribute devices as needed.
- A unique email address has been set up for school administrators to request additional mobile devices. The email address is Device_request@dadeschools.net.

Check Out Mobile Devices

Establish protocol for checking out devices.

- Schools will check out mobile devices to those district students (non charter) who have indicated they need a mobile device for use at home and who turned in the signed parent letter.
- Teachers who need a mobile device to work from home should check one out from the school.
- Schools will use their current inventory of mobile devices, including devices in carts, to check out to students.
- Mobile devices must be checked out using the Asset Tracking Management System.

7. Internet Access



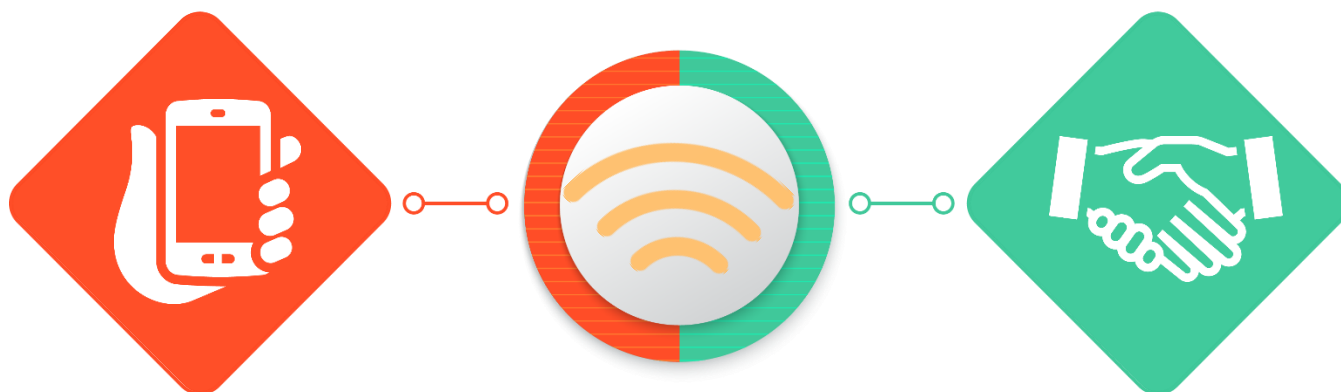
The district will continue its efforts to implement strategies to support district students (non charter) without internet access at home. Below are the district's current options to ensure students have internet access at home to continue their work and education without interruption.

HOTSPOTS

- Distributed over 11,000 hotspots/smartphones to high school students.
- Additional 200+ hotspots/smartphones are available for distribution to high school students.
- To request additional hotspots/smartphones, schools should follow the established procedures for requesting the phones.

PARTNERSHIPS

- Team up with local service providers to open their networks and provide free internet.





8. ICP Planning Checklist

Implement Immediately

- ☐ Share the ICP plan with teachers
- ☐ Distribute the *Letter to Parents-Mobile Device Survey* (Appendix B) and *Acknowledgement Letter – Mobile Devices* (Appendix C) [See Weekly Briefing #27169]
- ☐ Administer student online survey. The survey will be posted on the main dadeschools.net page at <http://dadeschools.net/>.
- ☐ Collect and keep mobile device acknowledgement form (Appendix C)
- ☐ Survey teachers to determine if any teacher needs a mobile device to work from home
- ☐ Develop a device distribution plan (keep in mind that this may occur after schools are closed)
- ☐ Ensure that teachers know how to login to Gizmos and assign lessons (elementary)*
- ☐ Ensure that teachers know how to login to iReady to monitor student progress (elementary) *
- ☐ Ensure that teachers know how to use Edgenuity to monitor student progress (secondary)*
- ☐ Ensure that Retake teachers know how to link students' scores to Khan Academy (11th and 12th grade Retakers courses); refer to Weekly Briefing #26624 or access the link [How to Link PPT.pptx](#) for instructions on linking student accounts to Khan Academy.
- ☐ Develop a contingency plan for providing mobile devices to those students or parents who were not provided a device prior to school closing

Implement Upon Receiving Notification of Closure

- ☐ Distribute devices to district students (non charter) who requested them and who returned the signed Acknowledgement Letter (Appendix C)
- ☐ Direct students, parents and staff to <http://icp.dadeschools.net>
- ☐ Teachers should inform students of their online learning assignments and digital resources that are available to them during the school closure.
- ☐ ESE teachers should distribute the *List of Supplemental Resources for Parents of Elementary Students - Modified Curriculum* (Appendix E) and the *List of Supplemental Resources for Parents of Secondary Students - Modified Curriculum* (Appendix F) to students.

