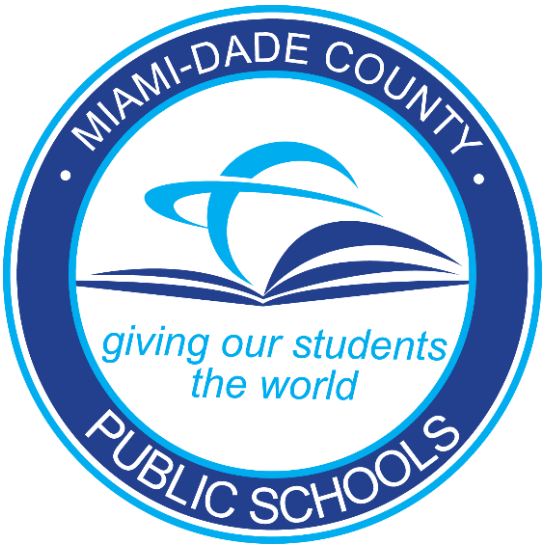
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Booster Club Guidelines



August 2026

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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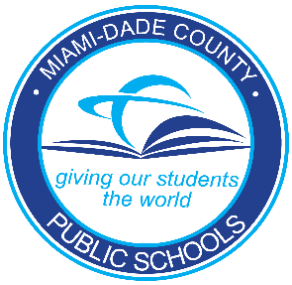

A booster club is a group of parents/guardians and/or interested adult community members who are authorized by the school principal to form an organization to enhance a program, activity, or athletic team through fundraising and services. The booster club must have approved by law or a statement of purpose. Each booster club will submit its bylaws to the principal for review and approval per Board Policy 9211 - Parent Organizations, Booster Clubs, and Other Fund-Raising Activities.

Each booster club shall purchase liability insurance (riders – self-insured) to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school support entity per Board Policy 9211 - Parent Organizations, Booster Clubs, and Other Fund-Raising Activities (See Appendix C).

By the end of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the principal for review. Should the goals and objectives or fundraising plans change during the school year, the principal is to be advised before any final revisions are made. All activities must be approved by the principal per Board Policy 9211 - Parent Organizations, Booster Clubs, and Other Fund-Raising Activities.

All decisions related to the day-to-day operations of the school group are the sole responsibility of the faculty advisor/coach under the supervision of the principal. These decisions include but are not limited to show content, music selection, field trip destinations, routine/play selection, staff selection, participant selection, and chaperone/volunteer selection. **The principal should approve all publications that booster clubs send to parents and/or the community**.

Failure to follow these guidelines may result in dissolution of the booster club by the principal.

Please note that PTA/PTSA is not a booster club. It is a school allied organization that is governed by the PTA/PTSA national by-laws and constitution. (Refer to Question #23)

1) What limitations are there in naming the booster club?

School-allied organizations, except for PTA/PTSA, may not incorporate the school's name as part of their official name (i.e., "Coral Park Senior High Basketball Booster Club" should be "Rams Basketball Booster Club").

2) Who can be a member of a booster club?

The members of a booster club are the parents/guardians and/or interested adult community members who support the activity or team that the booster club has authorized to support.

3) When and how many times must a booster club meet?

At the beginning of the school year, the principal must conduct a meeting with all school booster club officers, club sponsors, and/or head coaches to review policies and procedures. At the high school level, the athletic director and activities director must also be in attendance. At the middle school level, the activities/athletics facilitator must also attend. A copy of the Booster Club Guidelines must be provided for each Booster Club, and a Booster Club representative must sign for receipt of the guidelines. The Booster club president must provide the principal with a copy of official Sunbiz information as well as financial documents for their bank account. It is at the principal's discretion on how often they would need to see this information. The general membership meetings must be held at the school site. A

minimum of one general membership meeting per year is required. A faculty advisor/coach must attend all general and board meetings. Minutes of all meetings must be maintained with copies to the faculty advisor/coach, activities director and to the school principal. Executive board meetings do not have to be held on school grounds.

4) What is the role of the principal when dealing with booster clubs?

The principal has final authority on the existence of and all activities of a booster club. The principal must approve all publications that booster clubs send to parents and/or the community. They must approve the bylaws and yearly plan.

5) What is the role of the faculty advisor/coach in the booster club?

The role of the faculty advisor/coach is to serve as a liaison and to communicate to the booster club membership the needs of the program and/or activity. The faculty advisor/coach coordinates the work of the booster club with the total school program. **The faculty advisor/coach is not a member of the booster club and may not serve as an officer of the organization.** The faculty advisor/coach must not handle booster club funds. If the booster club has an executive board, the faculty advisor/coach is to serve on that board in an advisory capacity.

6) Who is on the executive board of the booster club?

A booster club does not have to maintain an executive board. However, if a board exists, the membership should include parents/guardians and/or interested adult community members with the faculty advisor/coach serving only as a liaison to the board. **M-DCPS employees may not serve as officers of booster clubs at the school of employment**. However, school employees may serve as officers at another school.

7) How does a booster club get an activity or fundraiser approved?

All booster club activities and fundraisers are to be approved by the principal and placed on the master calendar by the Activities Director. The faculty advisor/coach completes all necessary paperwork and submits it to the Activities Director for review. **All forms must be typed**. The forms most often used for fundraising are the school-Allied Organization Fund-Raising Activity Application

FM-6570 (Appendix D) and School-Allied Organization Fund-Raising Activity Application FM-6571 (Appendix E).

The principal of the school has the overall responsibility for approving fundraising activities and the control of all activities in accordance with state regulations and Board Rules.

Furthermore, Board Policy 5830 - Student Fund-Raising (See Appendix B), requires that in addition to the approval of the principal, any solicitation of funds from the public, including funds raised through the sale of merchandise or services must have the prior approval of the Region Superintendent. **The soliciting of donations through activities such as roadway and/or median collections, and door-to-door collections, is expressly prohibited.**

8) Can a booster club use the school's sales tax-exemption number?

