



Protocol Guidelines for Official School Board Events

The School Board of Miami-Dade County, Florida

Office of Communications
Updated January 2019

PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

2019



Office of Communications

The School Board of Miami-Dade County, Florida

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Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

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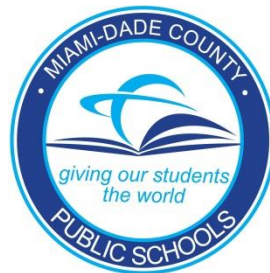
Mr. Alberto M. Carvalho

Student Advisor

Mr. Josh Rios

Chief Communications Officer Office of Communications

Ms. Daisy Gonzalez-Diego



PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS

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PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS

INTRODUCTION

Good manners are invisible, subtle, silent and effortless. It's knowing what to do, when to do it, and how to do it. Having "etiquette and protocol intelligence" gives you the edge by allowing you to focus on substantive issues.

Source: www.protocolplus.net

DEFINITION OF "PROTOCOL"

By definition, "protocol" generally refers to customs and rules of politeness and courtesy between individuals and society. For government, nations, and provinces, protocol is a system of conventions, procedures, and symbols that express their identity and facilitate relationships among them. Following protocol makes our interactions with others more predictable and provides a basic social framework within which to operate.

The following guidelines are provided to ensure uniformity and propriety at official events of The School Board of Miami-Dade County, Florida. The information does not supersede Board Rules and applies solely to those events included in this document.

Thank you in advance for serving as a role model of courtesy and respect for the children of Miami-Dade County. If you have any questions about appropriate protocol, please contact the Office of Communications at 305-995-4638.

PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS

HOST

For all official district events, the School Board Chair is considered the host. In the School Board Chair's absence, the Vice Chair becomes the official School Board host. In the absences of both the School Board Chair and the Vice Chair, the office of the School Board Chair will designate an official School Board host. For official district events, the Superintendent or his/her designee may serve as Master of Ceremonies (MC).

For all local events, the School Board Member that represents the voting district where the event is being held is the host. For example, a ground-breaking ceremony for a school in voting district "X" would be hosted by the School Board Member for voting district "X." Please note that all other School Board Members must be recognized in the Order of Precedence. In addition to School Board Members, the Superintendent, local elected officials - such as mayors, commissioners, and county officials - and departments with responsibilities related to the event should be invited.

ORDER OF PRECEDENCE

The Order of Precedence is the order in which School Board Members and other dignitaries should be acknowledged, seated, and/or placed in a procession.

Order of Precedence for School Board Members

School Board Chair
School Board Vice Chair
School Board Members (in alphabetical order)
School Board Member Administrative Assistants (only if they are representing their respective School Board Member, in order of precedence)
Superintendent of Schools
School Board Student Advisor

Order of Precedence for External Guests

Senior Elected Official of local municipality (e.g., Mayor Suarez if the event occurs in the City of Miami)
Federal Officials (by rank)
State Officials (by rank)
Local Officials (by rank and/or alphabetical if more than one person of the same rank is in attendance, such as two County Commissioners)
Other External Guests (please verify the title and the correct pronunciation of the names; recognize/list them in alphabetical order)

HONORIFICS AND TITLES FOR OFFICIALS

The School Board of Miami-Dade County, Florida, extends the courtesy of "The Honorable" to all elected officials. "The Honorable" is used in recognizing and in writing elected officials at the federal, state, county, and city levels. Staff members should not be addressed as "The Honorable" unless they also hold elected offices. "The Honorable" is used before an elected official's name, not title and may be used to address former elected officials, though without their former titles.

When addressing a School Board Member in public, use the appropriate title to demonstrate respect for the office. (e.g., Good afternoon School Board Member Johnson).

Introductions:

The Honorable (FULL NAME), Chair of The School Board of Miami-Dade County, Florida
Chair (FULL NAME)

The Honorable (FULL NAME), Vice Chair of The School Board of Miami-Dade County, Florida
Vice Chair (FULL NAME)

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The Honorable (FULL NAME), Member of The School Board of Miami-Dade County, Florida
School Board Member (FULL NAME)

At meetings, forums, and hearings:

Mr. Chair or Madam Chair (FORMAL USAGE)

Chair (SURNAME), (INFORMAL USAGE)

Mr. Vice Chair or Madam Vice Chair (FORMAL USAGE)

Vice Chair (SURNAME), (INFORMAL USAGE)

School Board Member (SURNAME)

Correct Usage in Correspondence

When addressing business and social correspondence, for elected officials, "The Honorable" should be spelled out and placed on the line before the officials name. The title should be on the second line.

Examples of correct usage:

The Honorable (FULL NAME), Chair
The School Board of Miami-Dade County, Florida
(ADDRESS)

The Honorable (FULL NAME), Vice Chair
The School Board of Miami-Dade County, Florida
(ADDRESS)

The Honorable (FULL NAME), Member
The School Board of Miami-Dade County, Florida
(ADDRESS)

INVITATIONS

Please coordinate District events to ensure that School Board Members and the Superintendent can attend. It is a courtesy to invite all School Board Members to all local events. However, given their busy schedules, School Board Members may need to send a designee or his/her regrets. See Appendix A on Page 10.

If you are planning a District event, please coordinate with the Office of the School Board Chair to ensure that the person being invited is able to serve as host. If the School Board Chair cannot serve as host, he/she will designate the School Board Vice Chair or another School Board Member. Please contact the individual School Board Member's office to request the attendance of that person. Given that School Board Members have many community engagements, please allow as much lead time as possible.

To request the Superintendent's attendance at a school or community event, please submit the "Request for Superintendent's Appearance" form, FM-6598. See Appendix B on Page 11. Please allow as much lead time as possible. A minimum of four weeks is required for speaking engagements.

At a minimum, when inviting a School Board Member or the Superintendent to an event, please be prepared to provide the following information:

- School/Group/Individual Making the Request
- Contact Name and Information
- Name, Type, Date, Time, and Location of the Event

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- Purpose of the Event
- Background of organization/entity
- Board Member's/Superintendent's Role
- Will School Board Member/Superintendent be asked to speak? What is the subject of the presentation?
- Other dignitaries invited

PROGRAMS

This section offers an overview of typical program content and participants. Please feel free to adapt the following to your specific event. Organizers and planners who adapt this format should consider variables such as the weather and seating arrangements in determining the ideal program length and time limits for speakers and presenters. If the audience is standing outdoors in inclement weather, the program should be brief and time limits implemented.

Program Format

| | |
|---|---------------------------------------|
| Call to Order | Master of Ceremonies |
| Presentation of Colors | Honor Guard |
| National Anthem and/or Pledge of Allegiance | Chair or Designee |
| Moment of Silence | Chair or Designee |
| Retire Colors | Honor Guard |
| Welcome and Opening Remarks | Chair or Designee |
| Introduction of Honored Guests | Master of Ceremonies |
| Speeches and Presentations | Board Members, Superintendent, Others |
| Special Activities (Ribbon-Cutting, Groundbreaking, Unveiling) | Chair or Designee |
| Concluding Remarks | Master of Ceremonies |

Program Participants

Master of Ceremonies

Likely candidates to be Master of Ceremonies or to make presentations at District sponsored events include the following elected officials in the designated order:

- Chair, The School Board of Miami-Dade County, Florida
- Vice Chair, The School Board of Miami-Dade County, Florida
- School Board Member in whose voting district the event is held
- School Board Member most involved in the project, type of activity, issue, and/or celebration at hand
- School Board Member selected in alphabetical order

If a District staff member is to serve as Master of Ceremonies, candidates should be considered in the following order:

- Superintendent
- Deputy Superintendent
- District senior staff member most involved in the project, type of activity, issue, and/or celebration at hand

Duties of a Master of Ceremonies

- Begin and end the program in a timely manner.
- Manage transitions between speeches and activities.
- Direct the audience as appropriate (e.g., different location for meals and ribbon-cutting).
- Assist program participants in understanding their role, purpose, and time limits.