After Closures

- ☐ Implement contingency plan to distribute devices to those students or parents who were not provide devices prior to school closing

Upon Return from Closures

- ☐ Collect the mobile devices that were provided from other schools for the duration of the closures and store in a secure location
- ☐ Contact Instructional Technology to arrange for devices to be picked up

*A link to register for webinars is in the Employee Portal



APPENDIX A: SECONDARY COURSE LIST *(Edgenuity)*

SECONDARY COURSE LIST *(Edgenuity)*

Miami-Dade County Public Schools

Edgenuity Secondary Course Offerings

Course and Credit Recovery for Grades 6-12

- ☐ Mathematics
- ☐ Language Arts
- ☐ Social Studies
- ☐ Science

Core Courses - Middle School

English Language Arts

- ☐ M/J Language Arts 1
- ☐ M/J Language Arts 2
- ☐ M/J Language Arts 3
- ☐ M/J Intensive Reading

Mathematics

- ☐ M/J Mathematics 1
- ☐ M/J Mathematics 2
- ☐ M/J Pre-Algebra
- ☐ M/J Intensive Math

Science

- ☐ M/J Comprehensive Science 1
- ☐ M/J Comprehensive Science 2
- ☐ M/J Comprehensive Science 3

Social Studies

- ☐ M/J World History
- ☐ M/J Civics
- ☐ M/J United States History

Core Courses - High School

English Language Arts

- ☐ English 1
- ☐ English 2
- ☐ English 3
- ☐ English 4
- ☐ English 4: Florida College Prep
- ☐ Reading for College Success*
- ☐ Writing for College Success*

Mathematics

- ☐ Algebra 1
- ☐ Geometry
- ☐ Algebra 2
- ☐ Mathematics for College Success*
- ☐ Mathematics for College Readiness
- ☐ Advanced Topics in Mathematics

Science

- ☐ Biology 1
- ☐ Earth/Space Science
- ☐ Physical Science
- ☐ Chemistry 1
- ☐ Physics 1

Social Studies

- ☐ United States History
- ☐ Economics with Financial Literacy
- ☐ United States Government
- ☐ World History

Test Preparation Courses

ACT

- ☐ Mathematics
- ☐ Reading
- ☐ English
- ☐ Writing
- ☐ Science

SAT

- ☐ Mathematics
- ☐ Critical Reading
- ☐ Critical Writing

End-of-Course (EOC)

- ☐ Algebra I
- ☐ Geometry
- ☐ Biology
- ☐ Civics
- ☐ U.S. History



APPENDIX B: LETTERS TO PARENTS – MOBILE DEVICE SURVEY

LETTER TO PARENTS – MOBILE DEVICE SURVEY

(Letter to Parents is available in English, Spanish, and Haitian Creole.)

Date _____

Dear Parent/Guardian:

As part of its emergency preparedness efforts, Miami-Dade County Public Schools is ready for the rare occasion when it may be necessary to close a school(s) due to weather or other emergency situations. If this occurs, the district will make every effort to ensure that your child's educational opportunities continue uninterrupted while at home. If schools should close, the district has a comprehensive collection of online content and digital resources that your child can access. However, we realize that some students may not have access at home to a personal or district issued device (computer, laptop, or tablet); therefore, part of the district's planning efforts is to determine how many of our students need technology at home in order for instruction to continue.

At this time, the district will be conducting a survey to help identify those students who may need technology at home. The survey will be posted on the main [dadeschools](http://www.dadeschools.net/) page located at <http://www.dadeschools.net/> and on the *Students, Parents, Employees, and Community* pages. Please complete the survey for your child. The survey will also be administered to all K-12 students district-wide on Friday, March 13, 2020. Prior to your child completing the survey, we need you to review the "Agreement for Student Use of Mobile Device Computer" located at <http://digital.dadeschools.net/contracts.asp> and then sign the accompanying acknowledgement page, indicating your preference regarding your child checking out a mobile device. Students will be asked to turn in the signed acknowledgement page prior to completing the survey.

Students will be provided with a mobile device only if the parents return the signed form indicating that preference regardless of survey response. The survey response is important in that it will help the district identify the number of devices needed for checkout at each school. If your child receives a district-issued mobile device, he/she must follow the district guidelines and policies outlined in the mobile device agreement.