No. In order to not pay sales tax, booster clubs must file for their own sales tax exemption number.

9) Can students sell items or handle funds for a booster club activity?

Students are permitted to handle funds and participate in approved fundraising activities conducted by booster club(s).

Booster clubs can sponsor activities that involve students in the collection or handling of funds with adult booster club supervision.

10) What is a booster club fundraiser?

It is recognized that there are some legitimate and worthwhile activities of independent, but school related organizations, such as PTA/PTSA groups and booster clubs. These groups handle their finances outside the school and make gifts or donations to the school with the input and advice of the principal. To avoid violations of policy, these activities should be conducted according to the Manual of Internal Fund Accounting for Elementary and Secondary Schools (Section IV – Chapter 12, PTA/Booster Club Activities), page 8 of this handbook.

11) What fundraisers must go through the school's internal funds system and are not considered booster club fundraisers?

The state board regulations require that all financial transactions related to student activities be recorded in the internal funds of the school. This is described specifically as all monies collected and disbursed by school personnel within a school or in connection with any school programs, for the benefit of a school sponsored activity.

As per the **Manual of Internal Fund Accounting for Elementary and Secondary Schools (Section IV – Chapter 2, Fundraising Activities):**

Allowable fundraising activities meeting **any** of the following criteria are considered school-sponsored, and **must be** accounted for through the school's Internal Fund:

1. Activities of any kind that involve a Miami-Dade County School Board employee handling or controlling monies as part of his/her involvement in the activity and/or overall employment responsibilities.
2. Activities of school recognized student groups, i.e., classes and clubs.
3. Activities that are considered "extra-curricular" or extensions of the school program (*i.e., Athletic games, Classes, and Clubs events*) wherein student talent in the event is utilized **and** for which an admission/participation fee is charged
    a. Revenue generated from admission/participation fees must be accounted for in the school's internal fund. However, at the principal's discretion, business transactions related to events involving student talent, such as the sale of event programs and concessions, may be conducted separately by a school-allied organization.
    b. Entertainment, including activities involving student talent, for which admission or participation fees will be charged, may not be conducted during school hours.
    c. Entertainment and/or student activities containing scenes, language or jokes that are not compatible with the dignity of educational institutions are prohibited per Board Policy 7510 - Use of District Facilities (See Appendix A).
4. Activities involving merchandise purchased for re-sale by the school or a school employee, or that comes at any time into the direct custody of a school employee.
5. Faculty and staff members who work for the school are not allowed to collect any money for the booster club at any time.

12) Can a booster club order merchandise in the name of the school?

No. The booster club must order the merchandise in its own name as it is responsible for the payment of the merchandise. Ordering merchandise in the name of the school implies liability for the expense will be assigned to the school in case the booster club does not pay for the merchandise.

13) Can a booster club have merchandise shipped to the school site?

Merchandise ordered by an outside school-allied organization must not be shipped to the school unless:

1) The school principal has agreed in advance to permit that the merchandise be shipped to the school

2) A non-school employee of the school-allied organization has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid,

3) No merchandise can be stored on school premises without the authorization of the school principal or designee.
Notwithstanding the principal's consent, the school will not assume responsibility for theft, loss or damage to merchandise stored on school premises.

14) Can a booster club directly pay for field trips and/or travel expenses?

No. All field trip expenses must be paid through the school's Internal Funds system. The booster club is permitted to donate funds, accompanied by a donation letter, to the school to be used to pay for field trip expenses.

15) Can a booster club directly pay for end-of-the year/season award banquets/dinners/picnics/luncheons?

No. As per the M-DCPS Manual of Internal Funds Accounting, all monies for end of the year/season award banquets, dinners, picnics, and luncheons are to be paid from the school's Internal Funds. The booster club is permitted to donate funds to the school to pay for the awards and the event.

16) Can a booster club charge parents, guardians and/or interested adults in the community membership dues?

Yes. The booster club by-laws on file in the principal's office must reflect that dues will be assessed by all members and indicate the amount of the dues in order for membership dues to be required.

17) Can a booster club charge students fees as a condition for membership or participation in a school sponsored extracurricular activity or athletic event/team?

No. The school-site principal and faculty advisor/coach determine eligibility to participate in a school organization or team. This decision is based on the guidelines for eligibility found in the *Interscholastic Athletics Handbook* and the *Student Activities Handbook*.

The imposing of charges/fees to students/parents by school-allied organizations for equipment, team uniforms, musical instruments, or other items or supplies, etc., that are required to be used by the student in order participate in a school activity (i.e., sports teams, cheerleading, band, etc.) is expressly prohibited.

Additionally, students may only be charged fees by the school as indicated in the approved fee list for the school year. This list must be approved by the principal and Region Superintendent.

18) Can a booster club require that a student participate in a booster club fundraiser as a condition for membership or participation in a school organization or team?

No. Schools must follow the clearly established guidelines for eligibility and participation in organizations and teams outlined in the *Interscholastic Athletics Handbook and the Student Activities Handbook*.

Furthermore, school-site principals, or designee, must closely monitor the expenses associated with school organizations and teams to ensure that they are not excessive. Having a booster club that require fees or fundraiser participation from students is not an acceptable practice.

19) In what capacity can a student assist with or participate in an approved booster club fundraiser?

A student can assist with a booster club fundraiser that has been approved by the Activities Director, Principal, and/or Region Superintendent, as long as the student follows the same safety rules involved in all approved M-DCPS fundraising activities (e.g., no door-to-door sales, no standing in the roadway or median, proper adult supervision is provided, etc.).

20) Can a booster club directly hire or contract an outside vendor/instructor?