For printed programs, please include the most current "The School Board of Miami-Dade County, Florida" insert page. Please see Appendix C on Page 12 for a copy. The Office of Communications

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is available to provide assistance in developing talking points and speeches for School Board Members and the Superintendent. Please allow sufficient time if you request their assistance.

Precautions

Always have “Plan B” ready in case participants are late or unable to attend. Guests designated to perform special activities, such as cutting ribbons or breaking ground, must be informed in advance of their duties; this helps to ensure their presence and preparedness.

EVENTS

The following are the responsibilities of the person in charge of the event. There must be one lead person in charge of the event. Typically, this person is a senior staff member with a vested, responsible interest. For example, the school principal would be the lead person at his/her school opening. For definition purposes, the term “dignitaries” refers to all VIPs, elected and non-elected.

Confirm the attendance of program participants and dignitaries. Make sure you have a list of all School Board Members and/or dignitaries who will attend the event, even if they are not part of the program. School Board Members and/or dignitaries who attend briefly still need to be recognized by the Master of Ceremonies. Make sure to ascertain the approximate time of arrival, if the participant will need to leave early, and any special needs he/she might have.

For School Board Member appearance, please complete the “Confirmation of School Board Member Appearance” form. See Appendix D on Page 13. For the Superintendent of Schools’ appearance, please complete the “Event Briefing and Logistics’ form,” FM-7289. See Appendix E on Pages 14-15.

Prior to Event (at least 48 hours in advance)

- Reconfirm attendance.
- Provide confirmation of attendance.
- Provide directions to the location, including potential traffic/construction issues.
- Provide parking information, including parking permits, decals, or special instructions.
- Designate the location where the School Board Member(s)/Superintendent will be greeted including staff person who will greet them.

Day of Event (to be done by person in charge of the event or the specific designee)

- Establish a “greeting” location – an area where all program participants and dignitaries know to go to meet the person in charge or the designee.
- Greet all event participants and dignitaries. Always use the formal address (e.g., “Good Morning Board Member Smith,” “Thank you for coming Dr. Medrano”)
- Introduce event participants and dignitaries to one another if necessary. Prior to the event, secure photographs of participants and dignitaries attending if you are unfamiliar with their appearance.
- Ensure that all event participants and other dignitaries are comfortable – provide seating, beverages, location of the restrooms, and any special needs as requested.
- Walk event participants through the program so that they understand the progression of events and their role (e.g., when they will speak, where they will sit/stand, length of the program, if/when they will be presented with plaque/flowers, and how they can exit the event).
- Let School Board Members and/or dignitaries not participating in the event know when/how they will be acknowledged by the MC or the Chair/Designee. Ensure that you have the correct title and pronunciation of names.
- Personally thank program participants and dignitaries for attending the event before they leave.

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Audience Seating

- Always reserve seating for School Board Members, the Superintendent, dignitaries, School Board Administrative Assistants, and Senior Staff.
- These seats should provide easy access to the stage, especially if there is no stage seating.
- Mark the seats with “reserved” signs to ensure that they are kept available.
- If needed, seat people needing to leave the event early close to the aisle and/or close to an exit.

After the Event

- Within one week of the event send a Thank-You letter to each program participant and/or dignitary who attended the event.
 - If the original program participant could not to attend, make sure to send a thank you to the person who substituted.
- If the Thank You letter requires a School Board Member’s and/or the Superintendent’s signature, please allow sufficient time for processing. **DO NOT ASSUME A BRIEF TURN AROUND TIME.**
- If program participants and/or dignitaries ask for additional information or make a request, please provide a response within one week.

SPECIAL ARRANGEMENTS

Receiving Lines

Receiving lines are generally reserved for formal events and their purpose is to afford each guest the opportunity to greet the host, hostess, and honored guests. The receiving line should be kept as small as possible. A designated staff member may introduce each guest or guests may introduce themselves. The receiving line should be located in an area that allows guests to pass through it smoothly and proceed directly to the event. Designated staff members should help the host attend to the guests by greeting them as they finish the receiving line, accompanying them to the refreshments (if any), and involving them in conversations. At the end of the event, the host should be available near the exit to say “good-bye” to guests.

The following are examples of two potential receiving lines:

- | | |
|--|--|
| • Host (e.g., Board Chair, Vice Chair, Board Designee) | • Host (e.g., Board Chair, Vice Chair, Board Designee) |
| • Guest of Honor | • Guest of Honor |
| • Superintendent | • Superintendent |
| • Spouse of Host | • Spouse of Guest of Honor |
| • Spouse of Guest of Honor | • Spouse of Host |
| • Superintendent’s Spouse | • Superintendent’s Spouse |

See Appendix F on Page 16.

Stage/Dais Seating

Seat guests according to the order of precedence and other considerations. Ensure that guests sit in their proper seats.

For seating arrangements, you should note the following:

- School Board Members, elected officials, guests of honor, dignitaries, and the Superintendent should be seated in the front row.

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- To avoid any confusion, seats can be pre-assigned, with name cards placed on each seat or on the back of the seat.

The guest of honor normally is seated to the right of the host. Other guests should then be seated according to the Order of Precedence. Please see Appendix G on Page 19 for sample seating arrangements.

Table Seating

Table seating is a necessary procedure for formal breakfasts, luncheons, and dinners.

- The Order of Precedence determines the seating arrangement for all official events.
- The head table is usually reserved for people who will speak, such as the School Board Chair or Vice Chair, the Superintendent, and/or a key note speaker/guest of honor.
- Guests of honor sit to the right of the host.
- At official dinners, the host and his/her spouse may sit opposite each other.
- At formal events, alternate seating of women and men.
- At an official dinner where there are guests that are not elected officials or high-ranking staff, the seating may be based on personal or scholastic achievement, mutual interest, linguistic ability, and/or closeness of acquaintance.
- Reserve additional tables for other School Board Members and, if appropriate, their spouses, Board Members' Administrative Assistants, Cabinet/Senior Staff, and external dignitaries. Unless it is a formal event, the seating does not have to be assigned.
- At events that involve foreign dignitaries, please consult with the United States Department of State or Embassy to ensure proper diplomatic sensitivity.

Please see Appendix H on Page 20 for sample seating arrangements.

THANK-YOU LETTERS

Never underestimate the importance of a Thank-You letter. Thank-You letters convey your appreciation to the people who helped make your event a success. All official School Board events require that Thank-You letters be sent under either the appropriate School Board Member's or the Superintendent's signature.

- Within one week of the event send a Thank-You letter to each program participant and/or dignitary who attended the event.
 - If the original program participant could not attend, make sure to send a Thank-You to the person who substituted.
- When you write more than one letter, try to personalize at least one sentence to each participant.
- Make sure the Thank-You letters are polite, brief, and error-free.
- If the Thank-You letter requires a School Board Member's and/or the Superintendent's signature, please allow sufficient time for processing. **DO NOT ASSUME A BRIEF TURN AROUND TIME.**
- Thank-You letters requiring a School Board Member's and/or the Superintendent's signature should follow traditional business letter format and be printed on appropriate District stationery.
- Thank-You notes not sent under a School Board Member's or the Superintendent's signature may be neatly handwritten on school or personal stationery.

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Please see Appendix I on Page 19 for a sample Thank You letter.

GRADUATIONS

For protocol guidelines relating to graduations, please refer to the M-DCPS Division of Athletics/Activities and Accreditation's Graduation Guidelines, located in Appendix J.

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DEFINITIONS OF TERMS

Decorum: Propriety of manner or conduct; grace arising from suitableness of speech and behavior to one's own character or to the place and occasion; decency of conduct; seemliness; that which is seemly or suitable.

Dignitary: Any elected or appointed official. Examples: head of state, ministers, heads of local and municipal governments, cabinet members, and diplomats.

Etiquette: Rules governing socially acceptable behavior; observance of the properties of rank and occasion; conventional decorum; ceremonial code of polite society.

Honorific: A title or form of respect. Example: "The Honorable" is an honorific or courtesy title used to indicate respect for the stature of elected officials.

