

## **Introduction**

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

## **History and Philosophy of School**

### **History of the School**

Sts. Peter and Paul School is located on a ten-acre tract of land between Southwest 12 Ave. and 26 Road. It forms part of the parish of Sts. Peter and Paul which was established on December 25, 1939 to serve the spiritual needs of the areas between 8<sup>th</sup> Street and Coral Way and from 3<sup>rd</sup> Avenue to 37<sup>th</sup> Avenue.

The school opened on September 15, 1941 in a newly constructed building consisting of eleven classrooms, office facilities, a fully equipped cafeteria, a library and a music room. Reverend Father Robert Brennan, the Pastor, obtained the services of the Sisters of St. Joseph of St. Augustine to staff the school, with Sister St. John, S.S.J., as its first Principal. The school opened with an enrollment of three hundred students in grades one through nine. Eight Sisters comprised the pioneer faculty. By September 1945, the enrollment had reached 650 students in grades one through 12. In 1956 Central Catholic High Schools were built, thus terminating the necessity for Sts. Peter and Paul to continue as a high school.

The Cuban crisis has been an important factor in the development of the school thereafter. Four new classrooms were built to accommodate the students from Cuba and South America. The school had double sessions for four years with the enrollment totaling 1,200 in 1962. The double sessions were discontinued in 1966 when a conscious effort was made to confine classroom enrollment to 35 students.

As a result of the self-study in 1977 and directives from the Department of Schools, Sts. Peter and Paul School class size has been reduced to 35 students per class.

Throughout the eighties, there were three classes of grades 5, 6, 7, 8. In 1991, the extra class in each of these grades was discontinued. Three classrooms were added to accommodate a second Kindergarten and two Pre-Kindergarten (4) classrooms. Student accomplishments are recognized throughout the community for their achievements in all academic, athletic and artistic areas. Day-by-day, the history of Sts. Peter and Paul continues to grow based on the firm foundation of services to others.

In 2001, Sister Mary Eleanor, SSJ, retired and the Sisters of St. Joseph of St. Augustine could no longer staff the school. The convent was closed. Thus, Carlota E. Morales, Ed.D. became the first lay principal of the school during the school year 2001-2002. In 2019, Carlota E. Morales, Ed.D. retired leaving a lasting impression on Sts. Peter and Paul Catholic school. The school year of 2018-2019 ended with 416 students in grades Pre-K 3 through 8<sup>th</sup> grade. Technology has been a part of Sts. Peter and Paul having I-pad carts and new computers with large screen tv's or SMART interactive boards in each classroom. In 2019, Jocelyn Zlatkin, Ed.S. became the first alumni to become principal of Sts. Peter and Paul Catholic School.

## **Message from the Pastor and the Principal**

We are most happy to welcome you to Sts. Peter and Paul Catholic School and to send you our Parent/Student Guidelines. You will find within these pages the rules of our school, an explanation of some of the services that we offer, and the expectations for the education of our students, your children. You will also find specific instructions for the implementation of many of the procedures that we carry at school.

Sts. Peter and Paul Catholic School has been organized for the purpose of educating young people, within a Parish community of living faith in Jesus Christ, for a satisfying and productive life. The commitment of our school is to recognize each student as an individual and to help him/her develop a feeling of self-worth. We hope to impact in our students' attitudes, skills, ideals and appreciation, which will help them to become useful and knowledgeable citizens. Our school affirms high Christian, moral and ethical standards.

We look forward to serving your children and you throughout this coming year. We thank you for your continued trust and support. If we may be of service, please, feel free to contact us at your convenience.

Sincerely,

Reverend Juan M. Lopez  
Pastor

Jocelyn Zlatkin, Ed.S.  
Principal

### **Mission Statement**

The Mission of Sts. Peter and Paul Catholic School is to empower and enable students spiritually and academically to live the Gospel message and the teachings of the Roman Catholic Church while facing the challenges of the 21<sup>st</sup> Century.

### **Statement of Philosophy**

The fundamental objective underlying the educational process at Sts. Peter and Paul Catholic School is the development of the whole child. To achieve this goal, we have designed an educational program in which the spiritual, aesthetic, social, emotional, physical and intellectual capabilities of the students are nurtured, developed and challenged. We recognize the parents as the primary educators of their children, and in cooperation with them, we strive to help each child grow. Our mutual endeavor represents the cornerstone of an ongoing educational process culminating in academic excellence.

As members of a Catholic community, we convey to our students the knowledge of the Gospel according to the teachings of Jesus Christ. We provide them direction to grow in faith, acquire skills and develop the values necessary to undertake the labors encountered along the worthy path of a Christian. Our instruction is permeated with a spirit of love and prayer where the acknowledgment of all humanity, regardless of race, creed or culture, plays a basic and supreme role within the learning process. Thus, the students grow spiritually in an atmosphere where justice and peace are fostered and where generous service to the community is encouraged.

## Statements of Belief

### **We Believe that:**

- Every student is a unique child of God capable of learning.
- Learning takes place in a safe and healthy environment that reflects values of faith, hope, love, charity and justice, regardless of race, creed or culture.
- Education should be affordable within our community of faith.
- Student learning is a priority and using different teaching methods give an opportunity for learning success to occur.
- A myriad of activities should be offered in order to meet the diverse needs of the students.
- Parents are the primary educators of their children and they and teachers should work in partnership for the education of the students.
- Every student should be encouraged to use technology as a way of life in our multifaceted society.
- Ongoing evaluation is essential for the improvement of the curriculum in order to develop a sound sequential educational program.

## Statement of Objectives

1. To form spiritually mature individuals educated and acting on Christian Catholic principles
2. To develop in the students an awareness and appreciation for the realization that God has gifted each individual in different ways
3. To teach the students doctrine and moral values
4. To create a challenging environment which fosters academic excellence so that every student will be able to attain his/her potential
5. To create an environment where parents and teachers work in partnership for the benefit of the children
6. To adapt the current curriculum trends in accordance with the philosophy of the school
7. To enable students to acquire basic skills and knowledge through a sequential plan of studies in all areas of the curriculum
8. To develop and encourage an awareness in the students of the needs of others and for them to respond by rendering service to the community at large
9. To encourage and develop in the student's respect, appreciation and understanding for the individuality and the rights of others
10. To develop culturally oriented persons who recognize beauty and appreciate music, art and literature
11. To develop responsible citizens who cultivate democratic living by realizing their civic and moral obligations and who recognize the value of cultures that differ from their own
12. To develop well-adjusted individuals who act in accordance to their age, social background and mental ability
13. To develop healthy individuals of sound mind and body who value personal hygiene, physical activity, safety rules and sportsmanship
14. To encourage the students to use technology as a way of life in our multi-cultural, global society

## **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **Campus Ministry Spiritual/Religious Program**

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

1. At 8:00 A.M. each school day, there is a school-wide prayer and pledge of allegiance.
2. Each class begins with a prayer or moment of spiritual reflection.
3. School Masses are held regularly. All students are required to attend and participate in school Masses.
4. The Sacrament of Reconciliation is held school wide during the year.
5. During the school year, various religious programs including class Masses, Stations of the Cross, Respect Life Presentations, and special guest speakers from the community may supplement the Theology Program.
6. Retreats.

## **Liturgies**

School liturgies have a regular place on the school schedule, students attend liturgies and para-liturgical services. All school liturgies are scheduled to coincide with major feasts and special events or as arranged by the Pastor and/or Principal.