No. **Only the school** is allowed to directly hire or contract for an outside vendor/instructor. Booster clubs allied organizations and/or students are not permitted to pay a vendor/instructor directly. A booster club or allied organization is permitted to donate funds to the school to pay for the vendor/instructor.

21) What distinction is there between PTA/PTSA and booster clubs?

- PTA/PTSA is not a booster club. It is a school allied organization that is governed by the PTA/PTSA national bylaws and constitution.
- PTA/PTSA can incorporate the name of the school into their operation guidelines.
- Teachers can be members of the PTA/PTSA.
- PTA/PTSA will hold meetings according to their established bylaws and constitution.
- PTA/PTSA group still need to complete all appropriate fundraising forms.

22) Do Booster Club or PTA/PTSA members need to be processed by the School Volunteer Program?

Any Booster Club and/or PTA/PTSA member who will come into contact with students must complete the School Volunteer Program registration and clearance process annually. Only approved volunteers will be allowed to assist in activities where students are present.

All volunteer applicants will undergo a background check, and some will need to be fingerprinted. Until the volunteer clearance process is complete, the person will not be allowed to provide assistance for the school or any school group.

23) Do all volunteers need to be fingerprinted?

Any volunteer who will assist with, or participate in, any overnight activity/event/trip involving hotel or similar accommodations, must be cleared as a Level II volunteer which requires fingerprinting.

All other volunteers must be cleared at Level I which does not require fingerprinting.

The following pages are from the M-DCPS Manual of Internal Fund Accounting for Elementary and Secondary Schools, Section IV, Chapter 12 – PTA/Booster Club Activities.

All Booster Clubs and School-Allied Organizations must follow these rules and procedures.

GENERAL DESCRIPTION

Board Policy 9210 – Parent Organizations states that the Board "supports all organizations of parents whose objectives are to promote the educational experiences of District students". These outside organizations are to be distinguished from the student clubs and organizations, formed by and consisting primarily of students that are an integral part of the school program under the direct leadership of the school principal. Commonly recognized school-allied organizations include, but are not limited to, PTA/PTSAs, Booster Clubs, MECA Faculty Clubs – Social/Sunshine Committees, Boy Scouts, Girls Scouts, Cub Scouts, YMCA, Crime Watch, etc.

A. PARENT-TEACHER/PARENT-TEACHER/STUDENT/ASSOCIATIONS (PTA/PTSA) Board Policy 9210 – Parent Organizations, recognizes PTA/PTSA as staunch supporters of public education, describes the objectives of these school-allied groups, and encourages staff members to join and actively participate in their activities. PTA/PTSA groups are school-allied organizations that are governed by the PTA/PTSA general bylaws and constitution. The school principal has the authority of approving the activities of PTA/PTSA groups. Membership of PTA/PTSA groups consists mainly of parents, teachers, and other outside community supporters. Faculty and other school staff who are members of the PTA/PTSA should act mainly as liaisons between the PTA/PTSA and the school and **may not** be **1)** co-signers of the organization, or **2)** be involved in the handling of money or merchandise for PTA/PTSA group's fundraisers or events.

B. BOOSTER CLUBS

A Booster Club is comprised mainly of a group of parents/guardians and/or other interested adult community members who join together to form an organization to enhance and support a school program, activity, or athletic team through fundraising activities and services. For legal purposes, a Booster Club should be a formally incorporated entity by filing its articles of incorporation with the Florida Secretary of State office. A Booster club must have approved bylaws or a Statement of Purpose. Although it does not have to establish and maintain an executive board, normally the executive board can consist of parents/guardians, interested community members, and a school faculty sponsor. Once approved by the school principal, the club's general membership meetings must be held at the school. A minimum of one meeting per year is required, and the school's faculty sponsor must attend all general and executive

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Reflect the organization's name on all programs, flyers and other promotional material used for the activities it sponsors

C. School-allied organizations, except for PTAs/PTSAs, may not incorporate the school's name as part of their official name (i.e., "Coral Park Sr. High Basketball Booster Club" should be "Rams Basketball Booster Club"). Nevertheless, a slogan containing the school's name, following the official organization's name is permissible (i.e., **"Rams Basketball Booster Club"** in support of Coral Park Sr. High).

D. Although school staff membership and participation is encouraged in school-allied organization activities, participation is limited to coordinating functions, such as planning, assisting in making arrangements for events/activities, etc.

- School employees **must not** be co-signers for any school-allied organization(s), or officers of Booster Clubs, nor can they handle money or fundraising merchandise for a school-allied organization chartered at the school at which they are employed.
- A school employee may function in such capacity at a school other than the one at which he/she is employed.

E. Money raised from school-allied organization activities **must not** be combined with the school's Internal Fund activities. Funds raised by these organizations for the benefit of the student activity groups they support (i.e., athletic team, music/band, interest club, etc.) should be made available to the school by either:

- A monetary donation, via check, accompanied by a donation letter specifying the intended use of the funds, or a donation of actual merchandise, equipment, or other items procured by the school-
- allied organization to support student activity, which donation should also be accompanied by a letter indicating the purpose and value of the items donated.

F. The following activities **may not** be conducted independently by school-allied organizations:

1.The sale of school pictures of the general student body, including class group pictures.
2.The sale of school memory books and/or yearbooks.

3. The operation of vending machines that dispense food and beverage items in schools
4. The sale of admission tickets for fundraisers involving student talent (i.e., plays, athletic exhibitions, musical performances, etc.) must be administered by the school with the proceeds accounted for in the Internal Fund accounts by the school treasurer.

5. The collection of money for student field trips organized and conducted through the school. In addition, travel arrangements, accommodations, and payments to vendors for field trip associated expenses **may not** be made by school-allied organizations.
6. The imposing of charges/fees to students/parents by school-allied organizations for equipment, team uniforms, musical instruments, or other items or supplies, etc., that **are required to be used by the student** in order participate in a school activity (i.e., sports teams, cheerleading, band, etc.).

