



# **STUDENT HANDBOOK**

## **2022-2023**

### **The English Center**

**A Miami-Dade County Public School**

**Choose From Our Career/Technical Education Programs  
...And Much More**

**3501 SW 28<sup>th</sup> Street  
Miami, Florida 33133  
305-445-7731**

**[www.tecmiami.com](http://www.tecmiami.com)**



The English Center is accredited by the Council on Occupational Education (COE)  
7840 Roswell Road, Building 300 – Suite 325 – Atlanta, Georgia 30350 / 1-800-917-2081 / FAX 770-396-3790 / [www.council.org](http://www.council.org)

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## **MESSAGE FROM THE PRINCIPAL**

Welcome to The English Center (TEC). The information contained in this Student Handbook has been prepared to inform you about school programs, general rules and procedures, student services provisions, and student's rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the Florida Department of Education, Miami-Dade County Public Schools, and The English Center. On behalf of TEC's faculty and staff, I take this opportunity to wish you great success in your educational endeavors.

Educationally yours,

Yamila Carballo  
Principal

## **MISSION STATEMENT**

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced, supportive environment. This endeavor encourages them to become lifelong learners and contributing, ethical citizens in a multi-cultural and changing world.

## **VISION STATEMENT**

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, Career/Technical, and community education while building learning communities designed to maximize student success.

# PROGRAM INFORMATION

## ADULT GENERAL EDUCATION (AGE)

AGE programs are not specifically offered for job entry or advancement, as they are not accredited by the Council of Occupational Education (COE) and do not qualify for Title IV financial aid assistance.

## ADULT BASIC EDUCATION (ABE) PROGRAMS

Adult basic education courses provide basic literacy, mathematics, and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, math, and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors, and to improve employment opportunities.

## APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Applied Academics for Adult Education (AAAE) is taught through The Learning Center (TLC) as an online program which provides basic skills remediation for career/technical education students. A state approved standardized examination is used to determine the students' strengths and weaknesses in reading, language, and mathematics. This type of remediation assists students in meeting the adult basic education Test of Adult Basic Education (TABE) requirements for the receipt of a career/technical education certificate. Students may enroll voluntarily. Students whose test scores fall one or two grade levels below the career/technical education program's basic skills requirement are required to remediate in the Applied Academics for Adult Education (AAAE) program by the time of completion of the career/technical education program.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

These courses assist students in developing English literacy skills which will help students communicate in English, be successful in career/technical programs, find and keep a job, and advance in their chosen careers. There are five consecutive levels of language instruction in ESOL and an additional work related course. These levels are configured logically and sequentially for language acquisition. Students will be tested for proper placement and must successfully pass the exit test to move to the next course level.

## GENERAL EDUCATION DEVELOPMENT (GED) PREPARATION

This program prepares students for the GED test. Students who pass the test receive a high school diploma. The test consists of the following content areas: Reading Through Language Arts, Mathematical Reasoning, Science, and Social Studies. Students who perform at the ninth grade level or higher as measured by the Test of Adult Basic Education (TABE) are eligible to register for the GED preparation class.

## CAREER/TECHNICAL EDUCATION PROGRAMS

TEC offers competency-based career/technical certificate programs as part of Florida's comprehensive workforce development education program.

Competency-based education is highly individualized with the following characteristics:

- Occupation-based competencies (on the job skills and knowledge.)
- Evaluation-based performance
- Open-entry and open-exit (Enter or exit the program at any time.)
- Ongoing classes, year round, variable learning time (Proceed at your own pace.)

TEC offers career/technical education programs in the following areas:

### Architecture and Construction

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

### Art, A/V Technology and Communication

Digital Design 1

Digital Design 2

### Education and Training

Child Care Center Operations

Early Childhood Education

### Human Services

Cosmetology

Facials Specialty

Nails Specialty

### Information Technology

Network Systems Administration

## **BASIC SKILLS REQUIREMENTS:**

Students who enroll in a career/technical program offered for 450 or more clock hours of instruction shall complete the entry-level examination within the first six (6) weeks of admission into the program, as per State Board Rule 6A-10.40 FAC unless exempted. Exemptions include:

- a. Possess a college degree at the associate in applied science (AAS) level or higher;
- b. Demonstrate readiness for public postsecondary education pursuant to S.1008.30 F.S. and applicable rules adopted by the State Board of Education;
- c. A student who entered 9<sup>th</sup> grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active-duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution;
- d. Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student enrolled; or
- e. Is enrolled in an apprenticeship program that is registered with FDOE in accordance with Chapter 446

The purpose of testing is to determine the extent of basic skills mastery and to provide remediation if necessary. At The English Center, the Test of Adult Basic Education (TABE) is administered to determine the basic skills level of incoming career/technical education students. The basic skills requirement is not used to deny entry or placement in a career/technical program. Students entering career/technical programs who have not met the basic skills requirements may register for remediation concurrently with their program in the on-line Applied Academics for Adult Education (AAAE) Program. The AAAE on-line course provides individualized remediation based upon the needs of each student.

