

**St. Patrick Parish School
3700 Garden Avenue
Miami Beach, Florida 33140**

**Parent/Student Handbook
2017 - 2018**

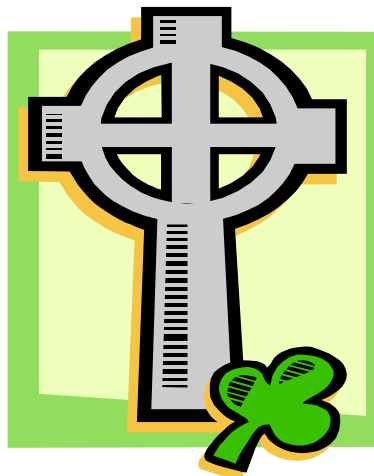
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Accredited by the Florida Catholic Conference

**Pastor: Fr. Roberto Cid
Principal: Mrs. Bertha Moro**





August 21, 2017

Dear Parents and Students,

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.

Sincerely,

Bertha Moro
Principal

History

The history of St. Patrick Parish School began in 1926 when Monsignor William Barry and five Dominican Sisters from Adrian, Michigan, changed five polo stables into five classrooms and a cafeteria.

In 1927, two more classrooms and two new faculty members were added, which indicated the growth of the high school and grade school.

Accreditation in the Southern Association of Schools and Colleges became a reality in 1933 along with acceptance by the State Department of Education.

The physical structure, as viewed today, was completed in 1935. The murals painted on the walls of the auditorium by well-known artists depict, in life size figures, Indians, priests, and Spanish explorers connected with the early history of Florida.

The last polo stable became the new cafeteria. The gym built in 1937 and the St. Patrick Youth Center completed the St. Patrick School complex.

In 1972 the high school section of St. Patrick School was discontinued by the Archdiocese.

In April 1976, the school was accredited by the Florida Catholic Conference. The school has been re-accredited every seven years since its initial accreditation.

In 1988, the United States Department of Education named St. Patrick Parish School a National School of Excellence.

Since the renovation of the computer lab in 1997, the school has focused on staying abreast of technological advancements in education. Currently all classrooms are equipped with interactive white boards, Apple TV, and a teacher computer. In addition, grades K-5 each have an iPad cart to help enhance the curriculum. The Media Center houses 26 computers all with Internet access. It is also the future home of the TV studio. In August of 2013, the One-to-One iPad Program was officially implemented in the middle school.

Under the guidance of various Pastors and administrators, St. Patrick Parish School celebrates its 91st year educating the children of Miami Beach and surrounding communities.

Mission Statement

The mission of St. Patrick School is to provide its students with a safe and nurturing environment that promotes Catholic values and academic excellence by placing God at the center of all learning.

Vision Statement

As a center of innovation, learning, and advanced technology, St. Patrick School will challenge children of all abilities to achieve academic excellence, become life-long learners, and responsible citizens devoted to Christ.

Beliefs

- Each student is a unique child of God.
- Parents are the primary educators of their children.
- Student learning is a priority in this school.
- A healthy environment is everyone's responsibility.
- A safe and comfortable learning environment promotes learning and success.
- Catholic education is an integral part of the church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distinction.
- The opportunity for success is an important component of student learning.
- Pastors, principals, teachers, parent advisory organizations and members of the parish share responsibility for the mission of the school.
- Mutual respect among and between the students and staff creates a wholesome learning environment.
- A Catholic school reflects the integration of Catholic faith and values with learning and life.
- Cultural diversity increases the students' understanding of different religions, peoples and cultures.
- Students learn in a variety of ways.

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.

THE BASIS FOR ADMITTANCE TO ANY GRADE LEVEL INCLUDES:

1. Age as determined by the state of Florida.
Kindergarten: child must be five years old by or on September 1st
2. Parental religious involvement in St. Patrick Parish which includes but is not limited to Parish registration and church attendance as evidenced through the use of parish envelopes.
3. New students must achieve acceptable scores on the placement tests administered by St. Patrick Parish School.
4. Full disclosure of the student's medical history as required under the "Health and Illness" section of this manual.
5. Presentation of the following original documents:
Birth and Baptismal Certificates
Medical and Immunization Records

All incoming Kindergarten and 7th grade students must complete the Hepatitis B vaccine. Seventh graders must have 2nd dose of Measles vaccine and a Tetanus-Diphtheria booster in accordance with Rule 10b-3.088,F.A.C., adopted in 1995.

THE PASTOR AND THE PRINCIPAL HAVE THE SOLE DISCRETION REGARDING THE SELECTION AND ACCEPTANCE OF ANY STUDENT.