Please send the signed acknowledgement page back to school no later than Friday, March 13, 2020.

Sincerely,

Principal

Fecha_____

Estimados Padres de Familia/Tutores:

Como parte de sus esfuerzos de preparación para emergencias, las Escuelas Públicas del Condado Miami-Dade están listas para la rara ocasión en que pueda ser necesario cerrar una(s) escuela(s) debido al mal tiempo u otras situaciones de emergencia. Si esto sucediera, el distrito hará todo lo posible para asegurar que las oportunidades educacionales de sus hijos continúen sin interrupciones mientras que estén en sus hogares. Si las escuelas cierran, el distrito tiene una colección amplia de contenido en línea y recursos digitales a los cuales sus hijos pueden acceder. Sin embargo, sabemos que algunos estudiantes pueden no tener acceso en sus hogares a un dispositivo personal o suministrado por el distrito (computadora, computadora portátil o tableta); por lo tanto, parte de los esfuerzos de planificación del distrito es determinar cuántos de nuestros estudiantes necesitan dispositivos tecnológicos en el hogar para que la instrucción continúe.

Es por esta razón que el distrito llevará a cabo una encuesta para ayudar a identificar a aquellos estudiantes que puedan necesitar dispositivos tecnológicos en el hogar. La encuesta se publicará en la página principal de *dadeschools* en <http://www.dadeschools.net/> y en las páginas para los estudiantes, padres de familia, empleados y la comunidad (*Students, Parents, Employees, Community*). Por favor, llene la encuesta de sus hijos. La encuesta también se administrará a todos los estudiantes de Kindergarten al 12º grado en todo el distrito, el viernes, 13 de marzo del 2020. Antes de completar la encuesta de sus hijos, necesitamos que revise el “Acuerdo Sobre Uso Estudiantil de Dispositivo Móvil (Computadora)” que se encuentra en <http://digital.dadeschools.net/contracts.asp> y luego firme la página de aceptación que acompaña la presente carta, que indica su preferencia con respecto a que sus hijos reciban o no un dispositivo móvil del distrito. Se les pedirá a los estudiantes que entreguen la página de aceptación firmada antes de llenar la encuesta.

Los estudiantes recibirán un dispositivo móvil solamente si los padres de familia devuelven el formulario firmado que indica esa preferencia independientemente de la respuesta a la encuesta. La respuesta a la encuesta es importante porque ayudará al distrito a identificar la cantidad de dispositivos necesarios para que sean prestados en cada escuela. Si sus hijos reciben un dispositivo móvil emitido por el distrito, deben seguir las reglas y políticas del distrito descritas en el acuerdo del dispositivo móvil.

Envíe la página de reconocimiento firmada a la escuela, a más tardar el viernes, 13 de marzo del 2020.

Atentamente,

Director(a)

Dat _____

Chè Paran/Gadyen:

Kòm yon pati nan efò pou nou prepare an ka yon ijans, Lekòl Leta Miami-Dade County pare pou lè yon okazyon ta rive kote li nesesè pou fèmen yon lekòl (yo) akòz move tan oubyen pou lòt sitiyasyon ijans. Si sa ta rive, distri a ap fè tout efò l pou asire opòtinite edikasyonèl pitit ou kontinye san enteripsyon pandan yo lakay. Si lekòl yo ta dwe fèmen, distri a gen yon gwo koleksyon kontni sou Entènèt ak resous dijital pitit ou a ka jwenn. Sepandan, nou reyalize kèk elèv ka pa gen aksè pou yon aparèy (òdinatè, laptop, oubyen tablèt) pèsònèl oubyen youn distri a bay lakay yo; konsa, yon pati nan efò planifikasyon distri a se pou detèmine konbyen nan elèv nou yo ki bezwen teknoloji lakay pou enstriksyon yo ka kontinye.

Nan moman sa a, distri a pral fè yon sondaj pou ede idantifye elèv sa yo ki ka bezwen teknoloji lakay yo. Nou pral poste sondaj la sou paj prensipal dadeschools la ki sou <http://www.dadeschools.net/> e sou paj “*Students, Parents, Employees, and Community*” (*Elèv, paran, Anplwaye, ak Kominote*) yo. Silvouplè ranpli sondaj la pou pitit ou. Nou pral administre sondaj la tou bay tout elèv K-12 nan tout distri a vandredi 13 mas 2020. Anvan pitit ou a ranpli sondaj la, nou bezwen ou revize “Akò pou Elèv Itilize Aparèy Òdinatè Mobil” ki nan <http://digital.dadeschools.net/contracts.asp> epi siyen paj akseptasyon ki akonpaye lèt sa a, ki endike preferans ou konsènan pitit ou a k ap prete yon aparèy mobil. Nou ap mande elèv yo pou remèt paj akseptasyon siyen an anvan yo ranpli sondaj la.

