

**HIALEAH GARDENS MIDDLE SCHOOL**  
**Middle School Parent/Student Handbook**  
**2013-2014**



**Maritza D. Jimenez, Principal**  
**Nelson Gonzalez, Assistant Principal**  
**Crystal Spence, Assistant Principal**  
**Evelyn Torres-McHale, Assistant Principal**

## TABLE OF CONTENTS

District's Vision/Mission  
Message from Principal  
Message from Assistant Principal  
School's Mission Statement  
Alma Mater  
Biography of person the school is named after (if applicable)  
School Information  
Website  
Faculty Roster  
Feeder Pattern Schools  
District/School Calendar  
Important Dates  
    Testing  
    Interim Progress Reports  
    Report Cards  
Activities  
    Clubs  
    Field-Trips and Special Activities  
Athletics  
Fundraisers  
Bringing Pets to School  
Attendance Policy  
    Attendance Review Committee  
    Excused Absences and Tardies  
    Unexcused Absences  
Arrival/Dismissal  
    School Hours  
    Bell Schedule  
    Before and After School Care Program  
    Late Arrival  
    Early Sign Out  
    Rainy Day Dismissal  
Comprehensive Reading Plan  
Messages and Use of Telephones  
Lost and Found  
Cafeteria  
    Food Cost  
    Free Breakfast  
    Free/Reduced Lunch Program  
    PAYPAMS  
    Cafeteria Rules  
Registration Procedures  
Confidential Information  
Parent-Teacher Association (PTA/PTSA)  
Emergency Contact Information  
Halls/Hall Passes  
Code of Student Conduct  
    Behaviors and Range of Corrective Strategies  
    Student Rights and Responsibilities  
    Dress Code  
    Uniform Policy  
    Cell Phones  
    Internet Use Policy  
Health Screening  
Immunizations

- Insurance
- Parent Portal
- Financial Obligations
- Grade Reporting
  - Academic Grades
- Conduct
  - Grade Point Average
  - Interim Progress Report
- Homework / Make-up Assignments
- Out of Area Student Transfer
- Textbooks
- Permanent Records
- Publications
- Procedures for Addressing Concerns
- School Center for Special Instructions (SCSI)
- Transportation Eligibility
- Safety and Security
  - The Emergency Operations Plan
  - Accident Reports
  - Code Yellow/Code Red
  - Closing of School
  - Fire Drills
  - Transporting Students to School
  - Bicycles/Skateboards
  - Visitors
  - Elevator
- Media Center
  - Access
  - Checkout of Books
- Special Education
- Student Services
  - Academic Advisement
  - Career Specialist
  - Clinic
    - Medication
  - Counselor Request
  - School Psychologist
  - School Social Worker
  - Speech Therapy
- The Parent Academy
- Volunteer Program
- Title I
- Title I Parents-Right to Know Letter

## **Miami-Dade County Public Schools**

### **Vision Statement**

*We are committed to provide educational excellence for all.*

### **Mission Statement**

*We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.*

# HIALEAH GARDENS MIDDLE SCHOOL

## **Message from the Principal**

Dear Parents,

It gives me great pleasure to welcome you and your child to Hialeah Gardens Middle School for the 2013-2014 school year. As your principal, I look forward to working closely with you to continue to promote the highest standards in education, foster a love for learning, and unveil all the possibilities that are available to your child.

Your support, commitment, and dedication are paramount in the education of our students. This can only be accomplished by working together as a unified team that is composed of parents, educators, and students. The well-being of your child, a top-notch education, and promoting life-long learners is the legacy that we will strive to instill in our students.

Hialeah Gardens Middle School can continue to strive for excellence with your help and your commitment to your child's education. Together, we can endeavor to maintain the highest standards, integrity, and commitment in learning to ensure that our students become conscientious citizens of society equipped with a solid, competitive education and prepared for the world of tomorrow.