Precedence: The right to precede in order, rank, or importance, including the right to precede others in ceremonies or social formalities; the order to be observed in ceremonies by persons of different ranks, as in international diplomatic precedence.

Protocol: The customs and regulations dealing with diplomatic formality, precedence, and etiquette (in official life; comparable to etiquette used in social life).

Protocol Order of Precedence: An adopted order of precedence that applies to persons who are listed for the purposes and at the levels identified. Example: The Protocol Order of Precedence for the United States applies mostly at the national and international levels and is part of the recognized system of international courtesy.

Rank: An official or social position or standing.

Seniority: Priority, precedence, or status obtained as the result of a person's length of service.

Title: A descriptive or distinctive appellation typically designated by right of rank, office, or attainment. Example: Chair of The School Board of Miami-Dade County, Florida.

X: A journalistic symbol typically used herein to indicate that a specific number is to be substituted. Example: "School Board Member, District X," indicates that the School Board Member's district number must be substituted, when known, for the "X."

Sources: Merriam-Webster's Dictionary (1996), Merriam-Webster online dictionary, WordNet 3.0 Princeton University 2006.

Please refer to the websites listed below and the Office of Communications if you need more information.

White House Office of Protocol

www.state.gov/s/cpr/

Miami-Dade County Office of Protocol

<http://www.miamidade.gov/commission/library/protocol-manual.pdf>

Protocol Plus

www.protocolplus.net

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APPENDIX A

Sample Invitations

Example 1

Chair (NAME)
and Members of
The School Board of Miami-Dade County, Florida

Request the pleasure of your company at a reception for

(PERSON/EVENT NAME)

Tuesday, May 25, 2006
6:00 p.m. to 8:00 p.m.
Jungle Island
1111 Parrot Jungle Trail
Miami, Florida 33132

Regrets Only: 305-995-1000
Business Attire

Example 2

You are cordially invited to attend the
(EVENT)

Presented by The School Board of Miami-Dade County, Florida
and the Superintendent of Schools

Wednesday, December 14, 2006
6:00 p.m. to 8:00 p.m.

Miami Art Museum
300 N.E. 2 Avenue
Miami, Florida 33130

Cocktail Attire

Regrets Only
305-995-1000

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Appendix B
**MIAMI-DADE COUNTY PUBLIC SCHOOLS
REQUEST FOR SUPERINTENDENT'S APPEARANCE**

School/Group/Individual Making the Request: _____

Contact Name: _____ Phone #: _____ Fax: _____

Name/Type of Function: _____

Date of Function: _____ Time of Function: _____

Location of Function: _____

Theme or Purpose of Function: _____

Superintendent's Role: _____

If the Superintendent is asked to speak, what is the estimated time allotted for his remarks?

Total Estimated Time of Superintendent's Involvement: _____

Has parking been reserved? _____ Please provide details and a parking permit, if necessary.

Is there anything else the Superintendent needs to know?

Signature (Cabinet Member)

Please Print Name

Title

Date of Request

Please return this form to Superintendent Alberto M. Carvalho at:

Miami-Dade County Public Schools
1450 N.E. 2 Avenue, Room 912
Miami, Florida 33132

or

M-DCPS Mail Code 9999
Room 912

APPENDIX C

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair

Dr. Martin Karp, Vice Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Steve Gallon III

Ms. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Superintendent of Schools

Mr. Alberto M. Carvalho

Student Advisor

Mr. Josh Rios



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APPENDIX D

Confirmation of School Board Member Appearance

THIS FORM IS TO BE PROVIDED FOR THE ATTENDEE
NO LATER THAN 48 HOURS PRIOR TO THE EVENT

| | |
|---|----------------|
| Contact Name: | |
| Contact Phone: | Contact email: |
| Name/Type of Event: | |
| Date of Event: | Time of Event: |
| Location: (Please provide driving directions, information regarding traffic/construction delays, and parking details) | |
| Where and by whom the attendee will be greeted: (Please include contact number for day of event) | |
| Purpose of Event: | |
| Role of Attendee: (Please include talking points/key messages if appropriate, when s/he is scheduled to begin/end, how long s/he will speak, will there be questions and answers, will s/he need to introduce anyone, and any additional information needed) | |
| Other VIPs and/or Media who are scheduled to participate: | |

Please return this form 48 hours before the event to the appropriate attendee.

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**Appendix E
Superintendent of Schools Event Briefing and Logistics**

Directions: Please fill in all of the areas.

THIS FORM IS DUE THREE (3) BUSINESS DAYS PRIOR TO THE EVENT

| | |
|---------------|--|
| Event: | |
| Date: | |

| | | |
|-----------------------|------------------------------|-----------------|
| Event Location | Building/School: Address: | Room: Phone: |
|-----------------------|------------------------------|-----------------|

| | |
|---|--|
| Time of Event (beginning-ending) | Begins: a.m. p.m. Ends: a.m. p.m. |
|---|--|

| | |
|--|---|
| Time Superintendent is to Speak | Superintendent's Arrival Time: Actual Time Mr. Carvalho is to speak: Length of Time Mr. Carvalho is to speak: |
|--|---|

| | |
|---|--|
| Parking <i>(ex. reserved with cone, valet, in front of school/building)</i> | |
|---|--|

| | | |
|------------------------|---|-------|
| Security/Police | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Officer's Name: | Cell: |
|------------------------|---|-------|

| | |
|--|---|
| Notification to School Board Member | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> |
|--|---|

| | |
|---------------------------|--|
| Press Release Sent | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---------------------------|--|

| | |
|-----------------------|---------------------------|
| Press Expected | Yes No If yes, who? |
|-----------------------|---------------------------|

| | | | |
|--|--|--|---------------------------------------|
| Seating Information | <table border="1" style="width:100%;"> <tr> <td style="width:50%;">Seating (please check): <input type="checkbox"/> On stage <input type="checkbox"/> Table # Other:</td> <td style="width:50%;">If at a table, names of other guests:</td> </tr> </table> | Seating (please check): <input type="checkbox"/> On stage <input type="checkbox"/> Table # Other: | If at a table, names of other guests: |
| Seating (please check): <input type="checkbox"/> On stage <input type="checkbox"/> Table # Other: | If at a table, names of other guests: | | |

| |
|---------------------------|
| Team Support Staff |
|---------------------------|

| | | |
|--|---|---|
| Event Organizer Contact Information | District Organizer Contact Information | District Staffer to Superintendent |
| Name: Cell: Work/Hotline: Email: | Name: Cell: Work/Hotline: Email: | Name: Cell: Work/Hotline: Email: |

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Superintendent's Notes

| | | |
|--|---|--|
| Superintendent's Role | • • | • • |
| General Topics to Address <i>(In addition to script)</i> | • • • <input type="checkbox"/> | • • • • <input type="checkbox"/> |
| Script/Detailed Bullets | Yes, attached No <i>Due three (3) business days prior to event</i> | |

Special Details

| | | |
|---|--|--|
| Description/Purpose of Event | | |
| Invitees <i>(e.g., Board Members, Local ministers, CBO's, Elected Officials, M-DCPS Staff)</i> | Audience includes: | Confirmed Attendees: |
| Expected Number in Audience | | |
| Attire | | |
| Sponsor Information | | |
| Key Guests attending whom Mr. Carvalho should speak to while at the event <i>(Write a brief comment for him to make to the person.)</i> | Person: Comment: Person: Comment: | Person: Comment: Person: Comment: |
| If the Event is at a School Principal, telephone information | Principal: Hotline #: Cell #: Email: | |
| Additional Information | | |

Complete and submit this form to Ms. Cristina Perez-Ibañez at cpi@dadeschools.net three days prior to the event.