III. GENERAL GUIDELINES FOR SCHOOL-ALLIED ORGANIZATIONS' ACTIVITIES

A. Members of school-allied organizations **may not** solicit sales for its fundraisers or conduct fundraising activities during school hours. However, at the discretion of the principal, adult non-employee representatives of such groups may distribute items purchased previously by the students.

B. At the discretion of the principal, the school may further assist these groups by permitting, on assigned days, the collection of funds by an adult non-employee representative of a school-allied group for certain fundraising activities as deemed appropriate.
C. To avoid violations of policy, approved outside allied groups (including PTA) should conduct their activities in such a way that they will be clearly distinguished from school-sponsored student/club activities. Public announcements, programs, and tickets should clearly designate the activities as those of the school-allied organization even though the activity may be held on school grounds. Samples of such activities would include, but may not be restricted to, the following:

1. Carnivals, barbecues, dinners, and similar activities, conducted entirely by the school-allied organizations, and not involving any school employee in the handling of funds. No activities involving any form of gambling or games of chance can be conducted on school grounds.

2. Benefit shows or performances by non-school groups, such as college or professional music groups, when arrangements are made by outside organizations, as long as no school employee is involved in the handling of funds.

3. Merchandising services such as school store handled by PTA, when PTA orders merchandise in its name, completely handles sales activities, receipts, and disbursements of money without involving any school employee.

4. Approved fundraising activities conducted by school-allied organizations may involve student participation with proper adult supervision by members of the school-allied organization but **may not** involve school employees in the handling of merchandise or sales proceeds. For such fundraising activities:

A. Merchandise for sale or use by an outside school-allied organization **must** be ordered in name of organization.

B. No school-allied organization, with the exception of the PTA/PTSA, may ship merchandise to the school.

C. Merchandise ordered by the PTA/PTSA **may only** be shipped to the school if:

1) The school principal has agreed **in advance** to permit that the merchandise be shipped to the school,

2) A non-school employee of the school-allied organization has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid,

3) No merchandise can be stored on school premises without the authorization of the school principal or designee. **Notwithstanding** the principal's consent, the school **will not** assume responsibility for theft, loss or damage to merchandise stored on school premises.

Appendix

Appendix A

The School Board of Miami-Dade County

Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011, and were in effect beginning July 1, 2011.

7510 - USE OF DISTRICT FACILITIES

District grounds and facilities should be made available for community purposes, provided the use does not infringe on the original and necessary purpose of the property or interfere with the educational program. Temporary use of these facilities for non-school educational, civic, cultural, recreational, artistic, or charitable programs may be approved by the administrative staff as follows:

A. Renter must initiate an Application for Temporary Use of School Building Facilities of the District - Temporary Use Agreement (FM-0117) which must be signed by the principal and approved by the Superintendent.

B. Renter must provide a certificate of insurance showing evidence of Commercial General Liability insurance with minimum limits of $300,000 per occurrence. The School Board, its employees, and agents are to be named certificate holders as well as additionally insured.

C. Renter must comply with the Jessica Lunsford Act, as required.

D. Renter shall prepay rental charges, if not waived by Region Superintendent and Deputy Superintendent of School Operations.

Groups, organizations, or individuals employed by the Board or agent of the Board using school facilities to execute official duties as required by Board rule, policy, or directions are exempt from fees and charges. These groups should coordinate with the principal or site administrator of the facility.

Rental Policies for Groups, Organizations, and/or Individuals

There shall be a charge for the use of school facilities and equipment to groups, organizations, and/or individuals based upon their rental classification(s) which shall be established by the Superintendent based upon the facilities being used. Payment shall be made in advance by certified check or money order payable to The School Board of Miami-Dade County, Florida. A representative of the school shall be on the school grounds during the hours of use of facilities, except for playgrounds. Custodial services are included in the basic facility usage fee except when additional services are needed and/or when the use of the facility occurs outside normal hours when a representative of the district is not on the school campus. Charges made for extra custodial services described above shall be assessed at an hourly rate, including applicable fringe benefits. A qualified employee must supervise the operation of all equipment in cafeteria, shops, etc. Charges will be assessed an hourly rate, including applicable fringe benefits.

Classification of Rental Organizations

Rental charge classifications are as follows:

A. Non-School

Any organization or group is not responsible for the operation of public schools or not classified as school allied.

B Government

City, county, State, and Federal government groups requesting the use of school facilities to carry out official functions or meetings.

C. Supplemental Educational Services (SES) Providers

Educational companies who provide tutorial services to qualified students under the No Child Left Behind Act.

D. School-Allied

Organizations are formed for the purpose of promoting the welfare of the school and/or its students and distinguished from clubs and organizations that are an integral part of the school program under the direct policy leadership of the principal.

1. The following organizations are specifically classified as school-allied:

    a. Cub and Boy Scouts

    b. Brownies and Girl Scouts

    c. American Red Cross Greater Miami & The Keys

    d. 4-H Clubs

    e. Young Men's Christian Association

    f. Young Women's Christian Association

    g. Jewish Community Centers (Young Men's/Women's Hebrew Association)

    h. PTA/PTSA

    i. PTO

    j. Family Christian Association of America

    k. Crime Watch

    l. Registered Dade Partners, when such partners are, in the judgment of the school administrator, functioning in a role which furthers a school-related or educational purpose.

2. Other organizations that provide a program consistent with items (1) above and are available to all students at the school or community on a no-charge basis as determined by the Deputy Superintendent of School Operations or the Board.

E. Repetitious Use

Any group requesting the use of school facilities as often as once a week for six (6) consecutive weeks.