Sincerely,

Martiza Jimenez, Principal  
Hialeah Gardens Middle School



## **Hialeah Gardens Middle School**

### **MISSION STATEMENT**

**The staff of Hialeah Gardens Middle School is committed to aiding in the intellectual and social development of its students by ensuring that they become conscientious citizens of society. Students will be educated in a secure, encouraging atmosphere with a variety of educational tools, empowering each student to develop the attitude, behavior, ability and knowledge needed to become responsible individuals. We will achieve this through an interactive, integrated, multicultural curriculum in a nurturing environment comprised of**

### **VISION**

**Education flourishes at Hialeah Gardens Middle School by fostering a learning environment where diversity is valued, quality of life is enhanced, individual aspirations are fulfilled and knowledge is strengthened.**

## **ADMINISTRATIVE TEAM**

**Principal:** Ms. Maritza D. Jimenez  
**Assistant Principals:** Ms. Evelyn Torres-McHale – 8<sup>th</sup> Grade  
Ms. Crystal Spence – 7<sup>th</sup> Grade  
Mr. Nelson Gonzalez – 6<sup>th</sup> Grade

## **STUDENT SERVICES PERSONNEL**

**Guidance Counselors:** Ms. Arlene Pineda – 8<sup>th</sup> Grade  
7<sup>th</sup> Grade (A-M)

Ms. Leticia Figueroa-- 6<sup>th</sup> Grade  
7<sup>th</sup> Grade (N-Z)

**Trust Counselor** Ms. Jacqueline Garcia

**SCIS** Mr. Frank Bulzone

## **CLERICAL PERSONEL**

**Principal's Secretary:** Ms. Terri Montesino  
**Treasurer:** Ms. Jody Durante  
**Registrar:** Ms. Juana Lopez  
**Attendance Secretary:** Ms. Carmen Gonzalez  
**Data-Input Specialist:** Ms. Bobi-Jo Hernandez  
**Community Involvement Specialist:** Ms. Ingrid Brown  
**Part-Time Clerk:** Ms. Gloria Alicot  
Ms. Maiby Lopez  
Ms. Triana Mitjans  
Ms. Aida Perez

## **MAIN OFFICE HOURS**

**Monday-Friday 8:30 a.m. – 3:50 p.m.**



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2013-2014 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

July 2013				
M	T	W	T	F
1	2	3	X	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2013				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2013				
M	T	W	T	F
X	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2013				
M	T	W	T	F
				1
4	5	6	7	8*
X	12	13	14	15
18	19	20	21	22
25	26	27	X	X

December 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X

January 2014				
M	T	W	T	F
		X	X	X
6	7	8	9	10
13	14	15	16	17
X	21	22	23	24
27	28	29	30	31

February 2014				
M	T	W	T	F
3	4	5	6	7*
10	11	12	13	14
X	18	19	20	21
24	25	26	27	28

March 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
X	X	X	X	X
X	X	X	X	X
31				

April 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2014				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X	27	28	29	30

June 2014				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 - 18, 2013	BETAKES® FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
December 3 - 4, 2013	FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 28 - 28, 2014	FCAT 2.0 Writing	4, 8, and 10
April 7 - 11, 2014	BETAKES® FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
April 22 - 28, 2014**	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 - May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6* 7* and 10*
April 28 - May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	9* 6*, 8*, and 9*

	New Teachers Report	
	Teacher Planning Day	Days In Grading Period
	Teacher Planning Day No Opt	1-17
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-47
	Secondary Early Release	

For information on employee opt days, please refer to back of calendar.



