



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
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Deputy Superintendent, Professional Development  
**Deborah V. Mink, Ed. D.**  
Executive Director, Teacher Education Center  
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Teacher Director, Teacher Education Center

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Dear Internship Applicant:

Thank you for applying to complete your student teaching in Miami-Dade County Public Schools. We look forward to serving you. Prior to securing a placement, Employment Standards/Office of Fingerprinting will conduct a background check as part of the internship placement process. The results of the background check are normally returned to the district office within three (3) working days. You will be notified of your placement by your university liaison. However, if you have been involved in an incident that led to court action, please be advised that before the placement process can continue, you must provide the following documents:

- Incident Report (initial police investigative report) or Arrest Report/Affidavit (criminal report affidavit)
- Information or Indictment (formal charges filed by the prosecutor with the court)
- Court Adjudication (the court's disposition of your case)
- Documentation of successful completion of probation or pre-trial intervention (if applicable)
- A sworn written statement signed by you, explaining the circumstances of each arrest

All photocopies of court documents or certification from the Clerk of the Court must be original, certified copies. You should contact the Clerk of the Court in the city or county where the case was disposed. You may bring or send all of the documents to:

Miami-Dade County Public Schools  
Employment Standards/Office of Fingerprinting  
Attention: Ms. Sigilenda Miles  
1500 Biscayne Blvd., Suite 141R, Miami, FL 33132

Once the fingerprint results and documents are received, they will be reviewed by the Office of Employment Standards and the Office of Professional Standards. You will be informed of your status regarding internship placement by letter to your home address by the Office of Professional Standards. Failure to respond to this request will automatically disqualify you from student teaching in this District. If you have questions or concerns, please contact this office at (305) 995-7472.

Sincerely,

Sigilenda Miles, Executive Director, Employment Standards

SM:oj

cc: Deborah V. Mink, Ed.D.

(interns/applicant)

**Miami-Dade Teacher Education Center • 1080 LaBaron Drive • Miami, Florida 33166**  
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## Employment Standards

### School Board of Miami-Dade County, Florida Hiring Guidelines

Criminal Records Including Guilty Pleas (Regardless of Adjudication)  
No Contest Pleas, Pre-trial Intervention/Diversion

*This is not intended to be a complete list of all qualifying criminal offenses.*

#### Miami-Dade County Public Schools (M-DCPS) will not consider hiring:

- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Aggravated Assault
- Aggravated Battery
- Arson
- Child Abuse or Child Neglect
- Contributing to the Delinquency or Dependency of a Child
- Currently on probation or has a Criminal or DUI Case Pending
- Domestic Violence (felony)
- Exhibiting a Firearm or Weapon within 1,000 feet of a school
- Extortion
- Felony Battery/Assault
- Felony Drug Possession, Sale or Distribution
- Incest
- Indecent Exposure
- Kidnapping/False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior
- Manslaughter
- Murder
- Pornography (Distribute or possess to sell obscene material)
- Prostitution/Solicitation of Prostitution
- Removing Children from the State or Concealing Children contrary to Court Order
- Robbery
- Sexual Assault/Sexual Battery
- Sexual Performance by a Child
- Vehicular Homicide

M-DCPS will not consider hiring if offenses are less than 10 years old. Will consider and carefully review if older than 10 years:

- Burglary
- Counterfeiting
- Forgery
- Fraud
- Grand Larceny
- Grand Theft
- Possession of a Concealed Weapon (felony)
- Sale of Alcohol to a Minor
- Welfare/Unemployment/Workers' Compensation Fraud

M-DCPS will not consider hiring if offenses are less than 5 years old. Will consider and carefully review if over 5 years:

- Battery/Assault
- Drug and/or Paraphernalia (misdemeanor)
- Possession of a Concealed Weapon (misdemeanor)
- Resisting Arrest with Violence

M-DCPS will conduct a case-by-case review of specific circumstances:

- Disorderly Conduct
- Domestic Violence (misdemeanor)
- Driving Under the Influence/Driving while Intoxicated-one incident only (More than one incident must show proof of rehabilitation.)
- Loitering
- Multiple Arrests
- Other Criminal Traffic Offenses
- Petty Theft/Larceny/Theft to Deprive/Retail Theft/Shoplifting
- Resisting Arrest without Violence
- Trespassing
- Worthless Checks

In addition to the above, Miami-Dade County Public Schools will not consider applicants seeking employment with the Miami-Dade Schools Police Department who have received a dishonorable discharge from any of the Armed Forces of United States, or with a conviction, or its equivalent, of a misdemeanor involving perjury, or a false statement.