## **Sacramental Preparation**

The sacramental life of your child is very important to us as a Church community. We know that it is important to you too. There are certain requirements given to us by the Archbishop of Miami through the education office. In light of this knowledge, we ask that both, parents and candidates, take seriously the involvement in the sacramental preparation for communion and confirmation.

- a. We ask that you attend one (1) parent meeting for each grade level.
- b. We ask the candidates for communion and confirmation to make sure that all work is completed in class preparation.
- c. We ask the candidates for confirmation to acknowledge their commitment to the community that they are going to serve.

### **Financial Policies**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### **Registration**

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission.

Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child.

In matters of admission and registration, the decisions of the local pastor / supervising principal are final.

Order of Acceptance for Admission:

1. Brothers and sisters of children already at Sts. Peter and Paul.
2. Sts. Peter and Paul parishioners- Active participating member.
3. Waiting list

### **Maximum Number of Students Per Class**

- |                                   |             |
|-----------------------------------|-------------|
| 1. Pre-Kindergarten (3 years old) | 20 students |
| 1. Pre-Kindergarten (4 years old) | 25 students |
| 2. Kindergarten                   | 30 students |
| 3. Grades 1 through 8             | 35 students |

### **Placement Test**

Students are tested to verify grade placement. There is a fee for this test. Taking the test does not assure acceptance in the school.

### **Screening**

Screening for incoming Pre-Kindergarten or Kindergarten students is held on the school premises prior to the scheduled opening date.

### **Age Requirements**

The child must be on or before September 1<sup>st</sup>: Three (3) years old for Pre-Kindergarten (3), four(4) years old for Pre-Kindergarten(4), and five(5) years old for Kindergarten. For grade First grade, the child must be six (6) years old on or before September 1<sup>st</sup> and must have successfully completed Kindergarten.

### **Waiting List**

When a space becomes available, a brother or sister of those presently enrolled in school will be accepted first. Other students will be processed according to the date when all the registration procedure steps have been completed and in accordance with the order of acceptance for admission.

**School Fees for the 2019-2020 school year are published on our website at [www.stspeter-paul.org](http://www.stspeter-paul.org)**

## **SCHOOL HOURS:**

Grades PreK-3-PreK-4: 8:00 a.m. to 2:30 p.m.  
Kindergarten – 2<sup>nd</sup> grades: 8:0 a.m. to 2:45 p.m.  
Grades 3rd-8th 8:00 a.m. to 3:00 p.m.

Tardy and Early Dismissal:

If a child is tardy to school, he/she must check in at the main office and pickup a tardy slip to give to the homeroom teacher. While it is important that students are at school the entire day, if the student must be dismissed early, please do so before 2:15 p.m. Once the school opens the gates for regular dismissal, all students must remain in their class until the appropriate dismissal time.

### **Book Fee**

(See school website at [www.stspeter-paul.org](http://www.stspeter-paul.org))

This fee will be paid in August. Textbooks and workbooks for grades 1-8 are sold to all parents of students in August.

### **Outstanding Debt**

In cases where a family is delinquent in paying tuition, the administration of the school may refuse to allow the child to sit for exams. The student will have an Incomplete on his/her report card.

It is Archdiocesan policy that a child will not be accepted into another Archdiocesan school until the outstanding debt in the former school is paid.

### **Policy Regarding Late and Past Due Payments**

A late fee of \$10.00 may be charged for all payments received after the 10th of the month. There may be a charge of \$25.00 for every NSF (No Sufficient Funds) checks given. After two (2) NSF checks all payments must be made in CASH.

### **Fundraising**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **Volunteer Requirements**

Your presence in the classroom makes you a volunteer!

All volunteers in School or/and Church activities must be:

- 1. Fingerprinted** by the Archdiocese of Miami (Please visit the school office for instructions).
- 2. Virtus trained and account kept active with monthly bulletins** (go to [www.virtus.org](http://www.virtus.org) to choose session site and date and bring Certificate of completion to the school office)

### **3. Sign the Volunteer Pledge and Code of Conduct**

(available at <http://www.miamiarch.org> or pick up forms at the school office).

Please, visit our school website at [www.stspeter-paul.org](http://www.stspeter-paul.org) for more information, and schedules for Fingerprinting Sessions and Virtus Trainings offered at Sts. Peter and Paul School.

### **Endorsements**

Sts. Peter and Paul Catholic School does not endorse any product.

### **Procedure for Registration**

1. Applications are available in the school office for Pre-Kindergarten through 8<sup>th</sup> grade.
2. Completed applications with the following documentation should be returned to The office as soon as possible; before the deadline given:
  - a. Birth Certificate
  - b. Baptismal Certificate
  - c. First Communion Certificate
  - d. Student Health Certificate & Immunization records \*
  - e. Parish Church envelope
  - f. Copy of last Report Card
  - g. Copy of Standardized Test results (if available)
3. Registration fee
4. Waiting List Interview

### **Immunization**

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

### **Re-Registration**

Re-registration forms for the next school year are sent home in February or in March. These registration forms must be returned to school by the designated date with the registration fee for each child. Any forms not received by the designated date will be considered as openings for the next school year and the vacancies will be filled from the waiting list. The waiting list opens on November 15th every year.

### **Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **Sts. Peter and Paul Catholic School**

Activities for School Year 2019-2020

Please, visit our school website at [www.stspeter-paul.org](http://www.stspeter-paul.org) for our most recent calendar.

### **Academic Policies**

#### **Graduation from Eighth Grade and Acceptance into Catholic Secondary Schools**

A diploma from the elementary school is granted only to students who have successfully completed the course of studies, i.e. they have failed no more than two major subjects.

Secondary schools will indicate that they accept students pending that student's receipt of a diploma from the elementary school.

The elementary principal will advise the secondary principal any time that a student who has been provisionally accepted by that secondary school and does not earn a diploma.

In cases where the student could complete the course of studies during the summer, the student will need the prior approval of the elementary school principal that a proposed method of completing the work will be accepted by the elementary school as completing the course of study. In such cases, the elementary school principal will advise the secondary school principal that a diploma is awarded at the end of the summer.

### **Grading System**

The evaluation of students' progress is one of the most important and complex duties of teachers. Grades for Report Cards are apportioned to include classwork, class participation, projects, tests, and quizzes.

**Pre-Kindergarten:** The Progress Report is sent home at the end of each quarter.

**Kindergarten, Grades One and Two:** Grades are determined by a variety of assessment practices.

- 4- Exceeding Grade Level Standards
- 3- Proficient in meeting grade level standards
- 2- Developing grade level standards
- 1- Emerging in the development of grade level standards
- N/A- Not assessed at this time

**Grades Three through Eight:** Grades are determined by a variety of assessment practices. Numerical grades (100-60) apply to all the subject areas.  
Grading Scale: A: 100-90; B: 80-89; C:70-79; D: 60-69; F: 59 and below.

#### **Academic Probation: Retention**

**Grades 3-8:** Students failing two subjects at the end of the 2<sup>nd</sup> quarter are placed on academic probation and parents will be informed of the pending retention. These letters are to be signed by the parents or guardians and retained in the student's file. If the problem continues, parents will again be reminded at the end of the 3<sup>rd</sup> quarter. The same procedure will follow. Thus, a student will be retained if he/she fails to satisfactorily meet the objectives for two or more of the major subjects: Religion, English, Reading, Mathematics, Science, and/or Social Studies. These objectives are outlined in the curriculum guide for the Archdiocese of Miami. Decision to retain a student should be made by the teacher only after



consultation with the administration and the parents. In addition to these areas, students should also have a proficiency in the following subjects: Music, Art, Spanish, and Physical Education.