## Schedule

### Hialeah Gardens Middle School 2013 -2014



August 2012				
20 1-3-5 Day Beg. Grading Period	21 2-4-6 Day	22 1-3-5 Day	23 2-4-6 Day	24 1-3-5 Day
27 2-4-6 Day	28 1-3-5 Day	29 2-4-6 Day	30 1-3-5 Day	31 2-4-6 Day

September 2012				
3 NO School Legal Holiday	4 1-3-5 Day	5 2-4-6 Day	6 1-3-5 Day	7 2-4-6 Day
10 1-3-5 Day	11 2-4-6 Day	12 1-3-5 Day	13 2-4-6 Day	14 1-3-5 Day
17 Teacher Planning Day	18 2-4-6 Day	19 1-3-5 Day	20 2-4-6 Day	21 1-3-5 Day
24 2-4-6 Day	25 1-3-5 Day	26 Teacher Planning Day	27 2-4-6 Day	28 1-5-3 Day

October 2012				
1 2-4-6 Day	2 1-3-5 Day	3 2-4-6 Day	4 1-3-5 Day	5 2-4-6 Day
8 1-3-5 Day	9 2-4-6 Day	10 1-3-5 Day	11 2-4-6 Day	12 1-3-5 Day
15 2-4-6 Day	16 1-3-5 Day	17 2-4-6 Day	18 1-3-5 Day	19 2-4-6 Day
22 1-3-5 Day	23 2-6-4 Day	24 1-3-5 Day	25 2-4-6 Day Early Release End Grading Period	26 Teacher Planning Day
29 2-4-6 Day Beg. Grading Period	30 1-3-5 Day	31 2-4-6 Day		

November 2012				
			1 1-3-5 Day	2 2-4-6 Day
5 1-3-5 Day	6 Teacher Planning Day/ NO OPT	7 2-4-6 Day	8 1-3-5 Day	9 2-4-6 Day
12 NO School Legal Holiday	13 1-3-5 Day	14 2-4-6 Day	15 1-3-5 Day	16 2-4-6 Day
19 1-3-5 Day	20 2-4-6 Day	21 1-3-5 Day	22 NO School Thanksgiving Holiday	23 NO School Recess
26 2-4-6 Day	27 1-3-5 Day	28 2-4-6 Day	29 1-3-5 Day	30 2-4-6 Day

December 2012				
3 1-3-5 Day	4 2-4-6 Day	5 1-3-5 Day	6 2-4-6 Day	7 1-3-5 Day
10 2-4-6 Day	11 1-3-5 Day	12 2-4-6 Day	13 1-5-3 Day Early Release	14 2-4-6 Day
17 1-3-5 Day	18 2-4-6 Day	19 1-3-5 Day	20 2-4-6 Day	21 1-3-5 Day
24 NO School Winter Recess	25 NO School Winter Recess	26 NO School Winter Recess	27 NO School Winter Recess	28 NO School Winter Recess
31 NO School Winter Recess				

**Block Schedule  
Hialeah Gardens Middle School  
2012 -2013**



January 2013				
	1 NO School Winter Recess	2 NO School Winter Recess	3 NO School Winter Recess	4 NO School Winter Recess
7 2-4-6 Day	8 1-3-5 Day	9 2-4-6 Day	10 1-3-5 Day	11 2-4-6 Day
14 1-3-5 Day	15 2-4-6 Day	16 2-4-6 Day	17 1-3-5 Day Early Release	18 Teacher Planning Day
21 NO School Holiday	22 2-4-6 Day Beg. Grading Period	23 1-3-5 Day	24 2-4-6 Day	25 1-3-5 Day
28 2-4-6 Day	29 1-3-5 Day	30 2-4-6 Day	31 1-3-5 Day	

February 2013				
				1 Teacher Planning Day/ NO OPT
4 2-4-6 Day	5 1-3-5 Day	6 2-4-6 Day	7 1-3-5 Day	8 2-4-6 Day
11 1-3-5 Day	12 2-4-6 Day	13 1-3-5 Day	14 2-4-6 Day Early Release	15 1-3-5 Day
18 NO School Holiday	19 2-4-6 Day	20 1-3-5 Day	21 2-4-6 Day	22 1-3-5 Day
25 2-4-6 Day	26 1-3-5 Day	27 2-4-6 Day	28 1-3-5 Day	