Nou ap bay elèv yo yon aparèy mobil sèlman si paran yo siyen fòm ki endike preferans yo pou sa kèlkeswa repons sondaj la. Repons sondaj la enpòtan paske li ede distri a idantifye kantite aparèy li ap bezwen pou prete nan chak lekòl. Si pitit ou a resevwa yon aparèy mobil distri a bay, li dwe suiv machasuiv ak règ distri a ki dekri nan akò konsènan aparèy mobil la.

Silvouplè voye paj akseptasyon ou fin siyen an bay lekòl la pa pita pase vandredi 13 mas 2020.

Sensèman,

Direktè/tris



APPENDIX C: ACKNOWLEDGEMENT LETTER – MOBILE DEVICES

MOBILE DEVICE AGREEMENT ACKNOWLEDGEMENT PAGE

*(Mobile Device Agreement Acknowledgement Page is
available in English, Spanish, and Haitian Creole.)*

Mobile Device Agreement Acknowledgement Page

Please select one of the options below, sign this form and return to the school; keep a copy for your records.

NOTE: Students receiving a mobile device must log into the device with your portal username and password at school before going home. This must happen or the mobile device will not work at home.

Student Name (Print)

ID#

School (Print)

A. _____ Yes, I would like my child to check out a district-issued mobile device.

B. _____ No, I would not like my child to check out a district-issued mobile device.

By signing this acknowledgement page, you are confirming that you have read the "Agreement for Student Use of Mobile Device Computer" and agree to all its terms and conditions. The "Agreement for Student Use of Mobile Device Computer" can be found at <http://digital.dadeschools.net/contracts.asp>.

Acknowledgment: Student and parent/guardian acknowledge that they have read the "Agreement for Student Use of Mobile Device Computer," understand it, and agree to be bound by its terms and conditions. Student and parent further acknowledge that this agreement represents the complete understanding and agreement between the school board (M-DCPS) and the parent and student with respect to the subject matter hereof. No other representations, stipulations, agreement, or understanding, whether oral or in writing shall be valid or enforceable or have any binding effect unless contained in this agreement. This agreement may not be changed, amended, or modified without the express written approval of the school board (M-DCPS). Any change, modification, or amendment to this agreement approved by the school board must be in writing.

Student Name (Print) _____ Date _____

Parent Name (Print) _____

Parent/Guardian Signature _____ Date _____

Parent Email Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

NOTE: Mobile devices checked out during the district's emergency closure are expected to be returned within one week of schools reopening.

Página de Reconocimiento de Acuerdo sobre Dispositivo Móvil

Por favor seleccione una de las siguientes opciones, firme este formulario y devuélvalo a la escuela; mantenga una copia para sus archivos.

NOTA: Los estudiantes que obtengan un dispositivo móvil deben realizar el inicio con su usuario y contraseña del portal en la escuela antes de retirarse a casa. De no realizarse lo anterior, el dispositivo móvil no funcionará en casa.

Nombre del estudiante (letra de molde) _____ ID# _____ Escuela (letra de molde) _____

- A. _____ Sí, quisiera que mi hijo/a solicite un dispositivo móvil emitido por el distrito.
- B. _____ No, no quisiera que mi hijo/a solicite un dispositivo móvil emitido por el distrito.

Al firmar esta página de reconocimiento, usted confirma que ha leído el “Acuerdo para Uso Estudiantil de Dispositivo Móvil Computadora” (*“Agreement for Student Use of Mobile Device Computer”*) y está de acuerdo con todos sus términos y condiciones. Puede acceder al “Acuerdo para Uso Estudiantil de Dispositivo Móvil Computadora” en <http://digital.dadeschools.net/contracts.asp>.