F. Admission

Groups or commercial enterprises operating for profit, charging admission, having sales, or receiving contributions because of the use of school facilities.

G. Non-admission

Any organization requests the use of school facilities for the purpose of holding a meeting that is free of charge and open to the public. Organizations using school facilities may be reclassified from Admission to Non-admission when all receipts from ticket sales, donations, or collections resulting from the use of school facilities are given entirely to a recognized charity and a request for this consideration is completed properly on the standard form and submitted with the initial application.

Specific Rental Policies Rental charges for organizations using school facilities are as follows:

A. Basic charges are computed on a minimum usage of three (3) hours on weekdays until 10:00 p.m. and the Board-approved hourly rate after 10:00 p.m. and are computed on a minimum usage of four (4) hours plus clean-up time on Saturday and Sunday at the Board-approved hourly rate. Any additional time beyond the basic charge hours will require an additional charge at the hourly rate set by the Board. At the principal's discretion, a custodial supply fee may be assessed.

B. Supplemental Educational Services (SES) Providers basic charges are computed on a minimum usage of one (1) hour rate. A minimum of four (4) hours will be charged for custodial services on Saturday and Sunday at the hourly rate set by the Board.

C. The rental fee includes the area requested on the Application for Temporary Use of School Buildings (cafeteria/cafetorium, auditorium, classrooms, stadiums, etc.), restrooms, parking lot, and custodial services. Additional space necessary must be requested at the time the application is submitted or upon submission of an additional application.

D. Schools may not determine either the organization's classification or rental charges. Classification and charges will only be determined by Facilities Operations, Maintenance - Finance Department based upon Board-approved policies. Additionally, Facilities Operations, Maintenance - Finance Department shall verify the pricing, data, collect payment, and maintain appropriate records.

E. Except as otherwise provided, organizations must prepay all rental charges before being given access to school facilities. All payments shall be made by certified check or money order payable to The School Board of Miami-Dade County, Florida and remitted to Facilities Operations, Maintenance, Location 9241, 12525 N.W. 28th Avenue, Miami Florida 33167, Attention: Finance Department, Room 359.

F. Organizations desiring to cancel usage must do so in writing within twenty-four (24) hours of the requested time. Organizations canceling without giving twenty-four (24) hours' notice must pay any cost incurred by the facility, but not less than one (1) hour at custodial overtime rates. In the case of stadium rentals, forty-eight (48) hours' cancellation notice is required. Organizations canceling without forty-eight (48) hours' notice must pay any cost incurred by the stadium.

G. Organizations must take the premises as they are at the time of occupancy. Should it become necessary to remove, relocate, or alter any stage rigging or equipment, including stadium/grounds preparation, the changes shall be made by school personnel at additional expense to the organization at the standard custodial overtime rate specified in this policy. The

premises shall be returned as found following usage. All such changes must have prior approval by the principal or his/her designee.

H. Organizations wishing to question the amount of the charges for use of school facilities must do so prior to time of occupancy.

I. Governmental and school-allied organizations may be permitted free use of the building when a custodian is regularly on duty subject to the principal's judgment as to the number of groups that can be accommodated. A Request for Fee Waiver for Utilization for School Facility (FM-5576) must be initiated by the principal and approved by the Region Superintendent and Deputy Superintendent, School Operations, or his/her designee.

J. Governmental and school-allied organizations will be assessed as a charge in the case of special activities such as fund-raising affairs, dances, etc., and use under Reciprocal Use Agreement when the school is normally closed, and custodial overtime is required. Facilities Operations, Maintenance Finance Department will assess the charges based on governmental and school-allied rental rates. This does not supersede any reciprocal use agreements.

K. Delinquent payment or falsification of application and/or insurance certification will be grounds for denial of future use.

L. Admission activities within a school building will not be permitted on a repetitious basis. Use of school facilities for activities classified "admission" shall be limited to one (1) production per producer and/or organization within a fiscal year, except for leased parking areas.

Facilities shall not be provided for extended periods of time, and the rentals are on a temporary basis. All applications for repetitious use of school facilities shall be renewed annually on July 1st and shall be subject to review by the district.

General Conduct Policies

Organizations using school facilities must comply with the following general conduct policies:

A. The flag of the United States of America shall be displayed.

B. The United States National Anthem may be played.

C. Custodians are not to be paid from school internal funds or by non-school organizations. All payments to custodians are to be made on an approved overtime roster processed through the Payroll Department.

D. Steam tables and cafeteria kitchens are not to be used by non-school groups. If school-allied groups use these areas, a member of the school's food service staff will be present. The school-allied group will be billed and must remit payment to Facilities Operations, Maintenance – Finance Department for the food service personnel charge at the standard overtime rate.

E. Elementary classrooms may not be used for meetings without prior approval from the Deputy Superintendent of School Operations.

F. Organizations shall not re-assign the Application for Temporary Use of School Building, sublet the premises, or any part, or use the premises for any purpose other than that specified within the application without prior written consent.

G. Activities will not be permitted between midnight and 6:00 a.m. without prior approval from the Deputy Superintendent of School Operations.

H. School equipment will not be taken from the premises by any organization under any circumstances.

I. No smoking, alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices will be allowed in schools or on-Board property. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

J. Any organization causing damage to school property will be held responsible for cost of replacement or repair and may be denied further use of facilities.

K. No unlicensed fireworks of any kind will be permitted on Board property. No licensed fireworks demonstration will take place on Board property without specific prior Board approval of the event.

L. All scout applications must be filed with the names and addresses of the troop committee chairperson and the scoutmaster. Scouts shall hold regular troop meetings in the school that the largest percentage attend. If this percentage changes, the troop may be asked to relocate.