March 2013				
	1			1 2-4-6 Day
4 1-3-5 Day	5 2-4-6 Day	6 1-3-5 Day	7 2-4-6 Day	8 1-3-5 Day
11 2-4-6 Day	12 1-3-5 Day	13 2-4-6 Day	14 1-3-5 Day	15 2-4-6 Day
18 1-3-5 Day	19 2-4-6 Day	20 1-3-5 Day	21 2-4-6 Day	22 Teacher Planning Day
25 NO School Spring Recess	26 NO School Spring Recess	27 NO School Spring Recess	28 NO School Spring Recess	29 NO School Spring Recess

April 2013				
1 1-3-5 Day Beg Grading Period	2 2-4-6 Day	3 1-3-5 Day	4 2-4-6 Day	5 1-3-5 Day
8 2-4-6 Day	9 1-3-5 Day	10 2-4-6 Day	11 1-3-5 Day	12 2-4-6 Day
15 1-3-5 Day	16 2-4-6 Day	17 1-3-5 Day	18 2-4-6 Day	19 1-3-5 Day
22 2-4-6 Day	23 1-3-5 Day	24 2-4-6 Day	25 1-3-5 Day	26 2-4-6 Day
29 1-3-5 Day	30 2-4-6 Day			

**Block Schedule  
Hialeah Gardens Middle School  
2012 -2013**



May 2013				
		1 1-3-5 Day	2 2-4-6 Day	3 1-3-5 Day
6 2-4-6 Day	7 1-3-5 Day	8 2-4-6 Day	9 1-3-5 Day	10 2-4-6 Day
13 1-3-5 Day	14 2-4-6 Day	15 1-3-5 Day	16 2-4-6 Day	17 1-3-5 Day
20 2-4-6 Day	21 1-3-5 Day	22 2-4-6 Day	23 1-3-5 Day	24 2-4-6 Day
27 NO School Holiday	28 1-3-5 Day	29 2-4-6 Day	30 1-3-5 Day	31 2-4-6 Day

June 2013				
3 1-3-5 Day	4 2-4-6 Day	5 1-3-5 Day	6 2-4-6 Day End Grading Period	7 Teacher Planning Day

\*\* Report Cards:

**Have a wonderful summer!**



LOADING.. PLEASE WAIT

Arrival/Dismissal

**Bell Schedule  
Hialeah Gardens Middle School  
2013 – 2014**



**Warning Bell: 9:00 & 9:10**

**Block 1 (Periods 1 / 2)  
9:10 – 11:18  
(Homeroom/ 9:10 – 9:22)**

Passing: 11:18 – 11:23

**Block 2 (Periods 3 / 4)  
11:23 – 1:49**

Passing: 1:49 – 1:54

**Block 3 (Periods 5 / 6)  
1:54– 3:50**

**Lunch Schedule**

<b>Lunch 1</b>	<b>Lunch 2</b>	<b>Lunch 3</b>	<b>Lunch 4</b>
<b>11:23 – 11:53</b>	<b>12:01 – 12:31</b>	<b>12:40 – 1:10</b>	<b>1:19 – 1:49</b>

# Hialeah Gardens Middle School Title I

## Early Release Day Bell Schedule

(October 25, 2012/December 13, 2012/ January 17, 2013/ February 14, 2013/ May 2, 2013)