Reconocimiento: El estudiante y padre de familia / tutor reconoce que ha leído el “Acuerdo para Uso Estudiantil de Dispositivo Móvil Computadora”, lo comprende y acepta cumplir sus términos y condiciones. El estudiante y padre de familia además reconoce que el presente acuerdo representa una comprensión y un acuerdo total entre la junta escolar (*M-DCPS*) y el estudiante y padre de familia con respecto al tema del mismo. No tendrá vigencia ni aplicación alguna otra representación, estipulación, acuerdo o entendimiento, ya sea verbal o por escrito. Este acuerdo no podrá ser cambiado, enmendado o modificado sin la aprobación expresa por escrito de la junta escolar (*M-DCPS*). Cualquier cambio, modificación o enmienda a este acuerdo que sea aprobado por la junta escolar debe presentarse por escrito.

Nombre del estudiante
(letra de molde) _____ Fecha _____

Nombre del padre de
familia (letra de molde) _____

Firma del padre de familia /
tutor _____ Fecha _____

Correo electrónico del
padre de familia _____

Teléfono casa _____ Teléfono empleo _____ Teléfono móvil _____

Nota: Se espera que los dispositivos móviles expedidos durante una clausura de emergencia del distrito sean devueltos dentro del plazo de una semana después de la reapertura de las escuelas.

Paj Akseptasyon sou Akò Aparèy Mobil

Silvoup!è chwazi youn nan opsyon ki anba yo, siyen fòm sa a e retounen li nan lekòl la; kenbe yon kopi pou dosye w.

NÒT: Elèv ki resevwa yon aparèy mobil dwe konekte aparèy la sou pòtal ou avèk “username” (non itilizatè) ak “password” (modpas) nan lekòl la avan w ale lakay ou. Si ou pa fè sa aparèy mobil la pap mache lè ou rive lakay.

Non Elèv la (Enprime) _____

Nimewo ID _____

Lekòl (Enprime) _____

A. _____ Wi, mwen ta renmen pitit mwen an prete yon aparèy mobil distri a bay.

B. _____ Non, mwen pa ta renmen pitit mwen an prete yon aparèy mobil distri a bay.

Nan siyen paj akseptasyon sa a, w ap konfime ou li “Akò pou Elèv Itilize Aparèy Òdinatè Mobil” e ou dakò pou tout tèm ak kondisyon li yo. Ou ka jwenn “Agreement for Student Use of Mobile Device Computer” (Akò pou Elèv Itilize Aparèy Òdinatè Mobil) nan <http://digital.dadeschools.net/contracts.asp>.

Akseptasyon: Elèv ak paran/gadyen rekòtè yo li “Akò pou Elèv Itilize Aparèy Òdinatè Mobil” sa a, yo konprann li, konprann li, e yo dakò pou yo respekte tèm ak kondisyon ki ladan li. Anplis, elèv ak paran dakò akò sa a reprezante konpreyansyon ak akò konplè ant komisyon konsèy Lekòl (M-DCPS) ak paran an e elèv la nan respè sijè ki nan dokiman an. Okenn lòt reprezantasyon, deklarasyon, akò, oubyen konpreyansyon, menmsi li aloral oubyen alekri pap valid oubyen aplikab oubyen genyen okenn efè irevokab amwenske li ekri nan akò sa a. Yo pa ka chanje, amande, oubyen modifiye akò sa a san apwobasyon ekri ki soti nan komisyon konsèy (MDCPS). Kèlkeswa chanjman, modifikasyon, oubyen amandman Komisyon Konsèy Lekòl la apwouve nan akò sa a, dwe fèt alekri.

Non Elèv la (Enprime) _____ Dat _____

Non Paran an (Enprime) _____

Siyati

Paran/Gadyen an _____ Dat _____

Adrès Elektwonik Paran

Telefòn _____ Telefòn _____ Telefòn _____

Lakay _____ Travay _____ Selilè _____

NÒT: Nou atann pou yo retounen aparèy mobil yo prete pandan fèmti ijans distri a anndan yon semèn lekòl yo re-ouvè.

APPENDIX D: MOBILE DEVICE SURVEY

MOBILE DEVICE SURVEY

(Mobile Device Survey will be posted in English, Spanish, and Haitian Creole.)

MOBILE DEVICE NEEDS SURVEY

On rare occasions, it may be necessary to close one or more schools due to weather or other emergency situations. If this occurs, the District will make every effort to ensure that our students' educational opportunities continue while at home. Throughout the years, the District has compiled a comprehensive collection of online content and digital resources to ensure that students can continue their learning without interruption. To complement the collection of digital tools, the District also makes available mobile devices for students to check out for home use.

