

August 21, 2009

TO: All Teachers and Staff

FROM: Mr. William T. Smith, Assistant Principal
Hialeah Middle School

SUBJECT: M-DCPS POLICIES AND PROCEDURES

Miami-Dade County Public Schools policies and procedures previously included in Hialeah Middle School's Faculty Handbook are now available online in the Electronic Staff Reference Handbook <http://ehandbooks.dadeschools.net/policies/29.pdf>. The easiest way to access information in the handbook is to scroll down to the "Index of Topics" and then search the alphabetically arranged topic list.

Additional important links are as follows:

- **Code of Ethics/Principles of Professional Conduct for the Education Profession** <http://www.dadeschools.net/schoolboard/rules/Chapt4/4a-1.213.pdf>

- **Code of Student Conduct** <http://ehandbooks.dadeschools.net/policies/90/index.htm>
- **Student Progression Plan** <http://ehandbooks.dadeschools.net/policies/93/index.asp>
- **IPEGS** <http://ipegs.dadeschools.net/>
- **EESAC (minutes & by-laws)** <http://opi.dadeschools.net/products/>
- **Employee Assistance Program** <http://eap.dadeschools.net/>
- **HIV/AIDS Information** <http://aidseducation.dadeschools.net/>

- **School Volunteer Program** <http://community.dadeschools.net>
- **Network Security Policy** <http://datasecurity.dadeschools.net/>

- **Various M-DCPS Labor Contracts** http://www2.dadeschools.net/employees/labor_union/all_list.htm

School Board Rules are available at <http://www.dadeschools.net/schoolboard/rules/> . Please review the following Board rules, in particular:

- a. Separation--Weapons --Dismissal/or Suspension-All Personnel
6Gx13- 4A-1.302
- b. Conduct--Standards of Behavior
6Gx13- 5C-1.02
- c. Maintenance of Appropriate Student Behavior
6Gx13- 5D-1.08
- d. Corporal Punishment - Prohibited

- 6Gx13- 5D-1.07
- e. Dress Code
 - 6Gx13- 5C-1.031
- f. Suspension, Board-Approved Alternatives, Expulsion, and Referral to Children and Family Services
 - 6Gx13- 5A-1.062
- g. Employee-Student Relationships
 - 6Gx13- 4-1.09
- h. Responsibilities and Duties (Permanent Personnel)
 - 6Gx13- 4A-1.21
- i. Personnel Files
 - 6Gx13- 4-1.03
- j. Drug-Free Workplace General Policy Statement
 - 6Gx13- 4-1.05
- k. Tobacco-Free Work Place
 - 6Gx13- 4-1.06
- l. Safety Program
 - 6Gx13- 3E-1.081
- m. Equal Access-Availability of Secondary School Facilities to Students for Meetings
 - 6Gx13- 1D-1.012
- n. Employee Assistance Program
 - 6Gx13- 4D-1.11
- o. Code of Ethics
 - 6Gx13- 4A-1.213
- p. Violence in the Workplace
 - 6Gx13- 4-1.08
- q. Guidelines for the Establishment of Educational Excellence School Advisory Councils
 - 6Gx13- 1B-1.031
- r. Acceptable Use Policy – For the Network
 - 6Gx13- 6A-1.112
- u. Discrimination/Harassment: Complaint Procedures for Employees
 - 6Gx13- 4A-1.32
- v. Assignment - Members of Same Family
 - 6Gx13- 4A-1.18

Please understand that it is the responsibility of each staff member to read and act in accordance with the rules, regulations, and policies specified in the *M-DCPS Electronic Staff Reference Handbook*.

Your signature below denotes your 1) receipt of ehandbook information; 2) receipt of Hialeah Middle School's *Policies and Procedures*; and 3) understanding of your responsibility to read and act in accordance with M-DCPS and Hialeah Middle School's policies and procedures as described in these documents.

Should you need a fuller elaboration of the content of this memo, M-DCPS policies, or information in the Hialeah Middle School's opening of school documents, please contact an administrator immediately.

Please read, sign and return the last page of this memo to Mr. Smith by Friday, August 21, 2009 no later than 3:15 PM.

RECEIPT OF M-DCPS & HMS POLICIES AND PROCEDURES

I, _____, have received and read Miami-Dade County Public School Policies and Procedures, HMS Policies and Procedures, and Electronic Staff Reference Handbook. I understand that it is my responsibility to familiarize myself with these policies and procedures and adhere to them.

My signature denotes receipt of this memo and my professional responsibility to govern myself accordingly.

Signature: _____ Date: _____

Employee Number: _____