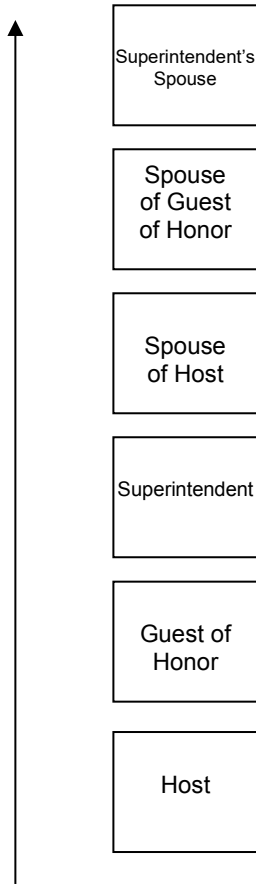
Submitted by: _____ (Cabinet Member)

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APPENDIX F

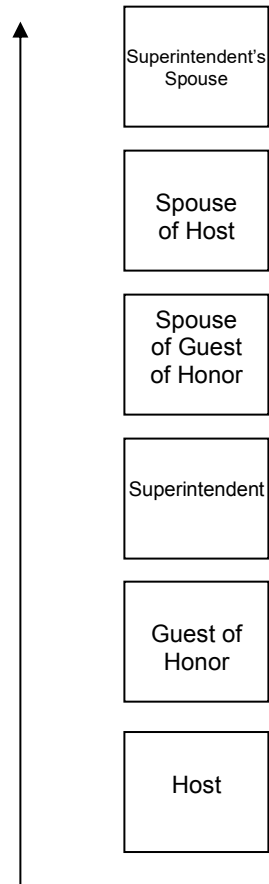
Sample Receiving Line

Option One



Guests Enter Here

Option Two



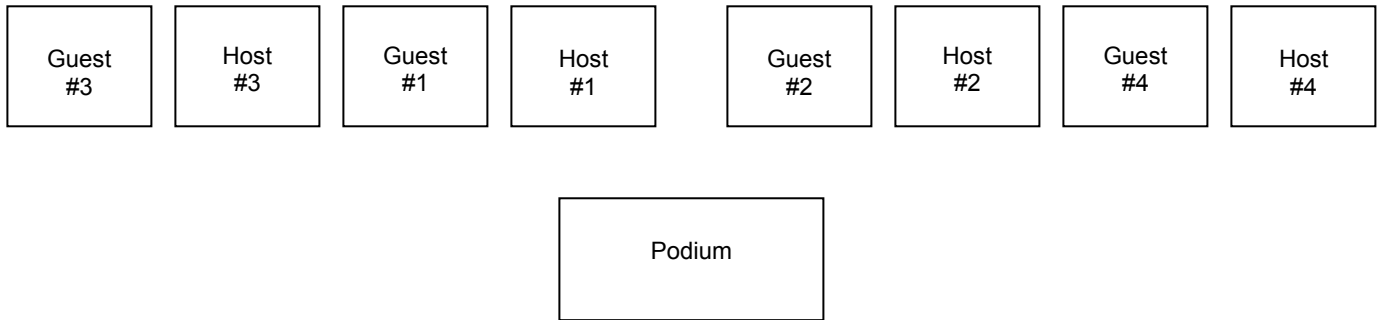
Guests Enter Here

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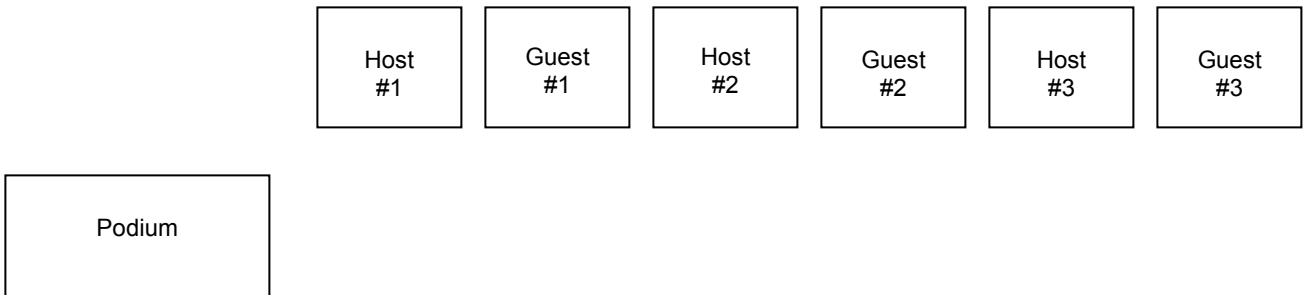
APPENDIX G

Sample Stage/Dais Seating

Option One



Option Two

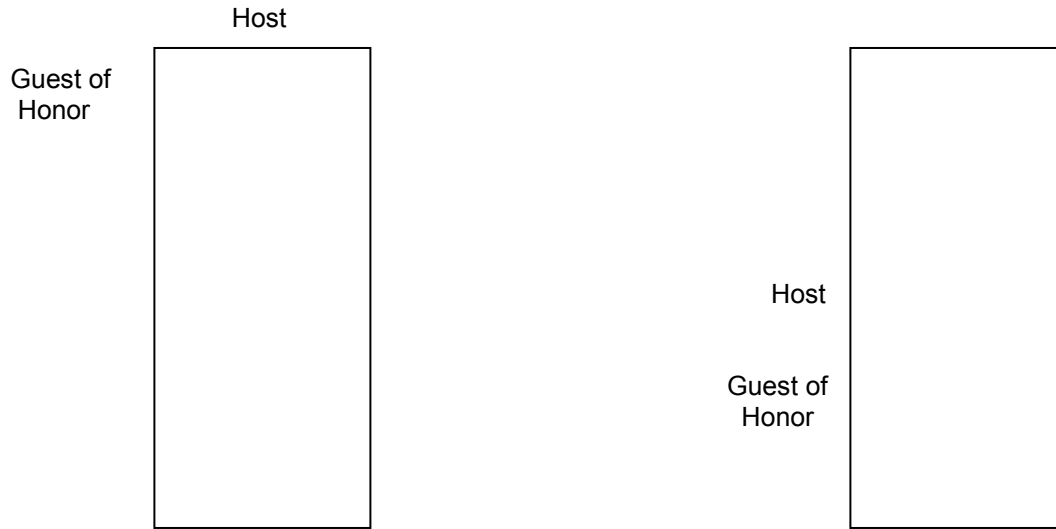


PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS

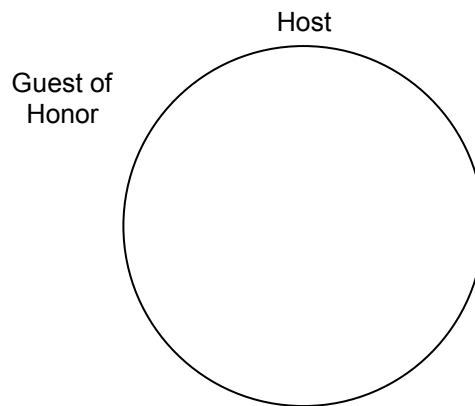
APPENDIX H

Sample Table Seating

Rectangular Table



Round Table



- The Guest of Honor sits to the right of the Host.
- At official dinners, the Host and his/her spouse may sit opposite each other.
- At formal events, alternate women and men.

PROTOCOL GUIDELINES FOR OFFICIAL SCHOOL BOARD EVENTS

APPENDIX I

Sample Thank You Letter

February 13, 2007

The Honorable (First and Last Name), Chair
The School Board of Miami-Dade County, Florida
1450 N.E. 2 Avenue, 7th Floor
Miami, Florida 33132

Dear Chair (Last Name):

Thank you for your participation in the Sunshine Elementary School 17th Annual Science Technology Fair. Your remarks encouraging students to study diligently and apply themselves were both timely and inspirational. I hope you enjoyed the event as much as the children enjoyed meeting you.

Thank you again for your participation. I look forward to seeing you at your school's 18th Annual Science and Technology Fair.