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.

General School Information

Hours of Operation: 7:15 a.m. – 3:30 p.m.

Alma Mater: *Sing On! St. Patrick by Denise Mainville*

In the Southland where the ocean breezes blow, there's a school whose reputation well we know. Honors Patrick of Erin's fame, loyal children of his faith and name.

Sing on St. Patrick's. Sing on for aye! Cheer your colors as they go marching by. Tell the whole world that is the reason why. O Alma Mater we're true to you and to your name. Green and white your colors stand for virtue and might. All hail St. Patrick School!

Mascot: Shamrock

School Colors: Green and White

Personnel:

Pastor: Fr. Roberto Cid

Principal: Bertha Moro

Assistant Principal: Barbi Piña

Technology Director: Barbara Higgins

Registrar: Delfina Sierra

Receptionist: Stella Buenaventura

Counselor: Ruth Paul

Religion Teacher: Jon Pierre Marcazzo (Grades 4-8)

Kindergarten: Victoria Armengol and Jaelyn Gomez

1st Grade: Klaudia Capote and Teresita Ledo (Teachers) & Maura Cox (Teacher Assistant)

2nd Grade: Grisel Egues (Teacher) & Lily Shaw (Teacher Assistant)

3rd Grade: Rebecca Schiller & Jessica Blasberg (Teacher Assistant)

4th Grade: Nicole Shaw and Mayra Perez

5th Grade: Karinne Alvero

6th Grade: Roxane Contreras (Language Arts)

7th Grade: Rolando Rodriguez (Social Sciences)

8th Grade: Loyda Cardenas (Science)

Middle School Math Teacher: Erick Velis

Spanish: Gilda Barata (Grades K-8)

Art: Claire Natoli (Grades K-8)

Music: Gregory Taylor (Grades K-8)

Physical Education: Arturo Fernandez (Grades K-8)

Head Custodian: Smith Macombe

Parent Plus Portal, School Web Page, Facebook & Twitter:

The Parent Plus Portal, school web page www.stpatrickmiamibeach.com, Facebook, and Twitter (@stpatricksch) are the school's communication tools. Please make it a point to become familiar with all. We will continue to use the communication envelopes, but mainly for forms and documents that require your signature. School and classroom activities as well as Home and School Board and Academic Excellence news and events will be posted on the portal and on our web page.

Communication Envelopes/Folders:

The school has a weekly communication folder sent home each Friday with all students. The communication folder contains important information. Parents are asked to review it carefully each week; sign, date, and return it the following Monday. Teachers may include graded papers or tests. Each graded test/paper should be individually signed by the parent and returned in the folder for filing. **Parents are responsible for knowledge of the information contained within folders. If your child is not bringing home the folder every Friday, please speak with his/her teacher. Failure to return the signed folder on Monday may result in disciplinary action.**

Non-Custodial Parents:

St. Patrick Parish School abides by the provisions of the Buckley Amendment with respect to non-custodial parents. In the absence of a court order to the contrary, the school provides the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Carpools or Other Transportation:

Teachers should be notified in writing at the beginning of the school year of any carpool arrangements made. Any student going home with a friend or by a means other than the regularly scheduled transportation must present a written note by the parent to the teacher or office. Failure to provide a note in advance will result in a teacher's refusal to allow the child to leave the school. The child will be placed in the After School Care Program until the parent is reached. In the case where **extenuating circumstances** and/or an emergency may arise where alternate transportation is needed, a fax, email, or telephone call to the school office (305) 534-4616 is acceptable. The use of cellular phone calls between parents and teachers at dismissal is NOT acceptable. All situations without prior written communication or a telephone call to the school office are referred to administration. Students may not be picked up by Uber, Lyft, etc. without an adult.

Bike Riders/Walkers:

Any student arriving by foot or bicycle must first have a written permission from parent on file. No student is allowed to walk home unless the school office has received official notification. It is recommended that both parent and child establish a set route from the home to the school. Sidewalks must be used whenever possible and streets should be crossed only at designated crosswalks. Students who ride bicycles to school should WEAR HELMETS!

Rainy Day Dismissal

The daily procedure will be followed. However, should dangerous weather such as lightning occur, dismissal may be delayed. **For the safety of our students and teachers, only car-line pick-up will be available.** We recommend that you purchase a rain poncho for your child. **Ponchos should be kept in the child's book bag or in the classroom.**

Parties (in-school):

Classroom parties are permitted for special holidays and at the end of the year. Birthday parties may be arranged with the approval of the homeroom teacher and must take place during the designated lunchtime. Parents must supply all party goods. Please purchase cupcakes instead of a cake and juice boxes instead of sodas. We ask that parents or an adult family member stay to help supervise and cleanup.