**Grades Pre-Kindergarten - 2:** When it is necessary to retain a student, mutual agreement should be reached by parents, teacher and Principal; however, it is policy that the school will have the final say.

### **Report Cards and Progress Reports**

Sts. Peter and Paul School, through the Archdiocese of Miami Office of Schools, provides a standard Progress Report and a Report Card for evaluating performance.

### **Honor Roll Policy (4<sup>th</sup>-8<sup>th</sup> Grades)**

#### **First Honors:**

95-100 in the major subject areas (religion, language arts, mathematics, social studies, and science)

85-100 in enrichment areas (foreign language, art, music and physical education)

“+” or “S” in Active Learner Traits

#### **Second Honors:**

90-94 in the major subject areas (religion, language arts, mathematics, social studies and science)

85-100 in enrichment areas (foreign language, art, music and physical education)

“+” or “S” in Active Learner Traits

### **National Honor Society**

(visit [www.stspeter-paul.org](http://www.stspeter-paul.org) for more details)

1. Elementary National Honor Society
2. National Junior Honor Society

### **Homework**

Teachers may assign homework for purposes of reinforcing learning that has taken place at school and fostering habits of independent study and responsibility. Assignments will be given with consideration of students’ varying ability levels. At no time should homework be an excessive exercise in “busy works” simply to take up time.

An assignment may not always be written work. Homework time should include time for reading, research, and review. A general rule for home study time is:

**Grade 1 - 3: 45 minutes    Grades 4 - 5: 90 minutes    Grades 6 -8: 150 minutes**

Students should have a quiet, well-lighted place to study, seated at a table or desk, undistracted by television, radio, stereo, etc. Homework should be done at about the same time each day. It is most helpful if there is some kind of reference material in the home. If the child finishes the assigned tasks before the end of the study time, please see that he/she has a book to read or research questions to investigate.

Homework must be turned in when the teacher stipulates unless an illness or emergency prevents this. Such a situation should be rare, but if it does occur, a note signed by the parent must be sent to the teacher. Also, if a student has difficulty and is unable to do an assignment, a note signed by the parent must be sent to the teacher.

### **Promotion and Retention**

The Principal, upon the recommendation of a student’s teacher, will promote or retain the student at the end of the year. Retention will only be considered when it is hopeful that it will help the child. Recommended transfer will be issued for students who do not show benefits from our program. The school will have the final say.

## Summer School

A student may be required to attend Summer School or approved tutor if he/she has failed any of the academic subjects in order to fulfill the requisites of that particular subject. In addition, a teacher may strongly recommend that a student attend Summer School or approved tutor if he/she has only mastered minimum competencies in any subject matter.

## Private Tutoring, Coaching or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

## School Testing Program

A program of standardized testing shall be conducted annually according to guidelines provided by the Office of Schools.

Final Exams will be given to students upon the completion of the material for the grade level, at the middle school level.

## Parent-Teacher Conferences

At the beginning of the school year, there is an orientation where parents may meet teachers and learn about the curriculum for each grade. The school sees as of the utmost importance that a clear chain of command be followed. If parents/guardians have a question or concern, they should make an appointment through the school office or e-mail to see the child's teacher. If parents do not get a satisfactory reply, then they should make an appointment to see the Principal and they will further discuss the issue. If the problem still cannot be settled, it may be brought before the Pastor for hearing.

Parents may **NOT** confer with teachers during class hours (7:40 am to 3:30 pm) nor disturb the classes for any reason. Parents may **NOT** remain in the school building or cafeteria at any time unless approved by the Principal.

## Students' Responsibilities Attendance/General Policy

The first bell will ring at 7:50 a.m., school begins at 8:00 a.m. and ends at 2:30, 2:45 or 3:00 p.m. depending on the grade. It is important that a student report to school each day to receive the maximum benefit from classroom instruction. However, when a student must be absent from school, he/she should have his/her parents/guardians call the school office the day he/she is absent between 7:45 a.m. and 8:00 a.m. When returning to school after an absence, **the student must bring a written note** to the teacher containing:

- a. The date of the absence
- b. The student's full name
- c. The reason for the absence
- d. The signature of the parent/guardian

In case of serious illness, a release from the physician should be presented upon return to the school. The Principal has the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid.

- a. School office hours are from 8:00 a.m. to 3:00 p.m. Monday through Friday. Parents are respectfully requested to conduct all school administrative business within these scheduled hours.
- b. In order to provide your child with the best possible education and to avoid administrative disruption, it is the policy of the school not to encourage early dismissal of any student after 2:15 p.m., except in cases of extreme emergency.
- c. It is the responsibility of each parent/guardian to ensure that his/her child is picked up from school at the proper time. Parents or legal guardians are required to complete a dismissal form. This form specifically lists all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed in this form coming to the school to pick up a student who is not personally known to the teacher or administrator and to refuse release of the child without it. The school follows the guidelines set forth in Buckley Amendment pertaining to release of students.

## Attendance Requirements

The state of Florida provides by law for compulsory attendance by all children between the ages of 5 and 16 years.

When a student has been absent, the school requires a written excuse from the parent or guardian. Sts. Peter and Paul Catholic School will report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

A student who is absent from school for more than 20 days in a school year (or 10 days per semester) will not be promoted to the next grade and may be asked to be withdrawn from the school.

## Perfect Attendance

A student must be in attendance for a full day of school each day of the grading period in order to receive recognition for perfect attendance.

## **Policy on Tardiness and Truancy**

A student is tardy if he/she arrives once the 8:00 a.m. bell has rung.

- a. Every effort will be made to correct the tardy student.
- b. If a student is habitually tardy, a written explanation from the parent or guardian may be required.
- c. Ten repeated unexcused instances of tardiness may result in detention or indoor suspension.
- d. Whenever a student is absent only part of the day, he/she must have a written note containing the same information stated above. However, he/she must also have a tardy slip from the school office before returning to class.
- e. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. Continued truancy may result in expulsion from school.

## **Closed Campus**

Sts. Peter and Paul is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless picked up by a parent or parent delegated person. All students are then picked up from the school office. All students remain on the school premises for their lunch.

## **Cancellation of School Classes**

When emergency conditions have been declared by the county, such as severe weather conditions (hurricane, tornadoes, flood), schools may be closed. Unless they are informed otherwise, Archdiocesan schools follow the decisions of the respective county's public-school system. These decisions are broadcast on local radio and television stations. A decision to re-open a school may be decided at the local level since conditions in each area are different. Schools should advise the Office of Schools on their decision to open or remain closed.

## **Emergency Information**

More specific information may be found at the web site for the Office of Schools by logging in at [www.miamiarch.org](http://www.miamiarch.org) and following prompts. In case of emergencies, decisions about the release of students from school is up to each school. Parents should refer to the parent-student handbook emergency dismissal procedures.

## **Emergency Procedures**

While it is impossible to foresee every type of emergency that might occur, Sts. Peter and Paul Catholic School has an emergency plan that provides guidelines that may be useful in different situations.