Sincerely,

May Goodweather, Principal
Sunshine Elementary School

APPENDIX J

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics, Activities and Accreditation

Graduation Guidelines



August 2018

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

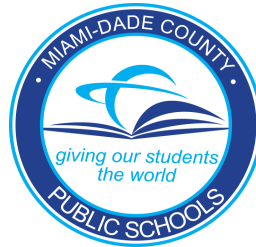
Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Steve Gallon III
Ms. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas

Student Advisor

Mr. Josh Rios

Superintendent of Schools

Mr. Alberto M. Carvalho



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

Mr. Steffond L. Cone, Assistant Superintendent
School Operations

Mr. George A. Núñez, Administrative Director

School Operations

MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Operations Division of Athletics, Activities and Accreditation

9040 S.W. 79th Avenue

Miami, Florida 33156

Office: 305-275-3715

Fax: 305-275-3721

Mr. Steffond L. Cone
Assistant Superintendent
305-995-7415

Mr. George A. Núñez
Administrative Director
305-275-3715

Ms. Susan Giro
Instructional Support Specialist
305-275-3714

GRADUATION GUIDELINES

Graduation from Miami-Dade County Public Schools indicates that students have satisfactorily completed all requirements of law and standards for high school graduation as prescribed by the State and School Board.

At appropriate times during the school year the staff will arrange for awards and recognition programs and graduation exercises. There will be no formal graduation exercises for elementary and middle schools.

The purpose of *Graduation Guidelines* is to answer many of the questions that arise during a school's preparation for its commencement exercises. The guidelines are written in a question and answer format to provide a more "user friendly" presentation of the issues and should be used in conjunction with *Protocol Guidelines for Official School Board Events*.

Is there a graduation timeline for Activities Directors?

A graduation timeline can be found in the *M-DCPS Student Activities Handbook* on pages 96-98, (<http://activities.dadeschools.net>). For your convenience a copy of that timeline has been attached to this document. (See Attachment 1)

Where can I find a list of all high school graduations?

Go to (<http://activities.dadeschools.net>) there is a link on the home page to a listing of all Miami-Dade County Public Schools (M-DCPS) graduations, including the site, the date, and the time.

What must be included in the graduation program?

- M-DCPS Board Members' names (See Attachment 2)
- Name of the Superintendent (See Attachment 2)
- Names of the Region Superintendent and Region Directors
- Names of school site administrators
- Names of feeder pattern principals (Middle Schools, K-8 Centers and Elementary Schools), where applicable
- List of all graduates with a disclaimer (See samples below)
**This program reflects only graduates announced by the printing deadline. Only students who have completed designated requirements will march in this ceremony. Diplomas are issued when all graduation requirements have been completed.*
**Class of 20__ as certified by the Registrar on _____.*
- Indication of cum laude, magna cum laude, summa cum laude, and Superintendent's Diploma of Distinction for designated graduates
- Order of the ceremony
- Date of the ceremony
- Disclosure Statement (See Attachment 3)
- Non-discrimination Statement (See Attachment 4)

Platform guests' names are not to be included in the program; however, they should be introduced during the graduation ceremony by the Principal. The School Board Member of senior high schools in his or her district may request to bring greetings at the graduation ceremony. If they wish to bring greetings, their name should be included in the program. The School Board Member should be placed listed in the program according to the following examples:

The Honorable _____, Chair
The School Board of Miami-Dade County, Florida

The Honorable _____, Vice Chair
The School Board of Miami-Dade County, Florida

The Honorable _____, Member
The School Board of Miami-Dade County, Florida

Be certain that all names are spelled correctly and the appropriate title is listed.

What should be included in the graduation ceremony?

- Flags should be visible on stage (U.S. Flag/State of Florida Flag)
- Processional (music must be played as dignitaries process)
- Pledge of Allegiance (**Male graduates are to remove their caps**) – refer to School Board Policy 8810 – THE AMERICAN FLAG
- National Anthem
- Welcome and Opening Remarks
- Introduction of Honored Guests
- Reflections/Speeches: The speeches should adhere to school custom and be limited to three to five minutes in length
- Presentation of Diplomas
- Conferring of Diplomas
- Concluding Remarks
- Recessional

Schools may choose to include more in the program; the items listed above are the minimum.

What are the guidelines concerning student speeches at graduation?

M-DCPS will no longer recognize a valedictorian and salutatorian. The students who speak at graduation should be selected by the school. Many schools designate the Student Government President and the President of the senior class to speak. Some schools conduct a competition for the right to speak at graduation; students should submit their speeches and perform the speeches orally before a committee composed of administrators, faculty, and students. Students who have earned the right, either through competition or by virtue of

holding a particular, designated office, to deliver speeches at graduation should meet with the principal or a designee prior to the occasion to discuss their rights and responsibilities regarding free speech and expression as follows:

- The rights of students to prepare speeches on their own without undue restrictions or interference.
- The process by which students may, if they so choose, obtain staff assistance in preparing their speech, e.g., research, writing, timing, and delivery.
- An explanation and definition of speech that is not protected by law or the First Amendment, e.g., obscene as to minors; defamatory, including libel and slander; and materially and substantially disruptive of school activities.
- Although students have the right to express themselves freely, the Supreme Court has indicated that there are limits to the expression, particularly when there are minors involved. In *Bethel v. Fraser* (1986), the Court upheld that a student delivering a lewd speech to minors could be suspended:

“Students do not shed their constitutional rights at the school door and may exercise their right to freedom of expression unless that right materially and substantially interferes with the requirements of appropriate discipline or conflicts with the rights of others in the school.”

- Information about the graduation ceremony and the student’s responsibilities to the audience and the occasion.
- The right of student speakers, regardless of how they were selected, including competition in a speech-writing contest, to subsequently modify their presentation without staff approval or consent.
- A warning that students whose speech is determined to fall into one of the classifications as stated above, that is not protected by the First Amendment, may, depending on the nature and specific circumstances, be required to conclude or modify their presentation.

Please refer to *Procedures for Promoting and Maintaining a Safe Learning Environment, Student Expression*, for further information (<http://ehandbooks.dadeschools.net/policies>).

Also, in accordance with Board Policy 5722 – School-Sponsored Student Publications, Productions, and Performances, commencement speeches are included as a form of communication that is part of the broad definition of freedom of speech and expression. The student delivering the speech is to be free from arbitrary censorship. If a student chooses to deliver a speech that includes a prayer, this is not in violation of the Supreme Court ruling (*Lee v. Weisman, 1992*) banning student-led prayer at graduation ceremonies as long as:

- Student speakers are selected on purely neutral and secular criterion
- Student speakers are given “free reign over the content of the presentations”

What should be written on the tickets? What type of tickets should be used?

- If counterfeiting of tickets will be an issue, you may consider using tickets that cannot be readily duplicated. Distribute tickets as close to the ceremony as possible to cut down on the time available to counterfeit them.
- The school's policy on the number of tickets must be publicized in writing and distributed to students at least two months prior to the ceremony.
- The tickets should reflect the following:
 - School Name
 - Graduation 20__
 - Site Name and Address
 - Date and Time
 - Doors Open: _____
 - Please Be Seated by: _____
 - Admit One
 - Check with your graduation site for additional specifications
- If the school is not permitting photographs or videotaping during the ceremony, this statement should be included on the ticket.
- The tickets may include other information that the school deems pertinent.
- Fifteen tickets should be hand delivered to the Division of Athletics, Activities and Accreditation located at 9040 SW 79th Avenue, Miami FL 33156.

What pre-graduation planning should be done with the students?

School administrators shall meet with the students participating in the graduation ceremony to review proper dress, graduation etiquette, and appropriate behavior (i.e. no decoration of caps, no cell phone usage, etc.). Graduation procedures and guidelines must be provided to each student in **writing** at least one month prior to the ceremony.

Dress Code:

Students should have the right to express their gender at school, within the parameters of the school's dress code, without discrimination or harassment. The school's dress code should be gender-neutral and not restrict a student's clothing choices on the basis of gender. In the event that the dress code has differing expectations or practices based on gender, students should be permitted to dress in accordance with their gender identity.