As part of the District's Emergency Preparedness procedures, we need to gather information regarding which students may need to check out a mobile device for use at home during the time their schools are closed. The District is requesting that you complete the following survey regarding your child's technology needs. The information gathered from your responses will help us determine our students' technology needs at home and will assist in our emergency preparedness efforts.

1. Enter your child's student identification number.
2. Does your child have access to one or more computers at home to complete assignments?
 - a. Yes, my child has access to a personal computer/mobile device at home.
 - b. Yes, my child currently has a district-issued mobile device to use at home.
 - c. No, my child does not have access to a device or at home.
3. Would like your child to check out a district-issued mobile device for use at home?
 - a. Yes, I would like my child to check out a district-issued mobile device to complete assignments at home.
 - b. No, I would not like my child to check out a district-issued mobile device to complete assignments at home
4. Do you have access to high-speed internet at home, so that your child can complete assignments?
 - a. Yes, we have high-speed internet at home.
 - b. No, we do not have high-speed internet at home.
5. Select your child's grade level.

| | | | | | | |
|----|----|----|----|----|----|----|
| PK | K | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |

For High School Students Grades 9-12 Only

6. Would you be interested in a free Samsung smart phone from the 1Million Project to use as hotspot and access the internet?
 - a. Yes, we would like to receive a smart phone from the 1Million Project to use as a hotspot to access the Internet.
 - b. No, we would not like to receive a smart phone from the 1Million Project to use as a hotspot to access the Internet.

ENCUESTA PARA PADRES DE FAMILIA SOBRE DISPOSITIVOS MÓVILES EN PREPARACIÓN PARA EMERGENCIAS

En raras ocasiones, puede ser necesario cerrar una o más escuelas debido al clima u otras situaciones de emergencia. Si sucediera lo dicho, el Distrito hará todo lo posible para asegurar que las oportunidades educativas de nuestros hijos continúen sin interrupciones mientras que estén en sus hogares. A lo largo de los años, el Distrito ha compilado una colección integral de contenido en línea y recursos digitales para asegurar que los estudiantes puedan continuar su aprendizaje sin interrupción. Para complementar la colección de herramientas digitales, el Distrito también tiene a su disposición dispositivos móviles para que los estudiantes puedan pedirlos prestados para usar en el hogar. Como parte de los Procedimientos de Preparación para Emergencias del Distrito (District's Emergency Preparedness procedures), necesitamos recopilar información sobre cuales estudiantes pudieran necesitar pedir prestado un dispositivo móvil para utilizar en su hogar durante el tiempo que estén cerradas sus escuelas. El Distrito solicita que por favor, llenen la siguiente encuesta sobre las necesidades tecnológicas de sus hijos. La información recopilada de sus respuestas nos ayudará a determinar las necesidades tecnológicas de nuestros estudiantes en el hogar y asistirá a nuestros esfuerzos de preparación para emergencias.

1. Escriba el número de identificación de su hijo/hija.
2. ¿Tiene su hijo/hija acceso a una o más computadora/s en su hogar para terminar las tareas?
 - a. Sí, mi hijo/hija tiene acceso a una computadora personal/dispositivo móvil en el hogar.
 - b. Sí, mi hijo/hija actualmente tiene un dispositivo móvil emitido por el distrito para usar en el hogar.
 - c. No, mi hijo/hija no tiene acceso a un dispositivo para usar en el hogar.
3. ¿Le gustaría que a su hijo/hija solicite un dispositivo móvil emitido por el distrito para utilizar en el hogar?
 - a. Sí, me gustaría que mi hijo/hija solicite un dispositivo móvil emitido por el distrito para terminar las tareas en el hogar.
 - b. No, no me gustaría que mi hijo/hija solicite un dispositivo móvil emitido por el distrito para completar las tareas en casa.
4. ¿Tiene acceso a la Internet de alta velocidad en su hogar para que su hijo/hija pueda terminar las tareas?
 - a. Sí, tenemos acceso a la Internet de alta velocidad en el hogar.
 - b. No, no tenemos acceso a la Internet de alta velocidad en el hogar.
5. Seleccione el nivel de grado de su hijo/hija.

| | | | | | | |
|----|----|----|----|----|----|----|
| PK | K | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |

9-12

6. ¿Le interesaría recibir un teléfono inteligente Samsung gratuito del Proyecto 1Million para utilizarlo como zonas de acceso (hotspot) para acceder a la Internet?
 - a. Sí, nos gustaría recibir un teléfono inteligente del Proyecto 1Million para utilizarlo como zona de acceso (hotspot) para acceder a la Internet.
 - b. No, no nos gustaría recibir un teléfono inteligente del Proyecto 1Million para utilizarlo como zona de acceso (hotspot) para acceder a la Internet.