## **BOOKSTORE**

A currently enrolled student may purchase books, school supplies, and other school-related items in the school bookstore. A valid student identification badge (ID) and the student's current schedule are required to make purchases. The bookstore is located in the "H" building. Hours of operation are Monday - Thursday 8:30 a.m. to 8:30 p.m., and on Fridays, Saturdays, and Sundays from 8:30 a.m. to 12:00 p.m. Cash, credit cards (Discover, MasterCard, and Visa), and debit cards are accepted. Checks are not accepted as a form of payment. All sales on all items are final.

## **CASE MANAGERS**

There are career case managers that meet with enrolling students. Students have the opportunity to complete free-of-charge a career interest survey and receive counseling to guide them toward making a career choice decision. The case managers are available by appointment in the Main Office.

## **CHILD CARE**

Child care is available for children between the ages of two and four. Students are encouraged to sign-up early because there is often a waiting list. For eligibility please contact the Child Care Center Office located in Room A-1, during the day, evening, and on weekends.

## **COUNSELING / GUIDANCE OFFICE**

The English Center offers a comprehensive program of guidance and counseling services. These services address individual, small group, and large group counseling, as well as the personal, social, educational, and career needs of all students. TEC's guidance counselors are available Monday through Thursday from 8:30 a.m. to 8:00 p.m., and on Friday from 8:30 a.m. – 1:00 p.m. The Guidance Office is located at the entrance to the Registration Office.

## **DINING COURTYARD**

Vending machines and microwave ovens are conveniently located across from the "B" building in the dining courtyard. A variety of snacks and cold beverages are available for purchase.

## **DISABLED STUDENT SERVICES**

The disabled student services program is designed to integrate disabled students into the school community. TEC strives to provide a holistic educational and career/technical experience which prepares the student to be mainstreamed into the general population. It is TEC's belief that disabled students are best served by placing them into existing classes. Therefore, there are no classes or laboratories especially designed for disabled students. Community-based organizations fund disabled students who attend The English Center including Vocational Rehabilitation and The Division of Blind Services. For information about disabled student service assistance, see a guidance counselor.

## **FINANCIAL AID**

Several types of financial aid are available to students who are eligible. Financial assistance is offered depending on financial needs and availability of funds. Students enrolled in career/technical education programs which are at least 600 hours or more in length may apply for a Pell Grant or Supplemental Education Opportunity Grant in the Financial Aid Office. Students classified as refugees, asylees (from any part of the world), or parolee/entrants (only students from Cuba or Haiti) may qualify for assistance from Skills for Academic, Vocational and English Studies (SAVES), a federally-funded program. Financial aid is also available through various agencies. Students enrolled in programs of less than 600 hours may be eligible for district financial aid (DFAP or Fee Waiver) and FSAG.

## **LIBRARY / MEDIA CENTER**

The library/media center's hours of operation are Monday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 1:00 p.m. It is located in Room B-5. The media center allows students who are currently enrolled to research academic subjects, to access information on current events, and to review reference materials for school projects. An on-line Career Resource Center is available along with free resume writing assistance. In order to use the media center, students are required to provide valid student identification. Students using computers with Internet access must adhere to the Miami-Dade County Public Schools' Acceptable Use Policy for Internet Use.

## **RESUME WRITING SERVICE**

Students can sign-up and make an appointment for free resume writing assistance in the library/media center, Room B-5.

## **SECURITY**

Security personnel are employed to ensure the protection and safety of students, faculty, and staff. Your cooperation with TEC's security staff will assist them in maintaining a safe and orderly learning environment.

## **STUDENT ACTIVITIES**

Students are encouraged to actively participate in school activities and events.