## Evacuation Procedures

### THE FOLLOWING PROCEDURES WILL BE ADHERED TO IN THE EVENT OF A SCHOOL EMERGENCY MANDATING AN IMMEDIATE EVACUATION.

1. Teachers will ensure that their respective students exit their classroom as well as the building in an orderly and expeditious manner. In addition, teachers must be vigilant that no students are left behind.
2. Students, teachers and other school personnel will evacuate the building via predesignated exit locations. These locations are in accordance to room numbers and nearest exit.
3. Once the evacuation process has been initiated, evacuees will proceed to predetermined locations on OR near the general vicinity of the school grounds.
4. Once the students are safely situated at their designated staging areas, teachers will ensure that ALL their students are accounted for and will promptly report missing children to emergency personnel on the scene.
5. Under no circumstance will anyone attempt to enter the building once it is evacuated. This responsibility rests with the responding emergency personnel.
6. Police and fire department personnel will determine the severity of the emergency and will expand the evacuation distance if needed.
7. All emergency evacuations will be considered as life threatening situations requiring immediate attention as well as an expeditious response. Strict adherence to the outlined procedures is essential to eliminate any exposure to danger.

## School Regulations

### Morning Drop-off and Afternoon Dismissal

Our most important objective is the SAFETY of the children at our school and the expediency with which we carry out morning drop-off and afternoon dismissal. We would like to emphasize that the teachers and administrative personnel may NOT be on duty until 7:40 a.m. The first bell will ring at 7:50 a.m. The second bell will ring at 8:00 a.m. to start classes.

**Morning Drop-Off Procedure-** You may be able to drop-off your child(ren) in 9th Avenue at the front of the school or you may park on the parking lot and walk your child to the door if you desire, but you may not stay on school grounds. All gates will be locked at 8:10 a.m. Teachers must supervise the children at this time. Do not park on 9th Avenue. Keep traffic moving. Students should be dropped off at the sidewalk and not in the parking lot. We do not want any child walking across traffic. Gates will be closed at 8:10 a.m. Parents of Pre-Kindergarten, Kindergarten, 1st grade and 2nd grade students may walk the students to their classes. However, no adults are to be allowed at the office. The bell will ring at 8:00 a.m. Your child will be marked late after 8:00 a.m.

**Afternoon Dismissal:** Dismissal for Pre-Kindergarten will be at 2:30 p.m., Kindergarten, 1st grade and 2nd grade will be at 2:45 p.m. Parents may pick up the students from the child's teacher in the classroom. Dismissal for 3rd grade through 8th grade is at 3:00 p.m. No child will be dismissed unless a child's authorized parent or legal guardian personally comes up to get him/her. This is a time when there is a lot of traffic. Once the child is dismissed, the child's safety is the responsibility of the parent or guardian.

Parents will come into the school and pick up their child(ren) at their respective classroom after 2:30, 2:45 p.m. or 3:00 p.m. Please, remember parking is a privilege, not a right.

**REMEMBER, THE MOST IMPORTANT FACTORS TO ENSURE OUR CHILDREN'S SAFETY AND WELL BEING ARE COOPERATION AND PATIENCE. We thank you in advance.**

### Early Dismissal

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays. If a child needs to be dismissed early (before 2:15 p.m.), he/she should bring a note to the teacher stating time and reason. Parents must sign the child out in the school office. **IN CONSIDERATION FOR THE TEACHER AND IN JUSTICE TO THE STUDENTS, NEITHER THE TEACHER NOR THE CLASS SHOULD BE INTERRUPTED DURING CLASS HOURS.** Only the parent or guardian may request, in writing, special permission from the principal or her designee regarding the early dismissal of his/her child for valid reasons. Tardiness and early dismissals may preclude the student from receiving an award for perfect attendance at the end of the year.

### Visitors

Parents or anyone entering the school **MUST** first report to the school office. No one is admitted in the classrooms while school is in session or in the school office. Volunteers **MUST** register with the school personnel they are assisting.

### Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### Conduct

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

### Lockers

1. Respect for school property and another person's property is expected and required at all times.
2. Lockers are to be used **ONLY** for keeping books and other personal property necessary for school activities.
3. The administration of Sts. Peter and Paul School or his/her designee reserves the right to inspect the lockers at any time to ensure compliance with these guidelines.

### Use of Cell Phones and/or Electronic Devices

No personal cell phones or electronic devices are allowed during school hours. It is a school policy that any student bringing a cell phone to school must turn it in to his or her homeroom teacher at the time of arrival each day. The cell phone will be returned to the student at the time of his or her dismissal from school. A student's failure to comply with this policy will result in disciplinary action.

### **Lost and Found**

Please mark all sweaters and jackets with the student's name. Lost articles will be kept in the school office for a three weeks period only, and then given to the St. Vincent de Paul Society. Sts. Peter and Paul Catholic School is not responsible for any personal valuable brought to the school by the student.

### **Allergy Policy**

Under no circumstance can parents nor teachers distribute party bags and/or candy. All allergies must be listed in Emergency Cards that are part of the registration and beginning of the school year forms. If an epipen is necessary, it must be in the school office. A meeting with all faculty and staff will be conducted at the beginning of the school year.

### **Medication**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

### **Section 504 – Policy Statement**

Sts. Peter and Paul Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Sts. Peter and Paul School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers, (305) 762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Donald Edwards, Ed. D  
Archdiocese of Miami  
Associate Superintendent of Schools  
9401 South Biscayne Boulevard  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

### **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

### **Discipline Policy**

#### **A. Philosophy-**

- 1) The essence of Christian discipline is self-discipline. At Sts. Peter and Paul School, discipline is considered an essential aspect of Christian development. Its purpose is to form loving people who appreciate themselves, others and most of all, the God who created them. Enrollment as a student in Sts. Peter and Paul School implies the willingness of both parents and students to comply with the policies and regulations of the school.
- 2) The registration of a student at Sts. Peter and Paul Catholic School is an expressed agreement on the student's part and on the part of his/her parents or guardians that they will comply with all the guidelines and regulations of the school as set forth in this Parent/Student Guidelines Handbook, or otherwise promulgated by the school administration and faculty.

#### **B. Respect for Property-** Children should be taught to respect school property and the



- property of their classmates. If they find money or articles that other children have lost on the school grounds or premises, they should take these articles to the office. Parents are financially responsible for any damages caused by their children.
- C. Rules-** Student's responsibilities: The teacher and students will work together to determine the classroom rules that will be practiced for orderly classroom management. Students are expected to practice good etiquette at all times. They are to come in complete uniform daily. Parents are expected to help students comply, as they are the primary educators in their children's formation. Chewing gum is not allowed at any time. Students are to follow directions to and from class and all other places on the school grounds. Proper behavior in church is imperative.
- D. Discipline-** Sts. Peter and Paul Catholic School is a Christian community based on respect for the individual. Students are expected to follow school rules and procedures. However, there are many times when it may be necessary to retain a child after school. Parents will be notified at least 24 hours in advance and they are expected to handle the transportation. Detention will be no longer than 1 hour in duration for grades 5-8 and no longer than 30 minutes for grades 2-4. Students receiving more than four detentions in one report period may be subject to suspension. Parents will be notified.
- E. Serious Disciplinary Infractions-** The following infractions may result in suspension and/or expulsion:
1. Continued misbehavior which undermines the classroom discipline and impedes the academic progress of the other students
  2. Continued detention, tardiness, or truancy
  3. Acts of violence (physical assault, fighting, etc) which endanger other students, school personnel, or other individuals
  4. Intimidating or threatening teachers/students and or school personnel
  5. Repeated disregard of school regulations, lack of respect for authority, or habitual profanity and vulgarity
  6. Vandalism or willful damage or destruction of school property
  7. Drug and Alcohol
  8. Stealing: Any act or attempt to take away the property of another person or property of the school  
Weapons and/or simulations
  9. Immoral conduct or lewd behavior which is detrimental to our school's Christian values
  11. Possession of obscene materials on the student's person, or in his/her desk
  12. Cheating on academic work or forgery of signatures
  13. Any other crime, scandal, immorality, or disruption constituting a threat to the physical or moral welfare of the school, its students, or other individuals
  14. Maliciously and/or falsely accusing another person of sexual abuse or actions that have not taken place
  15. Gang affiliation
  15. Inappropriate displays of affection.
- F. Suspension/Expulsion-**
1. Suspended students may not return to class until a parent/teacher conference has taken place.
  2. Expulsion or recommended transfer may be made in exceptional cases. The parent or legal custodian will be notified if expulsion is warranted, but is not limited to the grounds listed above in Section (E), as determined by the administration.
  3. The Administration of Sts. Peter and Paul Catholic School reserves the right to

