



Miami-Dade County Public Schools

giving our students the world

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KEEP FOR YOUR RECORDS

August 19, 2019

Dear Parent/Guardian:

In order to ensure the safety and security of all our students and staff, the following procedures have been established at Hialeah Gardens Elementary:

SCHOOLWIDE SECURITY

- A security monitor will be stationed by the main entrance doors (main building and PLC) assisting all visitors. The entry door will be locked, and the doorbell must be rung for entry.
- All visitors (including parents picking up students or dropping off items at school) will be asked to present a valid photo identification which will be scanned through our electronic visitor management system prior to entering the main office.
- Visitors passes will be issued once scanning has been completed and the visitor has been cleared.
- All classroom doors will remain locked throughout the school day.
- Any change to a student's dismissal must be made in writing and in advance to your child's teacher.
- During the school day all visitors and staff will only be permitted to enter and exit through the main doors. No doors leading to the exterior will be opened during the school day.

LATE PICK UP FROM SCHOOL

- Students picked up late from school (after 2:05 for K/1st and after 3: 20 for 2nd-5th) MUST be signed out from the main office. Anyone picking up a student MUST present a valid photo identification and be listed on the emergency contact card. Supervision is NOT provided after 2:05/3:20 unless student rides a M-DCPS bus or is in our aftercare program. Students that are picked up late will not be waiting outside. They will be waiting inside the building under the supervision of staff member/security monitor for their continued safety. Parents that are habitually tardy may be required to pay a \$10.00 supervision fee for every 15 minutes after dismissal.

AFTERSCHOOL CARE PROGRAM

- Parents/guardians must present valid photo I.D. before entering the building and be required to sign student out.
- Parents/guardians will wait in the designated area for students to dismiss.
- Students in aftercare will only be dismissed from the designated area in front of the main office.

We appreciate your patience and support as we implement these safety measures to strengthen security at schools and ensure that our students and staff are safeguarded while on school grounds.

Sincerely,

Rachel Autler, Principal