Privacy and Confidentiality Regarding Disclosures:

Transgender and Gender Non-Conforming students have the right to decide when, with whom, and to what extent to share private information. When contacting the parent/guardian of a transgender or Gender Non-Conforming student, school staff should use the student's legal name and the pronoun corresponding to the student's assigned sex at birth, unless the student or parent/guardian has specified otherwise.

What are graduation site visits? Who should attend?

During March, graduation site visits will take place. At these meetings, each site reviews its policies and procedures. The site visit is mandatory for each school's Activities Director. Other administrators and school personnel are welcome to attend at the discretion of the senior high school principal.

What about pictures and/or videotaping at graduation?

Many schools arrange for a photographer to take the pictures of graduates. This is done through a Proposal for Photographic Services for Commencement (Form No. 6798) which must be submitted to at least three different vendors.

- Many schools also arrange for a videotape to be made of the graduation ceremony. This must also be done through a Proposal for Video Services for Commencement (Form No. 7001) and submitted to at least three different vendors **unless** an M-DCPS club is doing the videotaping.
- If a M-DCPS school club is doing the videotaping as a fundraiser, the provisions in Section IV, Chapter 2 (K) (15) in the *Manual of Internal Fund Accounting* must be met. (See Attachment 5).
- If pictures or videotaping is taking place during the graduation, the following message must be posted on signs at all entrances to the site: **This event is being videotaped. By entering the event, you are giving your permission to be recorded and to have your likeness used in the final product.** (See Attachment 6)
- A school may choose not to allow parents to take photographs or to videotape. If this is the case, then this notice must be included on the tickets and posted at all entrances.

How are parking passes/VIP parking passes issued for graduation?

School Operations will issue these passes. Passes to the appropriate sites will be delivered to School Board Members, The Superintendent, the Superintendent's Senior Staff, and Region Staff Members. The remainder of a school's passes will be given to the school to distribute to other individuals selected by the school. The number of passes will vary according to the graduation site. Please be sure that the distinguished guests attending the school's graduation know where to park. A pre-graduation phone call by the school to guests is the best policy to use to advise them of parking procedures and appropriate attire for your school's graduation.

Who pays for the stage flowers, decorations, programs, and/or other materials used for graduation?

Fees to pay for flowers, decorations, programs, and/or other materials used during the commencement ceremony **shall not be imposed on students.** These types of items are considered optional; therefore, the graduating class members shall decide on the options available and budget for the projected expenses from fundraising proceeds of the activities conducted during the year. Students should not be required to pay personally for honorary regalia. Such regalia should be paid for through club dues or school funds. Clubs can also

fundraise to cover these costs. At the principal's discretion, some of these expenses may be paid from the school's Special Purpose function if fundraising proceeds are not sufficient to cover reasonable costs. Available revenue in the Classes and Clubs (5003) program, General Activities (0165) function, may also be used to subsidize reasonable costs.

Schools graduating at the same site on the same day usually divide the cost of the flowers for the stage.

What is the procedure for student payment for caps and gowns?

Money for student caps and gowns can be collected according to school procedures. Price should be rounded off to the nearest dollar. All funds must be deposited into trust account 5004-0408.

Who pays for the caps and gowns for faculty, staff, and other honorary guests?

The rental of gowns for faculty, staff, and other honorary guests involved in the commencement ceremony may not be paid from student funds. At the principal's discretion, rental of caps and gowns for faculty and staff involved in the commencement ceremony may be paid from the Special Purpose function (5004-0458). Rental of caps and gowns for the School Board Members and the Superintendent's Senior Staff (including Region staff) will be paid for by School Operations. The school site is responsible for the rental of gowns for any additional platform guests.

What is the procedure for the conferring of diplomas?

At the **conclusion** of the ceremony, the principal should state the following:

As principal of _____ Senior High School, I certify that these seniors have met all of the requirements set forth by the Miami-Dade County Public Schools and the state of Florida. By the power vested in me, I hereby declare the Class of 20__ to be graduates of _____ Senior High School.

How is the tassel worn?

Traditionally, the tassel is worn on the right side of the mortar board until the principal at the conclusion of the ceremony officially and formally confers upon the recipients the status of graduate. The tassel is then moved from the right side to the left side of the mortar board.

What if I need a piano for graduation?

If a piano is needed, the school must make its own arrangements with the facility or an outside vendor.

What are the procedures concerning diploma plaques?

If your school makes diploma plaques an option for graduates, ensure that you provide a list of the non-graduates to the vendor prior to the ceremony so that those plaques are pulled and not sold.

What about the selling of food during graduation?

Schools are not to sell food. At certain graduation sites, food service may be optional. No alcoholic beverages are to be served or permitted on the premises.

How long may a graduation ceremony be delayed?

For reasons of crowd control, schools should make every effort to begin the graduation at the appointed time. No graduation ceremony should begin later than 15 minutes from the designated start time.

What is the proper procedure for a graduation recessional?

Students should recess first. All platform guests should remain on stage until all graduates have exited.

How long should a graduation ceremony last?

A graduation ceremony **should not exceed two hours**. Even schools with large graduating classes should be able to complete the ceremony within this time frame.

What are the protocol guidelines for the processional order and introductions of M-DCPS' personnel and guests at graduation ceremonies?

The school's principal should lead the dignitaries or processional to the stage in one single line. The principal should be followed by:

- Board Member of the School
- School Board Chair
- School Board Vice Chair
- School Board Members (alphabetical by last name)
- Superintendent of Schools
- Senior Elected Official of Local Municipality
- Federal Officials (by rank)
- State Officials (by rank)
- Local Officials (by rank and/or alphabetical if there is more than one person of the same rank such as two County Commissioners)
- Provosts and College Presidents (School for Advanced Studies, New World, Alonzo & Tracy Mournig, Mast @ FIU, etc.)
- Guest Speaker(s) and Special Guests (**alphabetical by last name**)
- Chief Auditor, School Board Attorney (**alphabetical by last name**)
- Associate Superintendent/Office of Intergovernmental Affairs, Chief Academic Officer, Chief Facilities Officer, Chief Financial Officer, Chief of Human Capital Officer, Deputy Superintendent/Chief Operating Officer (**alphabetical by last name**)
- Region Superintendents

- Assistant Superintendents, Chief Administrative and Compliance Officer, Chief Budget Officer, Chief Communications Officer, Chief Information Officer, Chief of Police and District Security, Chief Procurement Officer, Chief Strategy Officer, Controller, Deputy Chief Facilities and Eco-Sustainability Officer, Inspections Officer, Risk and Benefits Officer, Treasurer **(alphabetical by last name)**
- Region Administrative Directors **(alphabetical by last name)**
- District Administrative Directors, Deputy Chief, Miami-Dade Schools Police Department, Economic Development Officer **(alphabetical by last name)**
- District Directors **(alphabetical by last name)**
- Executive Directors **(alphabetical by last name)**
- Directors **(alphabetical by last name)**
- School's Adult Education Principal
- Feeder Pattern Principals **(alphabetical by last name)** (Attendance is optional)
- School Vice Principal
- School Assistant Principals
- Other External Guests

The following order should be followed for introductions: (It is strongly recommended that the principal introduce the platform guests.)