review, investigate and reach final determination of situations involving a student's academic work, misconduct, neglect, or serious disciplinary infractions which are detrimental to Sts. Peter and Paul Catholic School, in regard to probation, suspension, and/or expulsion of the student from the school.

4. A student may be suspended from school for up to 10 days.

**The principal and/or the pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.**

### **Rules of Conduct**

#### **(a) Dress Code/Uniforms**

Students are required to be in complete uniform at all times. They are expected to come to school clean and neat. Their uniform must be in good conditions be fixed or replaced as needed. Students who are out of uniform must bring a written excuse from home.

**Uniforms inspections are held unannounced at different intervals during the school year. LET US TAKE PRIDE IN OUR APPEARANCE!**

Sts. Peter and Paul uniform may be purchased from Ibiley Uniform Company. At times, the uniform company may discontinue items. In such cases, students will be allowed to wear them until it wears out while being in compliance with the school dress code.

#### **Girls' Uniform:**

**Pre-K through Kindergarten:** Plaid dress with logo, plaid culottes, light blue blouse with logo, blue polo shirt with logo and side vents, navy pleated slacks, navy sweatpants (cold days only).

**1st through 5th Grade:** Plaid jumper with logo, light blue blouse to be worn underneath jumper, blue polo shirt with logo and side vents, navy pleated slacks (navy or white tights may be worn under jumpers on cold days).

**6th through 8th Grade:** Plaid skirt, light blue polo with cap sleeve with side vents with logo, light blue polo with logo. Navy pleated or non-pleated slacks (navy or white tights may be worn underneath skirts on cold days).

**Optional for grades PK through 8:** Navy blue sweater, navy blue fleece jacket.

**Shoes:** All Black leather shoes with black soles, may be penny loafer style (No high tops or canvas sneakers are allowed).

**Socks:** White bobby or knee-high socks

**Jewelry:** A chain with religious medal or cross, a watch, and stud earrings only.

**Hair:** Neatly styled, no extremes

**\*\* Make-up, long nails, acrylic nails, painted nails, or colored hair will not be tolerated.**

#### **Boys' Uniforms:**

**Pre-K through Kindergarten:** Pants or shorts: Navy blue elastic waist. Polo: white or light blue short sleeves with vents, white or light blue long sleeves with logo, Navy blue sweatpants (for cold days only)

**1st through 8th Grade:** Navy blue pants, navy blue pleated pants (for 6<sup>th</sup> through 8<sup>th</sup> grade). Polo: white or light blue short sleeves with vents, white or light blue long sleeves with logo.

Optional for grades PK through 8: Navy blue sweater, navy blue fleece jacket, navy blue cardigan (6<sup>th</sup> through 8<sup>th</sup> grade).

Black belt if shirt is tucked in.

\*\*\*Shirts must be tucked in during school hours unless the polo is with side vents. T-shirts worn under the uniform must be solid white. No emblems, logos or writing on T-shirts may not extend below the sleeve of the uniform.

Shoes: All Black leather shoes with black soles, may be penny loafer style (No high tops or canvas sneakers are allowed).

Socks: White

Jewelry: Chain with a religious medal or cross and a watch

Hair: Neatly styled, above the collar of the shirt, eyebrows, and ears

Hair products (gel, mousse, and hair spray) may not be used to disguise length of hair.

Hair must be neatly styled; no extreme haircuts will be tolerated.

To purchase uniforms, please visit Ibiley uniforms located at 2924 West Flagler Street – Miami, Fl. 33135 or [www.ibiley.com](http://www.ibiley.com)

**Cold Weather Clothing:** The uniform makes provision for cold weather clothing. School cardigans, sweaters, sweatshirts and/or jackets are permitted during cooler days. On cold days (60 degrees or below), a student may come wearing the winter attire of sweatpants with its coordinated jacket. If the cold weather is too extreme as to require additional clothing, the students may wear any article as needed over the uniform. Once inside the building, the article must be removed, and the student should be in compliance with the dress code.

**Bookbags:** Students in grades 1-8 may carry book bags to school. These must be kept clean and free of any writing, drawing, etc.

**PE Uniforms:** They may be worn on the days the child has PE. The PE uniform is the same for all grades, for boys and girls; gold tee shirt with school logo and royal blue shorts with logo, white mid-calf socks and white tennis shoes. **HAVE YOUR CHILD'S CLOTHES MARKED.** Any variation to the school dress code, as stated above, will not be permitted and may result in an administration/teacher/parent conference.

### **NOT PERMITTED/DISCOURAGED**

**Girls:** No false nails/No nail polish/No make-up. **No jewelry except a religious medal/cross, a watch and stud earrings.**

**Boys:** No below collar length hair and above or at eyebrow length hair.

No jewelry except a religious medal/cross and a watch. No earrings.

**All:** No exotic haircuts, mustache, sideburns, hairdos or color.

Students must be in uniform since the first day of school. It is the parent's obligation to send the student properly dressed for school. Neatness and good grooming help create an atmosphere that facilitates learning.

### **Enforcement of Dress Code/Uniform Enforcement**

Students out of uniform may receive a written warning. After the second warning, on the third violation, the student may receive disciplinary consequences.

### **Sts. Peter and Paul Dress Code/Special Occasions**

We ask that the students dress up for special occasions - no casual clothes allowed. We also ask that the students dress modestly, in a manner becoming a Christian young adult. Students may wear: Slacks for boys and nice pants for girls (no **tight** pants allowed). If the student wears pants, he/she must wear a belt.

**Pants must be worn at the waist.** No extra-wide leg pants. Skirts for girls - no mini or very tight skirts. Long sleeve shirts for boys. A tie would be nice. Nice blouses and tops for girls (no halters, cutoffs, midriffs). No “revealing” outfits. Shoes with socks, dressy sandals for girls are acceptable. No hats or baseball caps. No bandannas.

### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person’s protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents’ expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

### **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

### **Search and Seizure Policy**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **Anti-Bullying Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct, or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property;  
or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

#### 1. **Definition**

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images

or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.
2. Scope
    - a. This policy prohibits bullying that occurs either:
      - i. on school premises before, during, or after school hours;
      - ii. on any bus or vehicle as part of any school activity; or
      - iii. during any school function, extracurricular activity or other school-sponsored event or activity.
  3. Reporting Complaints
    - a. Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.
  4. Disciplinary Action
    - a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

### **Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **Threats of Violence Policy**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;

2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **Computer Use**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;

- b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school’s code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school’s code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school’s principal.
  - i. Do not engage in any form of cyberbullying.

### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school’s information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram, Facebook, Twitter, and all other social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any



unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

### **Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

## **iPad Policy, Procedures and Information**

### **1. IPAD DISTRIBUTION & IPAD DAILY RETURNS**

#### **1.1 Receiving an iPad**

- iPads may be distributed to each student by a classroom teacher. Parents & students must have a signed Parent-Student Guidelines Acknowledgement Form and a signed Acceptable Use Policy prior to a student receiving an iPad.

#### **1.2 iPad Daily Returns**

- iPads are collected on a daily basis at the end of the teacher's lesson or the end of the school day, so they can be checked for serviceability. Students are not allowed to take the iPads home or work on them in After School.

Furthermore, the student is be responsible for any damage to the iPad, consistent with the iPad

Protection plan and must return the device and accessories to the SPPS designee in satisfactory condition. The student may be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2. TAKING CARE OF THE IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Computer Lab for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the SPPS acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Sts. Peter & Paul School.
- iPads must never be left in a desk, bookbag, or any unsupervised area.
- Teachers are responsible for keeping the iPad's battery charged for school each day.

### **2.2 Carrying iPads**

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

### **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that may press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against desks, walls, floors, etc as it may eventually break the screen

## **3. USING THE IPADS AT SCHOOL**

iPads are intended for use at school, however there are no guarantees that the iPads may be used each day. The teachers should follow a rotation schedule to provide opportunity for students in grades 3 through 8 to receive instruction utilizing the iPad devices on a regular basis.

### **3.1 iPad Undergoing Repair**

Loaner iPads may be issued to students when an iPad is left for repair in the Computer Lab. There may be a delay in getting an iPad should the school not have enough to loan.

### **3.2 Screensavers/Background photos**

- The school will configure the iPad screensavers/backgrounds.
- Students should make no attempt to alter the screensavers/ backgrounds in any way.

### **3.3 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher
- Internet Games are typically not allowed on the iPads. If Internet games are permitted, or game apps are installed, it will be for instructional purposes ONLY and done so by SPPS staff.
- All software/Apps must be SPPS provided. Data Storage will be through apps on the iPad and email to a server location.

### **3.4 Printing**

Printing will not be available with the iPad. Students please use the workstations located in the Computer Lab for printing.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the iPad/Home Directory**

Students may save work to the home directory on the iPad. It is recommended students use the iCloud or e-mail documents to themselves for storage on a flash drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

Sts. Peter & Paul Catholic School makes no guarantees that its network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by SPPS must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads. SPPS will synchronize the iPads so that they contain the necessary apps for schoolwork.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection.

### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-SPPS installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## **6. ACCEPTABLE USE**

The use of the Sts. Peter & Paul Catholic School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Sts. Peter & Paul Catholic School is not transferable or extendible by students to any others and terminates when a student is no longer enrolled in the Sts. Peter & Paul Catholic School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School's technology resources may be denied, and the appropriate disciplinary action shall be applied. Sts. Peter & Paul Catholic School Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

#### **6.2 School Responsibilities are to:**

- Provide Internet access to its students.
- Provide Internet Blocking of inappropriate materials as available.
- Provide network data storage areas.
  - These will be treated similar to school lockers. SPPS reserves the right to review, monitor, and restrict information stored on or transmitted via SPPS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

#### **6.3 Students Responsibilities and Delegations:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via SPPS’s designated Internet System is at your own risk. Sts. Peter & Paul Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping SPPS protect our computer system/device by contacting an administrator about any security problems he or she may encounter including, but not limited to, computer virus, spam (i.e. unsolicited email), pop-ups, or any items that may be deemed inappropriate or makes them feel uncomfortable.
- Monitoring all activity on their account(s).
- Not disabling settings for virus protection, spam and filtering that have been applied as an SPPS usage standard.
- Keep passwords confidential, and change them when prompted, or when known by another user.
- Never allow others to use their personal e-learning account.
- Log off at the end of each session to ensure that nobody else can use his or her e-learning account.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Archdiocese of Miami policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games unless otherwise instructed by your teacher.
- Use of outside data disks or external attachments without prior approval from the administration

- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SPPS web filter through a web proxy

### **6.5 iPad Care**

Students are expected to use their individual iPads responsibly by keeping them in good working order.

- Only labels or stickers approved by the Sts. Peter & Paul Catholic School may be applied to the computer.
- iPad sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the teacher. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of replacement to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Office and the Police Department.

### **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the SPPS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary action as set forth in the SPPS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.7 Student Discipline**

If a student violates any part of the above policy, he/she may be put on the following disciplinary steps:

1st Offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)

2<sup>nd</sup> Offense – Indoor Suspension for a length of time determined by administration.  
3<sup>rd</sup> Offense – iPad privileges revoked (student still responsible for all required work)

### **7. REPAIRING OR REPLACING an iPad COMPUTER**

Some iPads are covered through the AppleCare warranty extension program. In essence, this policy covers manufacturer defects but does not cover accidental damage or abuse.

### **8. COST OF REPAIRS**

Students and their parents will be held responsible for ALL damage to their iPads due to negligence, including, but not limited to broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student and their parents will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

### **WiFi Policy**

Sts. Peter & Paul Catholic School (SPPS) provides wireless (WiFi) access to enrolled students for use on SPPS distributed WiFi-enabled portable computing devices to connect to the Internet. In order to use the School's WiFi service, the user agrees to abide by the School's Wireless Network User Agreement (below). All relevant School rules, regulations and policies apply, including but not limited to, the Sts. Peter & Paul Catholic School Acceptable Use Policy.

### **Using the SPPS WiFi Network**

- The School's WiFi is intended for use on SPPS Apple Ipad devices ONLY. The use of any student owned 802.11b, 802.11g, or 802.11n-enabled device, such as a laptop computer, PDA, or smartphone is strictly prohibited.
- The WiFi network is intended for web browsing only; stand-alone programs for other protocols such as e-mail and FTP cannot be used on the WiFi network, with the exception of media players (RealPlayer, QuickTime, Windows Media), which are allowed.
- Printing is not available over the WiFi network. If you need to print a document or file, please use a workstation located in the classrooms.
- Though the student WiFi network is designed to cover most of the campus classrooms, no guarantee is made for signal strength or availability.
- Any Ipad2 issued by the school should be pre-configured for student use on the WiFi network; School staff cannot provide technical assistance. If you experience connectivity problems, please bring the device to the computer lab for inspection.

### **Wireless Network User Agreement**

1. All relevant School rules, regulations and policies apply, including but not limited to, the SPPS Acceptable Use Policy.
2. The School is not responsible for the content, accuracy or availability of any external sites linked to these pages.
3. Although wireless connections are secured with encryption, it is not recommended that users transmit passwords or any other sensitive personal over the School's wireless network.
4. School staff cannot provide technical assistance on using the School's wireless network, beyond communicating this document and its contents. Only the School's network administrator or designee may configure a device to work on the School's wireless network.

5. There is no guarantee that a wireless connection can be made or maintained.  
The School reserves the right to terminate a wireless Internet session at any time.