<b>9:00 a.m. – 9:10 a.m.</b>	<b>Warning Bell</b>
<b>9:10 a.m. – 10:05 a.m.</b>	<b>Period 1/2</b> <b>Homeroom (9:10 a.m. – 9:15 a.m.)</b>
10:05 a.m. – 10:10 a.m.	Passing
<b>10:10 a.m. – 11:00 a.m.</b>	<b>Period 5/6</b>
11:00 a.m. – 11:05 a.m.	Passing
<b>11:05 a.m. – 1:20 p.m.</b>	<b>Period 3/4 and Lunch</b>
<b>11:05 a.m. – 11:35 a.m.</b>	<b>Lunch 1</b>
<b>11:40 a.m. – 12:10 p.m.</b>	<b>Lunch 2</b>
<b>12:15 p.m. – 12:45 p.m.</b>	<b>Lunch 3</b>
<b>12:50 p.m. – 1:20 p.m.</b>	<b>Lunch 4</b>

## **Important Dates – Tentative**

<b>Interim Report Distribution</b>	<b>Report Card Distribution</b>
September 20, 2013	November 15, 2014
December 3, 2013	February 6, 2014
February 23, 2014	April 17, 2014
May 1, 2014	June 26, 2014

## **EARLY RELEASE DAYS**

**Dismissal is at 1:20 p.m.**

**September 26, 2013**

**December 12, 2013**

**February 13, 2014**

**March 13, 2014**

**April 17, 2014**

## **Activities**

### **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

### **Fieldtrips and Special Activities**

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

### **Athletics**

The Middle School Sports Athletic Program (MSAP) is designed to maximize opportunities for school and student participation in a variety of sports and events. Students should be encouraged to participate in activities that satisfy their needs for growth and development. The intramural program provides an opportunity for all students to become involved in team and individual competitions and special events within their school. The interscholastic program allows students who have demonstrated a higher level of proficiency to participate in competitions involving other schools.

Intramurals take place before or after school. No academic credit is awarded. Intramural competitions take place a minimum of two weeks prior to the beginning of interscholastic team practice. Intramurals then continue for an additional four weeks, for a total of six weeks per sport.

Selection of interscholastic teams is made from a school's intramural teams and is based upon student interest, athletic skills and age. To be eligible to participate, seventh and eighth grade students must have at least a 2.00 grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final grades of the previous year determine eligibility. It is recommended that each school use a parent consent form to be turned in prior to student participation in athletic tryouts. It is also recommended that students be encouraged to purchase school insurance as a prerequisite for participation.

Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. The MSAP currently offers schools the opportunity to field teams and compete in the following sports: basketball, bowling, cross country, golf, soccer, softball, swimming, tennis, track and field, volleyball and wrestling.

**2013-2014**  
**Club Sponsors**  
**Ms. Barbara Frye, Activities Director**  
(305) 817-0017 ext. 2114

<b>Club</b>	<b>Sponsor</b>	<b>Room #</b>	<b>Ext #</b>
Band	Mr. Lopez	3101	2165
Cheerleading	Ms. Villalobos/Ms. Pineda	HGHS/1109	HGHS/2108
Chess Club	Mr. Lores		N/A
Culture Club	Ms. Welsh	4303	2179
Drama Club	Mr. Rivas	3103	2150
Drug-Free Youth In Town (DFYIT) Club	Ms. Garcia	2205	2142
Environmental Club	Ms. Nelthropp	3207	2156
Future Business Leaders of America (FBLA)	Ms. Scott	3106	2151
Future Educators of America (FEA)	Ms. Cardenas	2109	2136
HOSA	Capt. Austin	5103	2189
Key Club	Ms. Nelthropp	3207	2156
Mathematics Club	Ms. R. Garcia	5204	2198
Music (Chorus/Piano) Club	Ms. Collado	3102	2148
National Jr. Honor Society (NJHS)	Ms. Rylands	5102	2188
Reading Club	Ms. T. Garcia	4212	2173
Recycling Club	Ms. Valdes	4214	2207
SECME	Ms. Ana Fernandez	2112	2138
(E.A.M.) Spanish Club	Mr. Monroy	5101	2187
Student Council	Ms. Cardenas	2109	2136
Yearbook	Ms. Cardenas	2109	2136