- Board Member of the School
- School Board Chair
- School Board Vice Chair
- School Board Members (alphabetical by last name)
- Superintendent of Schools
- Senior Elected Official of Local Municipality
- Federal Officials (by rank)
- State Officials (by rank)
- Local Officials (by rank and/or alphabetical if there is more than one person of the same rank such as two County Commissioners)
- Provosts and College Presidents (School for Advanced Studies, New World, Alonzo & Tracy Mourning, Mast @ FIU, etc.)
- Guest Speaker(s) and Special Guests **(alphabetical by last name)**
- Chief Auditor, School Board Attorney **(alphabetical by last name)**
- Associate Superintendent/Office of Intergovernmental Affairs, Chief Academic Officer, Chief Facilities Officer, Chief Financial Officer, Chief of Human Capital Officer, Deputy Superintendent/Chief Operating Officer **(alphabetical by last name)**
- Region Superintendents
- Assistant Superintendents, Chief Administrative and Compliance Officer, Chief Budget Officer, Chief Communications Officer, Chief Information Officer, Chief of Police and District Security, Chief Procurement Officer,

Chief Strategy Officer, Controller, Deputy Chief Facilities and Eco-Sustainability Officer, Inspections Officer, Risk and Benefits Officer, Treasurer **(alphabetical by last name)**

- Region Administrative Directors **(alphabetical by last name)**
- District Administrative Directors, Deputy Chief, Miami-Dade Schools Police Department, Economic Development Officer **(alphabetical by last name)**
- District Directors **(alphabetical by last name)**
- Executive Directors **(alphabetical by last name)**
- Directors **(alphabetical by last name)**
- School's Adult Education Principal
- Feeder Pattern Principals **(alphabetical by last name)** (Attendance is optional.)
- School Vice Principal
- School Assistant Principals
- Other External Guests

The School Board of Miami-Dade County, Florida, extends the courtesy of "The Honorable" to all elected officials. "The Honorable" is used in addressing, orally and in writing, elected officials at the federal, state, county, and city levels. Staff members should not be addressed as "The Honorable" unless they also hold elected offices. "The Honorable" is used before an elected official's name, not title, and may be used to address former elected officials, though without their formal titles. For further explanation, please consult *Protocol Guidelines for Official School Board Events*.

What are the protocol guidelines for the introductions of School Board Members and Board Administrative Assistants at graduation ceremonies?

Any time a member of the School Board of Miami-Dade County, Florida, is in attendance at a graduation, the School Board Member should be introduced publicly at the beginning of the program as indicated on pages 7 and 8. If a School Board Member and his/her Administrative Assistant are in attendance, the protocol is to only introduce the Board Member. In accordance with the District's Protocol Guide for Official School Board Events, School Board Members should be introduced in order of precedence. The order shall be: School Board Chair, School Board Vice-Chair, and School Board Members (in alphabetical order). In the event a School Board Member is not present but the administrative assistant is, the administrative assistant should be introduced as representing the Board Member. Introduce all School Board Members first and then the administrative assistants representing School Board Members. Introductions of Board Members and/or administrative assistants should be done in the following order: Chair, Vice Chair, and Board Members in alphabetical order. Following the introduction of present Board Members, the introduction of administrative assistants representing School Board Members should be completed in the order of their respective Board Members: i.e., the administrative assistant to the Chair first, then the Vice Chair's administrative

assistant, then the remaining administrative assistants according to their Board Member's alphabetical ranking.

When addressing a School Board Member in public, use the appropriate title to demonstrate respect for the office. (Example: "Good afternoon, School Board Member Johnson.")

Sample Introductions:

The Honorable (Full Name), Chair of the School Board of Miami-Dade County, Florida

The Honorable (Full Name), Vice-Chair of the School Board of Miami-Dade County, Florida

The Honorable (Full Name), Member of the School Board of Miami-Dade County, Florida

What are some things to remember on graduation day?

- An administrator and/or a faculty member should be assigned to greet the Superintendent if he is to be in attendance.
- Another administrator and/or faculty member should be assigned to greet the School Board Members.
- There should be a designated administrator at the graduation site. This is the name that will be given to School Police.
- A meeting should be held with School Police at the graduation site to establish procedures for the day.
- Someone should be assigned to the VIP Parking area. They will be working in conjunction with the assigned School Police. Faculty should be easily identifiable.
- Some Regions have requested that faculty be placed at the end of each row of graduating seniors.
- Reserved seating should be provided for faculty and other VIP guests.
- It is recommended that you place names on the seats of those to be seated on the stage. The seating plan should follow the list provided by the Division of Athletics, Activities and Accreditation.
- You may choose to honor designated students by having them lead the processional or sit on the stage. Remember that we have three classifications now: summa cum laude, magna cum laude, and cum laude.
- Prior to the beginning of the ceremony, reminders should be given from the stage by a designated individual concerning the proper decorum. These reminders should be given in English and in any other language the school deems appropriate.
- You may find it necessary to arrange for interpreters for the deaf/hard of hearing. (Use FM 7247 for Graduates and FM7248 for Guests requiring interpreters.)

- If the school's JROTC presents the colors, remind the graduates and the audience that all should remain standing until the colors are retired/posted.
- Individuals chosen to read the names of graduates should be able to pronounce the names correctly.
- Platform guests should be advised to keep their conversation to a minimum so as not to detract from the decorum of the graduation.
- The school may want to consider establishing a graduation help desk.
- Students should be made aware that caps or any other objects are not to be thrown at the conclusion of the ceremony.
- **Names and Pronouns:**
School staff should address students by their chosen name and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Upon request, the chosen name and gender should be included in the district's information management systems, in addition to the student's legal name. District-generated student email addresses should also reflect the student's chosen name, if first names are identifiable in such addresses. These changes inform all staff, including substitute teachers, of the name and pronoun to use when addressing the student, and help avoid inadvertent disclosures.
- **Privacy and Confidentiality Regarding Disclosures:**
Transgender and Gender Non-Conforming students have the right to decide when, with whom, and to what extent to share private information. When contacting the parent/guardian of a transgender or Gender Non-Conforming student, school staff should use the student's legal name and the pronoun corresponding to the student's assigned sex at birth, unless the student or parent/guardian has specified otherwise.
 - Ensure prior to graduation if any student has an assumed name in DSIS, or if any student is being referred to an identified name and inform them they will be able to complete a card at graduation which allows them to write the name they want to use.

Students who have a formal name change with proof of court documents must submit an amended birth certificate to finalize the change in our District Student Information System. For assistance with accommodating students with a chosen name, please contact Gladys Duran, Curriculum Support Specialist, Division of Student Services (305) 995-1778.

What are some tasks to be completed following graduation?

- Provisions must be made for the collection of gowns either at the graduation site or at the school site. Schools must assign a faculty member, other than the Activities Director, to coordinate the collection of gowns at the graduation site.
- Leave the graduation site areas used by the school as neat as possible. Other schools will be following you.
- Send "Thank You" letters to guests and School Board Members who attend.

What are the guidelines concerning posthumous conferring of high school diplomas to parents of deceased students?

- Deceased students who were enrolled in grades 9-12, may be recognized during their graduating class commencement ceremony.
- Recognition of deceased students will not be marked as an official graduation. Therefore, student credits will not be a consideration for parent(s)/guardian(s) participation.
- Seat the parent(s)/guardian(s) of the deceased student(s) in a VIP section located in close proximity to the stage
- At the beginning of the roll call, announce the deceased student's name and have the parent(s)/guardian(s) walk on stage to receive a posthumous diploma on behalf of their child.

What are the guidelines for recognizing graduating seniors who have enlisted in the military?

- Graduating seniors who have enlisted in the military should be recognized during their graduating class commencement ceremony.
- Prior to roll call, the Principal will announce the names of those students who have enlisted in the military, the branch of the military into which they enlisted and ask them to stand and be recognized.

What is the protocol for distribution of Diploma Designation Seals?

- Seals should NOT be affixed to the diploma.
- Seals will be given to students in an envelope inside of the diploma envelope.
- A letter explaining the diploma designations from the Superintendent must be included in each diploma envelope for every graduating senior.
- Contact the Division of Student Services at 305-995-7338, for questions regarding Designation Seals.

Who can be called if you have any questions? If you have any questions, please call Ms. Susan Giro, Instructional Support Specialist, Division of Athletics, Activities and Accreditation at 305-275-3714.

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Attachment 1

Activities Directors' Suggested Timeline for Graduation

From *M-DCPS Student Activities Handbook*
Graduation Responsibilities – Pages 96-98
<http://activities.dadeschools.net>

Graduation planning begins in early October with the ordering of student caps and gowns and continues through the graduation ceremony when financial obligations are finalized. This necessitates the cooperation and coordination of students, faculty, and administration.