### **Use of the School Telephone**

Students may be allowed to use the office telephone **only** in case of serious emergency. The telephone may be available for emergency messages. Students must make arrangements with their parents previously to coming to school.

### **Counseling Service**

The School Psychology provides instruction in the classes and individual counseling when warranted. Any parent who does not want their child to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year. The guidance counselor assists students with any personal or scholastic problem. Students may make an appointment to see the counselor or through referrals.

### **Field Trips**

Field trips planned with an educational objective may be sponsored by school authority provided that they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or on the individual student. Ordinarily, vehicles equipped according to state or county regulations for the transportation of school children are to be used.

A parental consent form, signed by the parents/guardians requesting that their child be allowed to participate in an education field trip, should be obtained for any child to participate in a field trip.

The original forms should be submitted to the main office prior to the trip. The teacher should carry a copy of this request form for the students while on the trip.

### **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs:

**School Clubs:** Newspaper, Yearbook, Mission Club, SAC, Honor Societies, Choir, Safety Patrols, Altar Servers.

**Athletics:** Cross-Country, Track and Field, Softball, Baseball, Basketball, Volleyball, Cheerleading.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

#### **Athletics Tryouts**

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents.

Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or be a team member.

#### **Athletic Eligibility**

Sts. Peter and Paul School has adopted the guidelines contained in this section as a standard to be used by the administration in determining athletic eligibility based on a student's academic performance. They are in compliance with the Archdiocesan and the All Catholic Conference regulations.

1. A student's academic eligibility will be determined each marking period based on his/her performance on the previous marking period except for the first quarter. Final decisions may be determined by the Athletic Director and the Principal.
2. A marking period is defined as a grading period at the end of which the school reports to the parents (using numerical or letter grades) the student progress in each subject area.
3. Academic eligibility is based on the student's performance in the core courses (Religion, Reading/Literature, Mathematics, English, Social Studies and Science); special classes will also be averaged.
4. A student is **eligible** to participate in interscholastic activities for the marking period if he/she, in the previous marking period, has met the following:
  - a. passed all core courses
  - b. passed all special classes
  - c. has no "F" or "-"
  - d. has maintained a "+" or an "S" in Active Learner Traits
  - f. has maintained a 2.0 GPA
5. A student's **grade point average** is calculated by averaging the student's total quality points by the total number of courses. Quality points are assigned



according to the following system:

**A-90-100      B-80-90      C-70-80      D-60-70      F-59 or less**

6. An athlete who has been ruled ineligible may regain his/her eligibility once he/she has met academic requirements for the previous marking period. A student must be informed of his/her ineligibility and must be prohibited from further participation within three (3) days from the date on which the grades are disseminated to the parents. Progress report will be considered for eligibility purpose.
7. Inappropriate conduct during a game will result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.
8. It is the responsibility of each **principal** and **athletic director** to enforce all eligibility requirements. **The principal may waive the eligibility requirements in extraordinary cases.**
9. Any student who does not attend school a minimum of three (3) hours may not participate in an interscholastic event on the same day.
10. Student may receive additional requirements from individual head coaches.
11. **Required Forms/Physical Examination:** The following forms must be completed before a student may participate in extra-curricular sports. We ask that you have both forms completed each year and returned to the coach's office by the first week of school. The absolute deadline is the Tuesday after Labor Day. These forms are sent home with the registration every year, you can pick them up at the Coach's office and/or are given to the new students at the time of registration.
  - a) **Athletic Pre-Participation Physical Evaluation/Physical Statement**  
No student shall be eligible to represent the school in interscholastic Athletics or try-out unless there is on file a physician's statement for the current academic year (June-June). It must certify that the pupil has passed an adequate physical examination, and that, in the opinion of the examining physician, he/she is fully able to participate in school athletics. It must be stamped by the physician's office. No faxes permitted.
  - b) **Athletic Consent and Release from Liability Certificate**
12. Any student who quits a sport after being selected to the team will become ineligible for the remainder of the year.

#### Sports Fee

All students participating in our athletic program will have to pay a participation fee. The fee will be \$100.00 per sport season and \$50.00 for uniform rental, when applicable. The fee is due to the rising cost of operations. We are sorry this decision had to be made, but the economic circumstances warranted it. Without this fee, our athletic program cannot continue to exist. If you want your child to participate on a team, the fee must be paid at the time when the team is selected.

### Additional Policies

#### Student Records

##### Emergency Phone Numbers and Emergency Contact Information

1. It is of the utmost importance that precise information be entered on the student emergency contact card. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and carefully written. Remember to include the names and telephone numbers of persons who can be contacted in case you cannot be reached. Please notify the school if you change address and/or telephone numbers during the year. It is very important to your child's welfare that our

records are kept up to date.

2. The parents must provide the office with a telephone number where the parent can be reached without delay during the day. A second telephone number of a relative or neighbor who could make emergency decisions must also be supplied.

### **Release of Students**

The school will release the student only to parents, guardians, or his or her designee. This authorization should ordinarily be in writing. Any other person seeking the release of the child must have the approval of the parent with legal custody.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### **Child Protective Investigation**

Testifying in Divorce or C Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

#### **Testifying in Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

#### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and**

**CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

#### **Before School Care**

The teachers, administrative staff and other personnel of Sts. Peter and Paul Catholic School do not arrive at the school and assume their duties until approximately 7:40 a.m. on scheduled school days. Accordingly, Sts. Peter and Paul Catholic School cannot and will not be responsible for the care or safety of children who are dropped off or otherwise arrive at school prior to 7:40 a.m. on scheduled school days. It is therefore critical to the care and safety of our children that you make arrangements necessary for your diligent attention to this extremely important matter. This is anticipated and most appreciated.

#### **After School Program**

The school provides an After-School Care Program for students whose parents cannot pick them up at dismissal, for a nominal fee. Consult the school office for further information. The school provides supervision for students for 15 minutes before morning bell and after the dismissal bell.

#### **Parents' Newsletter and Calendar**

Please, visit our website at [www.stspeter-paul.org](http://www.stspeter-paul.org)

The newsletter and calendar, published monthly by the Principal as an update, will be used to notify parents of activities and accomplishments of the school community. Please read them carefully.

#### **Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

#### **School Lunches**

A lunch program is provided daily for a nominal fee by Chit-Chat Catering Inc. Further details on the program will be sent separately. Students may bring their own lunch or buy the lunch served by the catering company. Otherwise, we must have the instructions in writing. No lunches may be brought to the office to be delivered. Lunches may be paid for a week in advance on designated days. Place the money in an envelope bearing your child's name, teacher's name and grade. We expect the same high standards of behavior during lunch time as during any other time of the school day. Acceptable behavior and good manners in the cafeteria are all part of our educational process. Chewing gum is **NOT** allowed at any time. Sodas may **NOT** be purchased from the soda machine at lunch time.

#### **Class Parties**

There will be no class parties. Birthdays will be celebrated with schoolwide recognition monthly.

#### **Invitations to Outside Parties**

No invitations of any kind may be distributed, given handed out on school premises.

#### **Bus Service**

The school does not provide transportation service.

### **Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

### **Skateboards and Bicycles**

These are not to be used on school grounds.