M. Adequate adult supervision must be maintained at all times. Failure to comply may cause suspension of activities.

N. When filling in the information "Hour Building Will Be Needed" and "Hour Building Will Be Vacated," users should allow ample time for such things as the following:

1. performers arriving for preparation, makeup, etc.;
2. time for the audience to be seated prior to the performance.
3. performers cleaning up and leaving after the performance;
4. moving out scenery, properties, etc.
5. special furniture arrangements and preparations.
6. placing kneelers, prayer books, hymnals, etc.;
7. setting up altar;
8. anything else that needs time either before or after the actual activity or performance.

O. Special or additional meetings, such as rehearsals and other similar uses of the buildings, are never permissible during school hours. Rehearsals and additional meetings are not included in the rental charges, and if rehearsals or additional meetings are necessary, this must be requested at the time the application is submitted.

P. Larger schools may have specific requirements regarding lights, microphones, etc. The organization must contact the principal.

Q. Individual use agreements for use of District facilities will specify what equipment and/or personnel are included in the rental fee.

R. Overnight storage is not permitted except when such storage is insignificant or of a temporary nature, and then only with the prior consent of the principal.

S. Permanent signs will not be permitted on school property. However, portable signs may be placed in front of the schools during the period that religious services are scheduled.

T. This policy is intended for clarification only, not to release the organization from the responsibility of knowing the conditions of the Use Agreement on the reverse side of the standard rental application.

Use of School Facilities for Commercial Film Production

A. All requests to use the exterior or interior of a school or other District facilities in film production must be made to the Superintendent who may grant or deny such requests.

B. A summary of the script including descriptions of the use of any special equipment or special effects that could endanger the safety of students and staff, shall be obtained from the producer or
filmmaker. Productions that would embarrass or ridicule the district or create unnecessary safety hazards for students and staff will be refused permission to film.

C. Production during school hours shall be conducted without disrupting the students' educational process and permitted only with the approval of the Superintendent. When more than one (1) school facility is needed for production, individual approval will be required for each facility. The specific production schedule shall be mutually determined by the producer and Principal. Every effort shall be made to limit filming to days and hours when classes are not in session.

D. If at any time during production, the principal determines it is disrupting the normal activities in the building, the principal shall immediately notify the Superintendent, who has absolute authority to direct the production company to vacate the premises on twenty-four (24) hour notice. The production company shall have ten (10) hours in which to correct any disruptions.

E. Identification of the school used in production can only be made with the Superintendent's permission.

F. No photographs or filming of faculty or students or members of the public take place at any school unless the production company has been given a release by the individual or parents, or the individual filmed has entered into a contract with the production company.

G. No scenes depicting gratuitous nudity, sexual activities, sadistic violence, or promoting the use of illegal drugs or alcohol abuse will be filmed on any school property. The production company will further guarantee that a film is intended to have a viewer rating that is not more restrictive than "R".

H. The production company will provide liability insurance and hold harmless agreements to cover the Board, its agents, and employees in a satisfactory manner to the Office of Risk and Benefits Management.

I. The production company will be responsible for costs of utilities, custodial, or other expenses incurred for each day of production that occurs on school grounds. Schools will be permitted to accept and place in the internal accounts any donations received from the production company.

J. Donations received must not be in lieu of facilities rental charges.

Use of Grounds

A. School playgrounds are made available for organized athletic leagues when not in conflict with school programs upon receipt and approval of a Board use agreement application, valid insurance certificate, and compliance with Jessica Lunsford Act.

B. Vendors selling products to students are to always remain a minimum of 500 feet from school property.

C. No aircraft, lighter-than-aircraft, automobiles, motor scooters, motorbikes, or similar vehicles, licensed or unlicensed are to be operated on school grounds.

   Exceptions to the above rule:

   1. Police or medical emergency vehicles, which are being operated during a bona fide emergency.
   2. Vehicles and aircraft are affiliated with the Baker Aviation School.
   3. Board-owned maintenance and transportation vehicles.
   4. Vehicles of any type are used for demonstration or educational purposes.
   5. Parking on school grounds pursuant to Board policies.

D. Pursuant to the requirements of Policy **8390**, Animals on District Property, animals are permitted in/on school grounds, Board-owned or leased properties only for authorized school security programs, approved educational programs, and aiding individuals with disabilities.

E. No unlicensed fireworks of any kind will be permitted on Board property. No licensed fireworks demonstration will take place on Board property without specific prior Board approval of the event.

F. Buildings are not to be used unless an application for the use of restrooms has been approved and the organization has agreed to the payment of the minimum standard charge.

G. Only the area assigned by the principal is to be used, and the organization will relocate on the field when requested to provide even wear on the turf.

H. Damage to school or neighboring facilities will be cause for suspension of use.

I. School grounds are available for public use at times when the grounds are not being used for school purposes. Each case/use shall be addressed separately according to Board policy and guidelines.

J. Use of school grounds for carnivals is limited to school-allied organizations as stipulated in Board policy.

K. Use of grounds (except paved parking areas) on an admission basis is strictly limited to school-allied organizations.

L. Paved parking lot or other school grounds may be used for parking for fund raising purposes.

Leases to commercial enterprises are limited to paved parking areas. The organization shall be responsible for restoration of grounds, adequate insurance, and security.

Entertainment Sponsored by the School or its Allied Organizations

Entertainment held on school property is subject to the following:

A. The use of school grounds and buildings for pony and other animal rides, raffles, bingo, and card playing is prohibited.

B. Senior high school-affiliated groups, with permission of the principal, may sponsor privately-owned carnivals, carnival game concessionaires, or carnival equipment, e.g., ferries wheel, roller coaster, merry-go-round, etc., subject to guidelines issued by Procurement and Materials Management. These guidelines should include, but not be limited to, developing a contractual agreement that would clearly define the responsibility of the carnival companies for adequate

A. Board security officers may be provided with vehicles on a twenty-four (24) hour basis, if authorized by the Superintendent. These vehicles are classified under IRS section 274(d) as qualified non-personal use vehicles, used by law enforcement officers. Personal use must be incidental to law-enforcement functions, such as being able to report directly from home in an emergency situation.