The following list includes important items which must be considered and suggested times to accomplish tasks:

1. Request the site, date, and hour of the ceremony from the Division of Athletics, Activities and Accreditation. (October)
2. Students should be measured for caps and gowns, fees collected, and the order submitted. Additionally, order items for honor students. (Finalization by January)
3. Order buses to transport the band, the chorus, and faculty members to the ceremony as needed. (January)
4. Confirm faculty members and administrators' participation in ceremony and order the faculty gowns. (February)
5. Order flowers/foilage for stage. (February)
6. Arrange for the following: ticket takers, audience control, guest parking, collection of caps and gowns, distribution of diplomas, and delivery of diploma covers to the site. Be certain that each person understands his/her responsibilities and how to perform them. (February)
7. Develop a floor plan for the assigned site and, depending on the site, determine the number of guest tickets that each graduate will receive. Keep in mind that fraudulent tickets may be a problem that arises. Leave empty seats for this possibility. (March)
8. Attend the site meeting for your graduation site. (March)
9. Identify and confirm program participants, e.g., organists, student ushers, and the person(s) to read the graduates' names. (March)

10. Prepare the program, verify the list of graduates, and carefully proof the program for final printing. Submit to Region Office for approval. (March/April)
11. Develop an alternate entry/line-up plan in case of rain. (This can be difficult; call an experienced colleague for assistance.) (March)
12. Identify students and faculty to assist backstage. (March)
13. Design and order tickets to be printed. If fraudulent tickets are a concern, order tickets that are extremely difficult to replicate. Distribute the tickets as close to the ceremony as possible to cut down on the time available to counterfeit them. (March)
14. Maintain constant communication with the school registrar concerning the status of graduates, and update the graduation list periodically after April 1st. Ensure the registrar has ordered posthumous diplomas for deceased students, if needed. (April)
15. Communicate, in writing, with the facilities manager at the graduation site to finalize arrangements for the set up of furniture and equipment. (April)
16. Determine the position of each graduate in the processional, the seating arrangements, and the recessional. (May)
17. Pull the gowns for the non-grads. Distribute gowns, name/photo cards (marching cards) to students who will be participating in the ceremony. (May)
18. Make sure that all of the seats available to you for the audience are open and not blocked. If needed, contact the Division of Athletics/Activities and Accreditation for assistance. (May)
19. If your school makes diploma plaques an option for graduates, ensure that you provide a list of the non-grads to the vendor prior to the ceremony so that those plaques are pulled and not sold. (May)
20. Post a sign for all ceremonies being videotaped. The sign should indicate that the event is being videotaped and, that by entering the event, the person is consenting to be videotaped.

HELPFUL HINTS:

1. Use persons familiar with students for diploma distribution, preferably homeroom teachers and/or guidance counselors.
2. Make arrangements for transporting graduation gown boxes to the graduation site. (Only if gowns are collected on-site).
3. Secure the assistance of the speech instructor to work with student program speakers.
4. Secure the assistance of faculty members to maintain order and control in the processional lines, as well as during the ceremony. (They should be seated with students.)
5. Arrange for extra diploma covers, caps, gowns, collars, tassels, and other paraphernalia to be taken to the graduation site.
6. Prepare gift bags for dignitaries to be placed on stage. Each gift bag should contain water, tissues, hand sanitizer, mints and a thank you note.

Attachment 2

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

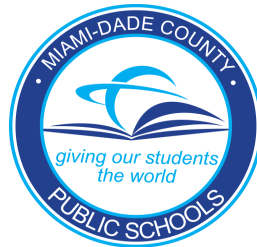
Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
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Ms. Susie V. Castillo
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Dr. Steve Gallon III
Ms. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas

Student Advisor

Mr. Josh Rios

Superintendent of Schools

Mr. Alberto M. Carvalho



Attachment 3

Disclosure Statement

Dear Parents and Guests:

The Graduates of the Class of 2019 welcome you to our Commencement Exercises. May we request that you allow each one of us our moment of recognition in as dignified a manner as possible.

We request that you not bring items into the graduation site which may detract from the dignity of the ceremony or create any action which interferes with the ceremony. Individuals who cannot comply with this request will be asked to leave the premises.

We earnestly request that you refrain from individual demonstrations of enthusiasm for your particular graduate and that you join us all at the conclusion of the presentation of diplomas with a strong show of pride and congratulations.

Thank you for demonstrating your support for us in giving our ceremony the dignity and honor it richly deserves.

The Graduating Class of 2019

Declaración

Estimados padres de familia e invitados:

Los graduados de la clase del 2019 les damos la bienvenida a nuestra ceremonia de graduación y quisiéramos rogarles que nos permitan disfrutar de este momento de reconocimiento en la forma más digna posible.

Les pedimos que no lleven al lugar donde se celebra la graduación artículos que pudieran disminuir la solemnidad de la ceremonia o que pudieran generar cualquier acción que interfiera con la misma. A las personas que no puedan responder a esta solicitud se les pedirá que abandonen el local.

Les rogamos encarecidamente que se abstengan de hacer demostraciones individuales de entusiasmo por su graduado en particular y que se unan a todos nosotros al concluir la presentación de los diplomas en una gran expresión de orgullo y felicitaciones.

Les agradecemos su apoyo a nuestros esfuerzos por proporcionar a nuestra ceremonia la dignidad y el honor que tanto merece.

Los graduados de la clase del 2019

Avètisman

Chè Paran ak Envite:

Klas Gradyasyon 2019 la kontan wè nou nan seremoni pwomosyon sa a. Silvouplè pèmèt nou chak jwi moman sa a avèk tout diyite posib.

N ap mande pou nou pa rantrè nan oditoryòm nan ak okenn objè ki kab deranje diyite seremoni a oubyen kreye okenn aksyon k ap distrè dewoulman seremoni a. N ap oblije mande moun ki pakab konfòme yo ak demand sa a pou yo kite sal la.

N ap mande nou seryezman pou n pa aplodi yon gradye an patikilye jiskaske tout gradye yo resevwa diplòm yo pou nou aplodi tout ansanm avèk anpil fòs pou nou montre fyète ak felisitasyon nou.

Mèsi pou sipò nou nan bay seremoni a onè e respè li merite.

Klas Gradyasyon 2019 la

Attachment 4

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

In Addition:

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

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>

Attachment 5

(Not to be included in program)

From *The Manual of Internal Fund Accounting*
Section IV
Chapter 2 – Fundraising Activities
Page 2-7

15. Recordings of student performances made in school facilities, or at school functions shall only be used for study purposes and may not be offered for general sale to the public as a fundraiser unless the following provisions are met:

- a) The principal deems the recording of such performance to be of educational benefit to students.
- b) For recordings made with school owned equipment (i.e. video production class/group), the materials for the recordings of such events are purchased by the school utilizing available revenue in the appropriate internal fund accounts and following proper purchasing procedures in accordance with the Manual of Internal Fund Accounting for Elementary and Secondary Schools.
- c) Appropriate fundraising policies and procedures and required forms are used.
- d) Such student performances are limited to the recordings of school ceremonies, school graduations, and school arts performances.
- e) Proper releases, using required forms, must be signed by students and parents evidencing consent to participating in an event that will be recorded, and retained for audit purposes. If individual releases cannot be obtained, proper notification should be visibly posted at the entrance notifying attendees that the event will be recorded.
- f) For recordings made with school owned equipment, all fundraising proceeds generated from the sale of the recordings will be administered through the school's internal fund and may be utilized to purchase, repair and maintain recording equipment and related supplies, as well as to subsidize expenditures for student activities of the student group conducting the fundraiser.
- g) For recordings made by vendor, all bid and contract requirements must be met.

Compliance with copyright requirements applying to recordings or compositions not in the public domain is the responsibility of the school, college, or educational organization under whose auspices the recording is made per Board Policy 5722– *School-Sponsored Publications, Productions, and Performances*.

Attachment 6

**This event is being
videotaped.**

**By entering the event,
you are
giving your permission
to be
recorded and to have
your
likeness used in the final
product.**

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Rev: 08/2017