Parties (out of school):

When parents are planning a party away from the school, invitations **MAY NOT BE DISTRIBUTED ON SCHOOL GROUNDS (dismissal and arrival areas included).** This is an Archdiocesan policy and applies to students in grades K-8.

Family Vacations:

A school calendar is distributed early in the year giving sufficient time for planning vacations. Therefore, parents are expected to plan family trips and vacations to coincide with the St. Patrick Parish School calendar.

Campus Ministry

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:

- At 7:50 a.m. each school day, there is school-wide prayer and pledge of allegiance. All students pray before lunch and the Angelus is prayed daily at noon. Afternoon prayers take place right before dismissal.
- School masses are held weekly. All students are required to attend and participate in school Masses.
- The Sacrament of Reconciliation is celebrated school-wide four times a year.
- During the school year, various religious programs including class Masses, Service Projects, *Faith Connects Us*, Stations of the Cross, Respect Life Presentations, and special guest speakers from the community enrich the Theology Program.
- All 7th grade students receiving the Sacrament of Confirmation must attend a mandatory retreat.
- All faculty and staff are encouraged to take part in the Emmaus Retreat and/or other Parish/School retreats.



Academic Policies

St. Patrick Parish School implements the curriculum recommended by the Archdiocese of Miami Office of Catholic Education. We use this as our basic guide and make every effort to enhance and re-evaluate our program to best meet our students' needs.

Graduation Requirements

Graduation from St. Patrick School is not automatic. Students must successfully complete the course of studies offered here and must therefore do their best right up to the final days. The following policy applies to 8th grade students:

1. An F in any two major subject areas may be cause for retention and non-acceptance at the high school level. Anyone receiving an F in the final average of a major subject may be prevented from participating in the ceremonies and will have to makeup this work in summer school prior to receiving a diploma.
2. Any student receiving multiple F's may be retained (not graduate) and will have to attend 8th grade at another school.
3. **All tuition and other financial obligations must be fulfilled. Diploma and all transcripts will be held by the school until all financial obligations are met.**

Grading Policy

Grading Scale/Achievement Codes

Kindergarten – Second Grade:

- 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.

Third through Eighth Grade (number %):

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 & below (As per Archdiocesan Policy, a student's **Report Card** will never reflect a score lower than 59%.)

Weighting:

3-5 Grades: Tests 35%, Projects 35% and Class work 30%

6-8 Grades: Tests 40%, Projects 40% and Class work 20%

Active Learner Traits & “Standards” (under each subject):

(+) Strength (-) Weakness (S) Satisfactory

Homework will be reflected under Active Learning Traits.

Additional Codes:

NA = Not Assessed at this time M = Modified Curriculum

These achievement codes are found in the students’ report cards.

Report Cards

Report cards are issued every quarter (9 weeks). They are an evaluation of academic performance, effort, conduct, and attendance.

All report cards are sent via the Parent Portal and can be found in the “E” locker at the end of every quarter. Parent conferences will be scheduled on a “as need” basis. A parent or teacher may request a conference.

Report cards may be withheld pending settlement of financial obligations. (See Tuition Plan in the Financial Policy Section of this handbook.)

Honor Roll

St. Patrick School has implemented the following criteria for Honor Roll awarded to students in grades four through eight.

Principal’s List (Grades 4-8):

1. Receive all 95 and above **in all subjects areas (major and minor).**
2. Receive all +’s and S’s in all **Skills and Active Learner Traits.**

First Honors (Grades 4-8):

1. Receive all 90 and above in the **major subject areas:**
Religion, Language Arts, Mathematics, Social Studies, Science and Spanish
2. Receive 85 or above in the **minor subject areas:**
Art, Music and Physical Education
3. Receive all (S or +) in **Skills and Active Learner Traits.**

Second Honors (Grades 4-8):

1. Receive all 85 or above in **all subject areas.**
2. Receive all +'s and S's in **Skills and Active Learner Traits.**

Honor Roll is posted on the school website and Church bulletin.

Awards

End of the Year Awards Grades 4 – 8:

At the end of the year parents are invited to attend an Awards Assembly. The following awards are distributed:

Patrician Award: voted on by the faculty and recognizes a student for their Academic Achievement, Religious and Public Service to the Community, and Citizenship among peers.

Knight of St. Patrick: given to the student who has achieved the highest average in an individual class. Determined by academic average of all subject areas at year-end.

General Excellence Award: given to the next four students with the highest overall average.

Citizenship Award: given to the student who consistently exhibits the kinds of behaviors we want to see displayed in our schools and in our communities.