# GENERAL INFORMATION

## ACCESSIBILITY

Physical and wheel chair accessibility throughout the campus has been facilitated by the provision of ramps, curb cuts, lowered water fountains, and wide restroom stalls.

## ADMISSIONS

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered. As one of the Miami-Dade County Public Schools, The English Center adheres to a policy of non-discrimination and strives affirmatively to provide equal opportunity to all potential and current students. Any individual with physical or mental disorders applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

## ATTENDANCE

All students are expected to attend class regularly and as scheduled. Attendance records are kept by the teacher on a daily basis. Excessive tardies and absences that interfere with academic progress may be grounds for disciplinary action. Students may be withdrawn due to repeated absences according to M-DCPS guidelines.

## CODE OF CONDUCT

Students at The English Center are governed by the M-DCPS Post-Secondary Code of Student Conduct. The following will be considered grounds for disciplinary actions:

- refusing to comply with the school's ID policy
- using profane or indecent language and/or behavior
- defacing or destruction of school property
- smoking anywhere on campus
- being on the school premises under the influence of alcohol and/or other mood modifiers
- displaying improper conduct resulting in a disturbance anywhere on the school premises
- tampering with fire equipment, safety and evacuation signs, or setting off a fire alarm
- possessing firearms, knives, explosives, or incendiary materials
- having radios, phones, or other disruptive electronic devices on during the instructional period
- cutting (skipping) scheduled classes

## FILLED CLASSES

Because some classes are filled to capacity, a courtesy list of eligible students is maintained for some programs. Prospective students may not be advanced on that list even though they have previous training in that subject. Students will be notified as openings become available.

## FIRE DRILL / CODE RED / CODE YELLOW PROCEDURES

All Miami-Dade County Public Schools are required to have fire and lock-down drills. The following procedures will be adhered to:

1. When the alarm sounds, teachers will escort students quickly and quietly out of the building following the route posted in each classroom.
2. Students will take purses and valuables with them during the drill.
3. Students will remain 100 feet from the building until the *All Clear* is given.

When the CODE RED lockdown message is heard on the public address system, the following procedures will be adhered to:

1. Close and lock all doors.
2. Turn off lights.
3. Remain inside the classroom with no talking until the *All Clear* message is given.

When the CODE YELLOW lockdown message is heard on the public address system, the following procedures will be adhered to:

1. Staff and students located in open areas should immediately report to the nearest secured area.
2. Teachers should stand outside the classroom door and direct students, staff, and visitors to the nearest secured area.
3. Disregard the bell system.
4. Classroom doors should be closed and locked. Open windows should be closed. Turn off all audio-visual equipment, and teachers should continue with regular classroom activity.
5. No cellular phone use.



## **GRADUATION**

Those students, who have successfully completed a course of study or career / technical education program leading to a certificate or have earned a high school diploma, are entitled and encouraged to participate in the graduation ceremony.

## **LOST AND FOUND ARTICLES**

Please bring to the Main Office any lost articles which are found on campus. Students who have lost articles should report the loss to the main office as soon as possible. Articles will be returned when proper identification is shown.

## **LUNCH / BREAK PERIODS**

The lunch period is from 11:30 a.m. to 12:00 noon. Students are responsible for returning to class by 12:00 noon. Food and beverages are not permitted in the classroom or in the corridors. Please use the designated eating areas in the dining courtyard. Students are encouraged to adhere to the break time period.

## **MESSAGES**

Messages will not be delivered to students except in cases of extreme emergency. Students should not use the school address, for delivery of their personal mail and correspondence.

## **PERSONAL PROPERTY**

The school assumes no responsibility for the personal property of students.

## **REFUND POLICY**

In the event a student elects to withdraw, the following refund policies apply:

- Students will be eligible for a full refund of Post-secondary Career/Technical Education tuition and fees if the student is withdrawn within 5 (five) days of the class start date.
- Students will be eligible for a full refund of Adult General Education tuition, test fees and ID fees prior to the start of the AGE class or if the student never attends the class.
- Students will be eligible for a partial refund of Postsecondary Career/Technical Education tuition fees up to 5 (five) days after the class start date. The partial refund amount will be equivalent to the total of class hours not attended. There will be no partial refund of Adult General Education fees.
- Partial payments made for Postsecondary Career/Technical classes are NON-Refundable after the start of class.
- Students will be eligible for a refund of fees for Postsecondary Career/Technical Education courses less than three (3) weeks or ninety (90) hours in duration if the request for withdrawal is made prior to the second course meeting.
- A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school principal or designee.
- Refunds when due, can be made without a request from a student. The refund must be made within forty-five (45) days of the student's withdrawal date.
- The "Application for Refund by Check/Credit Card" (Form-2057, Rev. 05-20) must be completed and approved for all eligible refunds.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that: • the request from the student is made in writing (does not apply to students enrolled in a COE accredited CTE program); • and when appropriate, supporting documentation should be provided; If the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund was given.
- Students who withdraw from their program while receiving Title IV (Pell Grant) funds, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, see the Financial Aid Office.
- When a students' fees are subsidized by an agency and the student withdraws, the agency can submit a written request for refund only if the student's hours of attendance are less than 50% of the course scheduled hours.