# 2013-2014 Jaguar Sports

Athletic Director: Barbara Frye  
[B\\_frye@dadeschools.net](mailto:B_frye@dadeschools.net)

<b>Cross Country</b>	<b>(B) Barbara Frye</b> <b>(G) Yohana Lopez</b>	<b>Aug-Oct</b>
<b>Soccer</b>	<b>(G) Jeanette Rodriguez</b> <b>(B) TBA</b>	<b>Aug-Nov</b>
<b>Volleyball</b>	<b>(G) Soraya McDonnell</b> <b>(B) Cindy Casero</b>	<b>Sept-Nov</b>
<b>Swimming</b>	<b>(B/G) Tom Binder</b>	<b>Oct-Dec</b>
<b>Bowling</b>	<b>(B/G) Isabel Cardenas</b>	<b>Dec-Feb</b>
<b>Softball</b>	<b>(G) Rosemary Cabrera</b> <b>(B) Cindy Casero</b>	<b>Nov-Feb</b>
<b>Wrestling</b>	<b>(B/G) CJ Singleton</b>	<b>Dec-March</b>
<b>Track</b>	<b>(B) Yohana Durango-Arteaga</b> <b>(G) Jeanette Rodriguez</b>	<b>Nov-Feb</b>
<b>Tennis</b>	<b>(B/G) Soraya McDonnell</b>	<b>March-May</b>
<b>Golf</b>	<b>(B/G) TBA</b>	<b>March-May</b>
<b>Basketball</b>	<b>(G) Rolando Montes</b> <b>(B) TBA</b>	<b>Feb-May</b>

## **Fundraisers – Board Policy 5830**

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An Application for Fundraising Activity, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, Region Center Approval for Fundraising Activity (Community Sales).

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, **are not** allowed to be conducted as school-sponsored /student fundraisers. Middle school students are not allowed to participate in the sale of magazines.

## **Bringing Pets to School**

Students are not allowed to bring pets to school.

## **Attendance Policy – Board Policy 5200**

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students

### **Excused School and Class Absences and Tardies**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### **(3) Unexcused School Absence**

- (4) Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:
  - (5) 1. Absences due to vacations, personal services, local non-school event, program or sporting activity

- (6) 2. Absences due to older students providing day care services for siblings
- (7) 3. Absences due to illness of others
- (8) 4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

**Before and After School Care Program**

We have several tutorial programs throughout the year on Saturdays and after school. All programs are advertised and promoted to our student population. Secondly, we house the “All Stars” afterschool program ;as well as, A.L.M. Sports. Information particular to each of these program opportunities is available upon request.

**Late Arrival (Tardiness)**

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

**Early Sign-out - Board Policy 5200**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

**Rainy Day Dismissal**

Students who are picked up by parents must wait for their parent in the front of the school where supervision is provided.

**Comprehensive Reading Plan**

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

**Messages and Use of Telephones**

Students may use telephone when securing adult permission prior to usage. Telephones are available in the main office.

**Lost and Found**

Student Lost and Found is located in the main office. Students will need to contact one of the secretaries in the main office who will guide them to the appropriate drawers which house the items.

**Cafeteria**

**Food Cost**

Breakfast		Lunch	
All Students	No charge	Students	\$2.50
Adults	\$2.00	Reduced Price, Students	\$0.40
		Adults	\$3.00

**Free Breakfast**

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers breakfast at no charge to all M-**

**DCPS Students.** The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

**Free/Reduced Lunch Program**

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

**PAYPAMS**

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

**Cafeteria Rules** (Optional)

- keep in a single line
- always be courteous to the cafeteria workers
- always use acceptable table manners
- discard the trash appropriately

**Confidential Information**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

**Parent-Teacher Association (PTA/PTSA)**

The (INSERT SCHOOL NAME) Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

## **Emergency Contact Information**

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

## **Halls/Hall Passes**

Approximately (insert minutes) are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official Yellow Pass. Teachers are not to give verbal permission for a student to exit the classroom.