**Sts. Peter and Paul Elementary School Name**  
**Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

—

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

—

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

## **EARLY CHILDHOOD SECTION**

### **Introduction**

The Archdiocese of Miami Early Childhood program provides the experiences that meet each child's needs. They stimulate learning in all developmental areas. Teachers prepare the environment for children to learn through active exploration and interaction. Children plan and execute many of their own activities from a variety of learning areas that the teacher prepare. Children are expected to be physically and mentally active. They are provided with many opportunities to see how reading and writing can be useful before they are instructed in letter names, sounds and word identification. Listening to stories and poems, dictating stories, participating in dramatic play, talking informally with other children, and drawing, all prepare children for later formal instruction.

Individual self-directed activities, small group activities, and total group activities are used in our early childhood program. Each child is evaluated regularly and parents are informed of progress through progress reports and personal conferences. The Catholic school early childhood programs are committed to assisting the family in shaping the basic values of the young child as he/she eagerly seeks to know God and creation. Therefore, developmentally appropriate religious experiences are an integral part of the daily program.

### **Philosophy**

While all children have the same basic needs, and all go through the same overall developmental processes, each child is a unique human being created by God with special strengths and needs. The curriculum and educational program should be individualized for each child enrolled in the program to best meet his/her developmental needs. The child should be allowed to progress at his/her own pace with the encouragement from a trained staff to explore and search for answers in a planned environment.

Understanding the important role of the family in the life of the young child, this educational plan draws upon the parents' knowledge of the child. In return for this information, the school provides parents with the opportunity to deepen their understanding of the child and his developmental steps through observation and conferences with the teachers.

### **Age**

Children must be three years old by September 1 to be eligible for Pre-Kindergarten (3), four years old by September 1 for Pre-Kindergarten (4), and five years old by September 1 for Kindergarten.

### **Attendance**

1. The school day begins at 8:00 a.m. and dismisses at 2:30 or 2:45 p.m.
2. Each day is an important day in our Pre-Kindergarten and Kindergarten. Please make every effort to bring your child to school each day, unless he/she is sick. If your child must miss school, it is required that a written excuse be sent to the school by the parent on the day of his/her return with the following information:
  - a) The date of the absence
  - b) The student's full name
  - c) The reason for the absence
  - d) The signature of the parent or guardian
3. Children are expected to arrive at school on time so that class can begin promptly. However, if your child must come to class late, you must obtain a tardy slip from the office for admittance to class. Please try to be on time. Consistency gives the child a sense of belonging and a sense of security

### Health

1. If your child has any special health problems, physical limitations, allergies, etc., please inform the teacher in writing.
2. It is very important that we know how to get in touch with you in case of an emergency. Please be sure that your correct telephone numbers are on file in the office. You should also provide us with an emergency phone number (that of a relative or friend) to be used if we cannot reach you at home or business.
3. Please do not allow your child to bring toys or other trinkets to school. From time to time, days will be designated for children to bring special “things” to school, but you will be informed ahead of time.

### Snacks and Lunch

1. The children have a snack each day. This short time does not allow them to eat a meal or large snack. An appropriate snack will be juice and a few cookies or a piece of fruit.
2. Small cans or boxes of juice are easy for children to handle. A thermos is fine for juice, milk, lemonade, etc., but please do not put carbonated drinks in a thermos as they usually leak.
3. For your child’s safety, please do not send any food in glass containers. They are easily dropped and broken.
4. Lunch and snacks may be purchased weekly or it may be brought from home every day.

### Clothes

1. On the first day of class, PLEASE BRING A CHANGE OF CLOTHES FOR YOUR CHILD. These clothes are to be left in school for use in case of an accident, spilled juice, broken zippers, etc. Please place the clothes in a plastic bag and label, it with your child’s name, these clothes should not be a uniform.
2. Jewelry, large hair decorations, fingernail polish, etc. are not part of the school uniform.

### Transportation

1. Pre-Kindergarten and Kindergarten children should be escorted to the school by an adult or an older brother or sister.
2. At dismissal time, Pre-Kindergarten and Kindergarten children should be picked up promptly in the classrooms.
3. Please notify us **in writing** if your child’s usual means of transportation will be changed for any reason. If your child usually rides the bus and you are planning to pick him/her up, it is important for us to know this. If a relative or friend will pick up your child, we must be informed. This is extremely important in order to ensure your child’s safety.

### Special Days

1. On the first Friday of every month, the school is dismissed at 1:00 p.m. to allow for faculty meetings. Please be prompt in picking up your child.
2. No birthday parties will be celebrated
3. There are special days designated for parent-teacher conferences during the year, however, we will be glad to meet with you at any time to discuss your child’s education. Please call the school office to make an appointment for a conference. All records and conferences are treated as confidential matters. A child’s progress will not be discussed with anyone except his/her parents/tutors and staff.



## **PARENTS CAN HELP**

1. Make sure your child gets enough sleep.
2. See that your child has breakfast before coming to school.
3. Talk to your child.
4. Listen to your child.
5. Take your child places.
6. Read to your child and let him/her see you reading.
7. Make books available for your child and teach him/her to take care of them.
8. Limit the time your child spends watching television.
9. Help your child learn his/her address and phone number.
10. Help your child learn to tie shoes.
11. Accept your child as he/she is and avoid comparing him/her with other children.
12. Encourage your child to have fun! Our hope is that the child's first school experience will be enjoyable and therefore develop a positive attitude toward school and learning.

## **AFTER SCHOOL PROGRAM**

### **Philosophy**

Sts. Peter and Paul's After-School Program strives to construct an enjoyable atmosphere with varying activities, including homework time, indoor games, and vigorous play whenever possible, according to the child's level.

### **Admission Policy**

Only students enrolled in Sts. Peter and Paul Catholic School will be allowed to enroll in the Extended Care Program. Extended care is a privilege, not a right. Therefore, students must obey the rules and regulations in order to continue in the Extended Care Program. All students and parents must comply with all the guidelines of the School as outlined in the **Parent/Student Guidelines Handbook and/or the After-School Program Handbook**.

Children who are not part of the After-School Program but remain in School after 3:15 p.m. will join the Staff with the After-School Program.

### **Communication**

If parents need to address special issues to the After-School personnel, a special appointment should be made, as the Staff member must supervise students in his/her care.

### **Daily Release**

Parents must designate, in writing, those persons who may pick up their children. If, on a special day, a child is to be released to someone other than the designated person(s), the parent/guardian must send it in writing to the teacher with the child.

### **Discipline**

Every student is expected to abide by the regulations of the Program/Person in charge, as well as respect Staff members, other students and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her by himself/herself for a designated period of time. If the child does not respond to this and the problem behavior persists, the parent will be called in for a conference. Should there continue to be problems, a second conference will be arranged, and, at that time, the child may be dismissed from the After-School Program.

### **After-School Rules**

1. Each child is expected to participate in all activities to the best of his/her abilities.
2. No child is to leave the supervision of his/her teacher without expressed permission.
3. No foul language or profanity will be tolerated.
4. No bodily harm to another individual will be tolerated.
5. Running or walking in the halls up/down the steps cannot be permitted.
6. Each child will be expected to help clean and straighten up the room.
7. Please do not bring toys or other articles from home without permission from the teacher.
8. Un-tucked shirts, other tee shirts, shorts or other clothes are not allowed.
9. No phones or electronic devices will be allowed in the Extended Care Program

### **Emergency Procedures**

Please fill out the information form requested and return to us immediately.

### **Nutrition**

Good nutrition is vital. Students should have a snack each day. An appropriate snack would be a juice, a few crackers or a piece of fruit. Do not send any food in glass containers, they are easily dropped and broken.

### **Payment Plan**

This will be distributed by the After-School Program