B. All other personal use of District-owned vehicles, such as commuting to and from work, is prohibited, unless authorized by the Superintendent. The value of any personal use will be reported annually on the employee's W-2 as taxable income, subject to current Internal Revenue Service rules.

liability coverage, damage to grounds or buildings caused by their equipment, adequate security for crowd control, and that also would restrict the carnival companies' use of Board utilities.

C. The handling of all proceeds must follow the Manual of Internal Accounting pursuant to Policy **6610**.

D. All forms of gambling and games of chance are prohibited. Games based entirely upon skill are not considered games of chance.

E. Commercial food and drink vending concessionaires are permitted if approved by the principal.

F. Any contest that is conducted by selling votes is prohibited.

G. Paved parking lots or other school grounds may be utilized for parking for fund raising purposes. Leases to commercial enterprises are limited to paved parking areas. The organization will be responsible for restoration of grounds, adequate insurance, and security.

H. All entertainment shall be carefully screened by the principal to eliminate scenes, language or jokes that are not compatible with an educational institution.

I. Each school shall be responsible for submitting taxes and reports to the proper authorities concerning proceeds from entertainment. Setting a fixed contribution for entertainment is considered as charging admission.

K. Motion pictures, using rented films, shall not be shown in a school for admission charge, offering, or any other means of payment. Schools sponsoring this type of entertainment must assume the
responsibility of royalty infringements and violations of any law pertaining to such entertainment.

L. No activities pertaining to entertainment may violate, literally or in spirit, Board policies on advertising (Policy **9700.01**).

Short and Long-Term Use

All short and long-term use agreements for school facilities shall be executed by written contract. When a standardized agreement has been passed by the Board for use of specific types of facilities, that agreement shall be carried out. When uses have not been made the subject of standardized agreements, the Superintendent shall negotiate, in conjunction with the Board attorney, a specific agreement for approval by the Board. This policy may not be circumvented by any agency or organization through use of the Board or similar agreements.

Personal Use of District-owned Vehicles

Temporary Facilities

Each user shall present evidence of organizational/general liability insurance to the limit prescribed by the district's administrative procedures.

Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing and may be granted by the procedure by which permission to use facilities are granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. No equipment may be used except by a qualified operator.

Users shall be liable financially for damage to the facilities and for proper chaperonage.
must be addressed to the Deputy Superintendent School Operations for evaluation and decision.

Liability

No liability shall be attached to the district, or any of its employees and officers, specifically because of permitting access to these facilities.

F.S. 1013.10
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Revised 6/18/14

Exceptions: Exceptions may be made on an individual basis, as determined by the specific merits of each activity. Requests for such exceptions

The Superintendent may relocate buildings to governmental agencies as follows:

A. The period of use will be for one (1) year with an option to renew for an additional year, but not to exceed a combined period of three (3) years.

B. The use of the temporary relocated building shall be that of the primary governmental unit requesting the agreement and for a purpose not in conflict with any Board policies.

C. Preference shall be given to governmental agencies that provide a primary or secondary service to the district.

D. There shall be no expense to the Board for the maintenance and care of the facility during the use period, and it shall be returned at the end of the use period in like or better condition. Expenses incurred by the Board in relocating a building shall be reimbursed by the requested governmental agency.

Should all or any part of the district's community be struck by a disaster, the Board shall make District grounds and/or facilities available, for housing, feeding, and care of victims or potential victims when requested by local, County, State, or Federal government authorities. The Superintendent shall develop administrative procedures for granting permission to use District facilities including a schedule of fees. Such procedures are to include the following:

Appendix B

The School Board of Miami-Dade County

Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011, and were in effect beginning July 1, 2011.

5830 - STUDENT FUNDRAISING

Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

School and student fundraising activities serve two (2) general purposes to:

A. promote the education, general welfare, and morale of students; and

B. finance the legitimate extra-curricular activities of the student body in order to augment, but not conflict with, the educational program provided by the School Board.

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. At the principal's discretion, the collection of money for pre-paid activities or pre-sale items only may be authorized at a specified time during the school day (i.e., homeroom), as long as this process does not disrupt classroom instruction.

The fundraising activities in each school shall be limited to two (2) weeks per activity, except for the United Way campaign time period which may be determined by the Superintendent (see below). Promotional activities shall be reasonable and competition among schools, and among students in individual schools, should not be unduly stimulated.

A. It is the responsibility of the principal to follow the Manual of Internal Fund Accounting for Elementary and Secondary Schools to approve for school-sponsored fundraisers.

   1. All allowable fundraising activities must be approved by the principal.
   2. Written authorization from the Region Superintendent is also required for fundraising activities in the community.
   3. All applications for approval of fundraising activities must specify the following:

      a. the times and places in which the fundraising activity will be conducted;

      b. the specific costs of the fundraising merchandise/activity; and

      c. the specific purpose intended for the funds being raised.

B. For any fundraisers by student clubs and organizations, parent groups, or booster clubs that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards in the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in School regulations, and applicable State law. If approved, the fundraisers that involve the sale to students of food items or beverages that will be consumed on campus must also be consistent with regulations established in Policy **8510**, Wellness Policy.

C. Additional prohibitions are:

1. The sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult. Soliciting in offices or businesses of any kind shall not be permitted.

2. Participants in school approved fundraising activities are prohibited from standing in roadways and/or medians of roadways.

No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Superintendent or his/her designee. All approvals must be achieved in writing using the approved District forms and must be retained at the school for audit purposes.