## **Code of Student Conduct**

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On March 12, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English, Haitian/Creole and Spanish versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

### **Student Rights and Responsibilities**

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

### **Dress Code** – Board Policy 5511

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

### **Uniform Policy**

Hialeah Gardens Middle School is a uniform school. Student uniforms include; grey or black "Dockers" pants. Grey, Black and/or Burgandy polo shirts with school emblem may be worn.

### **Cell Phones**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.

### **Internet Use Policy** – Board Policy 7540.03

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

### **Health Screening**

**Tuberculosis Clinical Screening** - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

**Scoliosis Screening** (6<sup>th</sup> grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

### **Immunizations**

#### **Requirements for School Entry:**

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

### **Insurance**

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward the 2013-2014 enrollment application and additional information to the parents.

### **Florida KidCare**

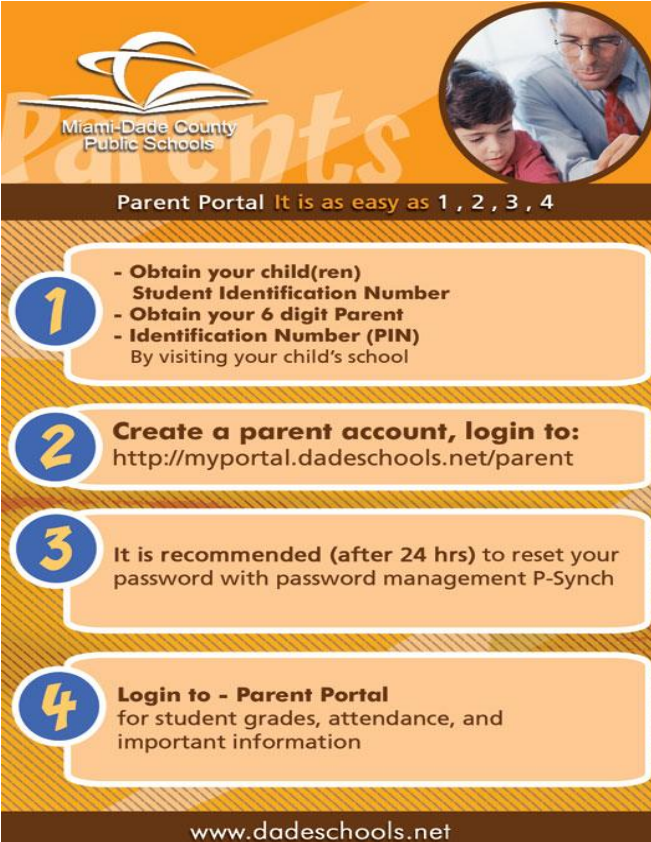
Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

\*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.

## Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents' to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act.



The graphic is a vertical guide for the Parent Portal. At the top left is the Miami-Dade County Public Schools logo, which features a stylized sun or leaf design above the text 'Miami-Dade County Public Schools'. To the right of the logo is a circular inset photo of a man and a young boy looking at a laptop. Below the logo and photo, the text reads 'Parent Portal It is as easy as 1, 2, 3, 4'. The guide consists of four numbered steps, each in a blue circle with a white number, followed by a white box with an orange border containing the details for that step. The background of the guide is orange with a subtle pattern. At the bottom, the website address 'www.dadeschools.net' is displayed in white on a dark orange background.

**1** - Obtain your child(ren) Student Identification Number  
- Obtain your 6 digit Parent Identification Number (PIN)  
By visiting your child's school

**2** Create a parent account, login to:  
<http://myportal.dadeschools.net/parent>

**3** It is recommended (after 24 hrs) to reset your password with password management P-Synch

**4** Login to - Parent Portal for student grades, attendance, and important information

[www.dadeschools.net](http://www.dadeschools.net)

## **Financial Obligations (Customize for elementary or high school as needed/optional)**

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office.