## **SCHOOL ATTIRE**

Students are required to dress appropriately as in the world of work. Because the primary purpose of this institution is to prepare students for employment, while attending class students are required to be neat and clean in appearance. Items of dress which may create a classroom disturbance are prohibited. The following specific regulations must be adhered to:

- no metal cleats on shoes
- no clogs, sandals, bedroom slippers, or other shoes without back straps
- no written messages, images or symbols on clothing which portray offensive ideas or harmful behavior to the health, safety, and welfare of students (e.g. messages related to drugs, alcohol, or profanity)
- no mini-shorts, micro-mini-skirts, cut-offs, or oversized pants
- no tank tops, tube tops, see-through blouses without a camisole or whole slip
- no bare backs, bare midriffs, or plunging neck lines
- no hats, bandanas, or other head coverings in the classrooms except those for religious purposes

## **SMOKING**

Smoking, including electronic cigarettes, is prohibited on school grounds.

## **STAFF AUTHORITY**

Students must courteously and respectfully comply with the reasonable requests of any instructor, staff member or administrator in or out of the classroom. Students are also expected to give their names if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject a student to immediate disciplinary actions.

## **STUDENT ACCIDENTS AND ILLNESSES**

The main office must be notified in the event of a student accident or illness at the time it occurs. The English Center will provide assistance by calling the emergency contact person or emergency rescue if needed. No medication can be administered to a student by school staff. If emergency fire rescue transports a student, it will be at the expense of the student.

## **STUDENT IDENTIFICATION**

A valid school identification badge (ID) must be worn visibly at all times by all students. The badge must be shown upon request by school officials. Student ID badges are obtained by paying a \$5.00 fee each trimester at the time of registration.

## **STUDENT ACADEMIC RECORDS**

If a student is more than 18 years old, information concerning that student will not be released to parents without the consent of the student. For additional information regarding access to student records, refer to the Family Educational Rights and Privacy Act (FERPA), which can be viewed in the registration department.

## **TRANSFER POLICY**

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of an instructor or counselor and administrative approval when necessary. Transferring students are assessed by instructors in order to determine their highest achieved competency.

## **TUITION / FEES**

Tuition for classes is collected at the time of registration. Fees are collected each trimester. The amount of tuition varies according to student contact hours, The State of Florida determines the amount per contact hour, and this amount, which is published in the School Catalog, is subject to change. Section 239.117 (a), Florida Statutes, provides legislative policy for determining fees for workforce development programs. In addition, public school districts and colleges may collect up to an additional ten percent for financial aid purposes. Checks are not accepted for payment of any fees, but cash or credit cards (Discover, MasterCard and Visa) are accepted with proper identification.

**UNIFORMS**

In certain Career/Technical Education (CTE) programs, students are required to purchase and wear designated industry uniforms.

**USE OF ELECTRONIC EQUIPMENT**

Permission to record in class must be obtained from the individual instructor. Electronic equipment such as cellular phones or radios are disruptive to the educational process and must be off and out-of-sight during the instructional period.

**VISITORS**

Anyone who is not currently enrolled in the school must check-in and obtain a visitor's pass in the Main Office.

## NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida, adheres to a policy of non-discrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, 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, for programs or activities receiving Federal financial assistance from the Department of Education.

**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 sex 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 Non-discrimination 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 stipulates categorical preferences for employment.

**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 or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, citizenship status, and other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

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

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](mailto:crc@dadeschools.net) / Website: <https://hrdadeschools.net/civilrights>

# **Miami-Dade County Public Schools**

## **THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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Mr. Manuel Ruiz

Ms. Ana M. Varona

Principal

Assistant Principal

Assistant Principal

Assistant Principal