The Board authorizes United Way solicitation of elementary and secondary school students. The Superintendent may determine the period of time the student campaign will be conducted in District schools, concurrent with the United Way community-wide campaign. At the discretion of the principal, schools may participate in fundraising activities of voluntary health agencies as follows:

A. Participation of the school is to be limited to publicizing the activity through posters and making available materials for distribution at a central location but must not involve the handling of money in any way unless formally approved by the Superintendent and transmitted to the Board. This participation is to be approved, in advance, by the principal.

B. The school's name may not be used in connection with fundraising activities.

C. Staff members will not be responsible for organizing drives or handling funds.

Also, at the discretion of the principal, senior high school clubs may participate in fundraising activities for charitable purposes, as follows:

A. A senior high school club may fundraise or donate to the national/State 501(C) (3) public charity supported by the club's national/State sponsoring organization provided that the fundraising involved follows all District guidelines as stated in the Manual of Internal Fund Accounting for fundraising.

B. Such fundraising may not be conducted concurrently with the United Way of Miami-Dade County student campaign in the district schools except when the 501(C) (3) public charity fundraising drive supported by the club's national/State sponsoring organization occurs during the United Way student campaign.

Exceptions may be made on an individual basis, as determined by the specific merits of each activity. Requests for exceptions must be approved by the Superintendent and transmitted to the Board.

Fundraising activities organized and conducted by the PTA/PTSA, and other school-allied organizations are independently operated by those organizations. Nevertheless, such activities must be submitted to the respective school principal for approval, with those involving community solicitation also requiring written approval from the Region Superintendent. All approvals must be retained for audit purposes.

School sponsors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser. Sponsors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fundraiser. In addition, sponsors for approved school organizations who make the selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser shall not enter into a contractual arrangement that provides compensation to the sponsor in any form from that vendor.

The Superintendent shall distribute this policy and the implementing procedures to each student organization granted permission to solicit funds. All crowdfunding activities require approval in accordance with Policy **6605**, Crowdfunding.

F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
7 C.F.R. Part 210
7 C.F.R. Part 220
42 U.S.C. 1779
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014Revised 9/7/16
Revised 3/15/17

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Appendix C

The School Board of Miami-Dade County

Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011, and were in effect beginning July 1, 2011.

9211 - PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER FUND-RAISING ACTIVITIES

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits. In addition to parents, membership in school allied organizations should also be made available to members of the community. Staff members shall be encouraged to join the PTA/PTSA and to participate actively in their programs. With respect to booster clubs, faculty shall serve as liaisons to the booster club but may not serve as officers of the organization.

Each volunteer organization shall work within the appropriate school setting in cooperation with the principal and staff and shall comply with policies. Each group will submit its bylaws to the principal for review and approval.

Each group shall purchase liability insurance (riders – self-insured) to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity.

By the end of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the principal for review. Should the goals and objectives or fund-raising plans change during the school year, the principal is to be advised before any final revisions are made. All activities must be approved by the principal. All fund-raising activities shall comply with the Manual of Internal Fund Accounting for Elementary and Secondary Schools.

Outside support organizations shall not discriminate on the basis of sex, race, color, ethnic or national origin, citizenship status, 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.

Effective 7/1/11

Revised 4/29/20

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Appendix D

SCHOOL-ALLIED ORGANIZATION FUND-RAISING ACTIVITY APPLICATION
FOR FUND-RAISERS/CROWDFUNDING ACTIVITIES CONDUCTED IN THE COMMUNITY

Application Date: _____

On behalf of the _____ for _____,
School-allied Organization's Name — School Organization is allied with

we are requesting authorization from the school administration and the REGIONAL Center Assistant Superintendent to conduct the following fund-raising/crowdfunding activity(ies) in the community:

	Fund-Raiser/Crowdfunding Activity Description	Items to be Sold/Purpose of Crowdfunding (if applicable)	Activity Date(s)
1.			
2.			
3.			
4.			

The purpose of these activities is to: _____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, **but are not limited to, the following:**

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advanced authorization is obtained from the principal.
5. Should school Marks be utilized on merchandise, advanced Principal authorization and an executed Trademark License Agreement is required.
6. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
7. Roadside and/or median solicitation of funds is strictly prohibited per Board Policy 5830, *Student Fundraising.*
8. Crowdfunding activities shall comply with Board Policy 6605, *Crowdfunding.*

_____ _____
Organization's Officer — Date
Activities Director (if applicable) — Date

_____ _____
Principal — Date
Regional Center____Asst. Superintendent — Date

_____
Superintendent/Designee (if applicable) — Date

FM-6571 Rev. (11-20)

SCHOOL-ALLIED ORGANIZATION
FUND-RAISING ACTIVITY APPLICATION

FOR FUND-RAISERS CONDUCTED IN THE COMMUNITY

Application Date:_____

On behalf of the _____ for _____ ,
School-allied Organization's Name — School Organization is allied with

we are requesting authorization from the school administration and the REGIONAL Center Assistant Superintendent to conduct the following fund-raising activity(ies) in the community:

	Activity Description	Items to be sold (if applicable)	Activity Date(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

The purpose of these activities is to:_____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, **but are not limited to, the following:**

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advanced authorization is obtained from the principal.
5. Should school Marks be utilized on merchandise, advanced Principal authorization and an executed Trademark License Agreement is required.
6. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
7. Roadside and/or median solicitation of funds is strictly prohibited (School Board Policy 5830 - Student Fundraising).

_____ _____
Organization's Officer Date — Principal Date

_____ _____
Activities Director (if applicable) Date — REGIONAL Center _____ Asst. Supt. Date

Anti-Discrimination Policy

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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 qualified students with disabilities.

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, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida

Statutes), which stipulate categorical preferences for employment.

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation,
social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of
Education Office for Civil Rights or:

Office of Civil Rights Compliance (CRC) District 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:** https://hrdadeschools.net/civilrights

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