SONDAJ PARAN SOU APAPARÈY MOBIL POU PREPARASYON AN KA YON IJANS

Nan kèk okazyon ki ra, li ka nesesè pou fèmen youn oubyen plis lekòl akòz move tan oubyen sitiyouyasyon ijans. Si sa rive, Distri a ap fè tout efò pou l asire opòtinite edikasyonèl elèv nou yo kontinye pandan yo lakay. Atravè ane yo, Distri a konpile yon gwo koleksyon kontni sou Entènèt ak resous dijital pou asire elèv yo ka kontinye aprantisaj yo san enteripsyon. Pou konplemanje koleksyon zouti dijital yo, Distri a mete disponib tou aparèy mobil pou elèv prete pou sèvi lakay yo. Kòm yon pati nan pwosesis Preparasyon Ijans Distri a, nou bezwen kolekte enfòmasyon konsènan ki elèv ki ka bezwen prete yon aparèy mobil pou itilize lakay yo pandan tan lekòl yo fèmen. Distri a ap mande pou ranpli sondaj ki ap suiv la konsènan bezwen teknoloji pitit ou a. Enfòmasyon nou kolekte nan repons ou yo pral ede nou detèmine bezwen teknoloji elèv nou yo lakay e yo pral ede nou nan efò preparasyon ijans nou yo.

1. Antre nimewo idantifikasyon elèv la.
2. Èske pitit ou a gen aksè a youn oubyen plis òdinatè lakay li pou fè devwa?
 - a. Wi, pitit mwen an gen aksè ak yon òdinatè pèsònèl/aparèy mobil lakay li.
 - b. Wi, pitit mwen an aktyèlman gen yon aparèy mobil distri a bay pou l sèvi lakay li.
 - c. Non, pitit mwen an pa gen aksè ak yon aparèy pou l sèvi lakay li.
3. Èske w ta renmen pitit ou a prete yon aparèy mobil distri a bay pou l sèvi lakay li?
 - a. Wi, mwen ta renmen pitit mwen an prete yon aparèy mobil distri a bay pou l fè devwa lakay li
 - b. Non, mwen pa ta renmen pitit mwen an prete yon aparèy mobil distri a bay pou l fè devwa lakay li.
4. Èske w gen aksè Entènèt gwo vitès lakay ou, pou pitit ou a ka fè devwa l?
 - a. Wi, nou gen aksè Entènèt gwo vitès lakay.
 - b. Non, nou pa gen aksè Entènèt gwo vitès lakay.
5. Chwazi nivo ane eskolè pitit ou a.

| | | | | | | |
|----|----|----|----|----|----|----|
| PK | K | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |

9-12

6. Èske w ta renmen resevwa yon telefòn entèlijan 'Samsung' nan men '1Million Project' pou itilize kòm yon pwen konektivite pou gen aksè Entènèt la?
 - a. Wi, nou ta renmen resevwa yon telefòn entèlijan nan men '1Million Project' pou itilize kòm yon pwen konektivite pou gen aksè Entènèt.
 - b. Non, mwen pa ta renmen resevwa yon telefòn entèlijan nan men '1Million Project' pou itilize kòm yon pwen konektivite pou nou gen aksè Entènèt.



APPENDIX E: LIST OF SUPPLEMENTAL RESOURCES FOR PARENTS OF ELEMENTARY STUDENTS (MODIFIED CURRICULUM)

LIST OF SUPPLEMENTAL RESOURCES FOR PARENTS OF ELEMENTARY STUDENTS (MODIFIED CURRICULUM)

*List of Supplemental Resources for Parents of **Elementary** Students (Modified Curriculum)*

Unique Learning System (*Core Content Areas - Modified Curriculum Only*)

- ☐ Visit www.n2y.com
- ☐ Click on the three horizontal lines at the top right hand of the screen
- ☐ Click "Sign In" and next click "Student"
- ☐ Once you are logged in, a student folder with assignments will appear.
- ☐ Use the following login information based on your child's grade level:
 - **K-2:** Username and Password: [Password provided by school]
 - **3-5:** Username and Password: [Password provided by school]