## **Grade Reporting**

### **Academic Grades**

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

<b>GRADES</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

### **Conduct**

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

### **Interim Progress Report**

Interim progress reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

## **Homework / Make-up Assignments**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher (s).

## **Out of Area Student Transfer – Board Policy 5131**

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Region Superintendent (or designated Region Director) may administratively assign



or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 100 percent.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, the parent(s)/guardian(s) must meet with Region Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

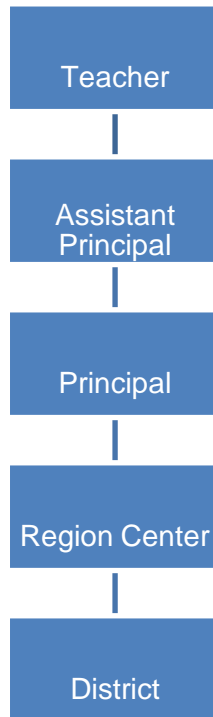
### **Permanent Records (FYI – from the Student Educational Records Manual)**

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

- a) pupil's or student's full legal name
- b) authenticated birthdate, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

## Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



## School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

## Transportation Eligibility

Students will be assigned for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).

## Safety and Security

### The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school

campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm;
  - Monitor media outlets for updates and official messages from M-DCPS;
  - Do not flood the school with telephone calls; and
  - If the school is on lockdown, wait until the lockdown is lifted before going to the school.
- All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

### **Accident Reports**

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

### **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

### **Closing of School**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

### **Fire Drills**

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter.

### **Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### **Elevator**

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

### **Media Center**

The Media Center is open at 8:00 am. Students may access the media center prior to the commencement of the academic day. During the day students must secure a pass in-order to visit the media center.

## Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent/guardian involvement in the special education process is very important. Parents/guardians will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents/guardians of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian. Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

## The Parent Academy

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students.

Within this framework, The Parent Academy offers classes and workshops developed around the five subject area strands listed below:

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Personal Growth (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at [www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

## Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"> <li>• Day chaperones for field trips</li> <li>• Classroom assistants</li> <li>• Math and/or reading tutors.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Volunteers</li> <li>• Mentors</li> <li>• Listeners/Oyentes</li> <li>• Athletic/Physical Education assistants</li> <li>• Overnight chaperones.</li> </ul>

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Our Community Involvement Specialist (CIS) Ingrid Brown will be more than happy to assist with this process. She is located in the main office.

## TITLE I ADMINISTRATION

The Title I Administration Parental Program helps parents/guardians become more engaged with their children's education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose, the Title I funded Community Involvement Specialists (CIS) or Community Liaison Specialists (CLS) at Title I schools, assist school-sites, the District and Region Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (\*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

### *PROGRAM COMPONENTS:*

M-DCPS Title I Parental Involvement Plan

\*Title I Program Parent Notification Letter

\*Title I School's Parental Involvement Plan

\*Title I School-Parent Compact

Title I Annual Parent Meeting -- "Open House"

Title I District Advisory Council (DAC)

Title I Region Centers Parent Advisory Council (PAC)

Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless (CPH)

Title I Migrant Education Program (MEP)

Title I Challenging Higher Education for Students in our Schools (CHESS) Program

Title I Home Instruction for Parents of Preschool Youngsters (HIPPPY) Program

### PARENT RESOURCE CENTERS

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Neighborhood Resource Center – North

7900 NW 27<sup>th</sup> Avenue, Suite F9

Miami, FL 33147

(Northside Shopping Centre, 130 South Ct.)

Title I Neighborhood Resource Center – South

5555 SW 93<sup>rd</sup> Avenue, Portable #3

Miami, FL 33165

(FDLRS South Site)

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please go to <http://title1.dadeschools.net/> .

Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Maritza D. Jimenez, School Principal  
Hialeah Gardens Middle School

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.

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.