Learning A-Z (*Reading - Modified Curriculum Only*)

- ☐ Visit www.kidsa-z.com
- ☐ In the box next to "Your Teacher's Username" type: [Username provided by school]
- ☐ You will next see a box that says "MDCPS." Click on that box.
- ☐ In the box under "Student Password" type: [Password provided by school]. Click "GO."
- ☐ Click on "Reading" and next click "Reading Room"
- ☐ You will see choices that go across the top of your screen. You may select the choice of book that you would like your child to listen to.
- ☐ Once you make your choice, books for you to select to read will appear. Click on the book you would like your child to read.
- ☐ The book will appear along with a "play" button. Press the "play" button.
- ☐ There is a focus question at the beginning of each book. After your child listens to the story, you may ask them to answer the focus question.

Learning A-Z (*Science - Modified Curriculum Only*)

- ☐ Visit www.kidsa-z.com
- ☐ In the box next to "Your Teacher's Username" type: [Username provided by school]
- ☐ You will next see a box that says "MDCPS." Click on that box.
- ☐ In the box under "Student Password" type: [Password provided by school].
- ☐ Click "GO."
- ☐ Click on "Science"
- ☐ Click on "Science Library"
- ☐ You will see choices of Science topics separated by "Easier", "Medium", or "Hard." Select the level of your choice.
- ☐ Once you make your choice, books for you to select to read will appear. Click on the book you would like your child to read.
- ☐ The book will appear along with a "play" button. Press the "play" button.
- ☐ After the book is finished, you will see a box that has a question mark in it (?). Click on the question mark.
- ☐ Student may respond to the questions.

As you scroll down the screen, you will see options to watch videos or complete activities. You are welcome to select any activity that your child is interested in learning more about.

APPENDIX F: LIST OF SUPPLEMENTAL RESOURCES FOR PARENTS OF SECONDARY STUDENTS (MODIFIED CURRICULUM)

LIST OF SUPPLEMENTAL RESOURCES FOR PARENTS OF SECONDARY STUDENTS

(MODIFIED CURRICULUM)

*List of Supplemental Resources for Parents of **Secondary** Students (Modified Curriculum)*

Unique Learning System (*Core Content Areas - Modified Curriculum Only*)

- ☐ Visit www.n2y.com
- ☐ Click on the three horizontal lines at the top right hand of the screen
- ☐ Click “Sign In” and next click “Student”
- ☐ Once you are logged in, a student folder with assignments will appear.
- ☐ Use the following login information based on your child’s grade level:
 - **6-8:** Username and Password: [Password provided by school]
 - **9-12:** Username and Password: [Password provided by school]

Learning A-Z (*Reading - Modified Curriculum Only*)

- ☐ Visit www.kidsa-z.com
- ☐ In the box next to “Your Teacher’s Username” type: [Username provided by school]
- ☐ You will next see a box that says “MDCPS.” Click on that box.
- ☐ In the box under “Student Password” type: [Password provided by school]. Click “GO.”
- ☐ Click on “Reading” and next click “Reading Room”
- ☐ You will see choices that go across the top of your screen. You may select the choice of book that you would like your child to listen to.
- ☐ Once you make your choice, books for you to select to read will appear. Click on the book you would like your child to read.
- ☐ The book will appear along with a “play” button. Press the “play” button.
- ☐ There is a focus question at the beginning of each book. After your child listens to the story, you may ask them to answer the focus question.

Learning A-Z (*Science - Modified Curriculum Only*)

- ☐ Visit www.kidsa-z.com
- ☐ In the box next to “Your Teacher’s Username” type: [Username provided by school]
- ☐ You will next see a box that says “MDCPS.” Click on that box.
- ☐ In the box under “Student Password” type: [Password provided by school].
- ☐ Click “GO.”
- ☐ Click on “Science”
- ☐ Click on “Science Library”
- ☐ You will see choices of Science topics separated by “Easier”, “Medium”, or “Hard.” Select the level of your choice.
- ☐ Once you make your choice, books for you to select to read will appear. Click on the book you would like your child to read.
- ☐ The book will appear along with a “play” button. Press the “play” button.
- ☐ After the book is finished, you will see a box that has a question mark in it (?). Click on the question mark.
- ☐ Student may respond to the questions.

As you scroll down the screen, you will see options to watch videos or complete activities. You are welcome to select any activity that your child is interested in learning more about.

Non-Discrimination Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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