Religion Award: given to the student who has achieved the highest average in the class.

Service Award: given to the student who consistently exhibits an understanding of our Catholic call to service.

Spanish Award: given to the student who has achieved the highest average in the class.

Art Award: given to the student demonstrating outstanding achievement in Art

Music Award: given to the student demonstrating outstanding achievement in Music

P.E.: given to the student demonstrating outstanding achievement in P.E.

Perfect Attendance: given to students with 100% attendance (no tardies/absences) throughout the year

Eighth Grade: In addition to the awards listed above, two students will earn the title of class Valedictorian and Salutatorian. This honor is awarded to the students with the highest and second highest overall grade point average respectively.

Kindergarten Promotion Ceremony:

Kindergarten students have a separate ceremony at the end of the year. All students receive a “Kindergarten Promotion Certificate” and may be eligible for a “Perfect Attendance” award.

End-of-the-Year Awards Grades 1 – 3:

All students receive a “Certificate of Promotion” and may be eligible for a “Perfect Attendance” award.

National Honor Society

The NJHS is a co-curricular activity offered to 7th and 8th grade students that actively supports the educational goals of the school. It is a national recognition program found in every state as well as in schools in more than 70 other countries, and it provides an opportunity to involve chapter members in significant learning experiences, especially in the area of service. The organization focuses on the five established criteria of **scholarship, leadership, service, citizenship, and character**. It will allow students to assume the role of a true leader in their community and use this as a tool in their future endeavors. In order for a student to be a member of this organization, the requirements are as follows:

- Must be faculty nominated and approved
- 95% average or above in all major subjects
- +'s and S's in all Skills and Active Learner Traits
- Must meet the 5 established criteria (mentioned above)

Students may be placed on probation and/or expelled from the NJHS should any of the above criteria be compromised.

Academic Mid-Progress Reports

Accessibility to students' grades are available 24/7 through the Parent Plus Portal. However, an *Academic Mid-Progress Report* midway through each quarter may be sent to the parent of any child performing poorly academically. Parents are asked to review this report with their child and contact the teacher with any questions.

Academic Probation Policy

Summer School:

Teachers attempt to identify students with promotion-threatening difficulties as early as possible during the school year. Tutoring or testing may be recommended as methods to correct the situation. At the end of the second quarter, the students' overall performance to date, per major subject area is reviewed and the following recommendations may be made:

60-69 – Summer school highly recommended
59 and below – Summer school mandatory

Retention:

Students are usually promoted at the end of the school year. If a child is in danger of not being promoted, parents will be notified. Any student receiving a 59 average in two or more major subject areas will be considered for retention. Summer school and a successful completion of the failed subjects would be required before the student can be promoted to the next grade level. Excessive absences (20 or more) may be grounds for retention and/or mandatory summer school.

Should a parent opt for tutoring or a professional program outside of St. Patrick School, the student may be required to successfully complete a competency test (administered by St. Patrick School) on the deficient subject before being re-admitted to St. Patrick School.

Homework

Homework may be assigned daily as a reinforcement, enrichment, or extension of classroom instruction. Homework is also a way to help your child develop study habits that assists him/her throughout the years spent in school.

If a student is absent, the student must make up missed school work to the satisfaction of the teacher. In grades 4-8, it is the responsibility of the student to approach the teacher to request and schedule this make up work. **Students will receive their make-up work upon return to the school.**

It is important that parents show concern for the proper completion of assignments. The following guidelines for routines may be used to assist with good homework habits:

1. St. Patrick School provides every student in grades 1-5 with an assignment pad for recording homework assignments. Ask your child to see this notebook daily and check for proper completion. Insist that it be brought home daily.
2. Remember that homework is your child's work – not yours! You should not do the work for your child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.
3. Provide your child with a quiet place to work and study where young children, pets, or MEDIA do not disturb him/her.
4. Help your child set a regular homework time each day and stick to it.
5. Limit or regulate extra-curricular activities. "Too much to do" can overwhelm students and make homework unnecessarily stressful.
6. In the event that a child is experiencing too much difficulty with assignments, it is recommended that you schedule a conference with the classroom teacher.

National Education Association (NEA) & National PTA Recommendations:

Kindergarten:	10 – 20 minutes daily
Grade 1:	20 minutes daily
Grade 2:	20 -30 minutes daily
Grade 3:	30 minutes daily
Grade 4:	40 minutes daily
Grade 5:	50 minutes daily
Grade 6:	60 minutes daily
Grade 7:	70 minutes (1 hr. 10 min.) daily
Grade 8:	80 minutes (1 hr. 20 min.) daily

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**

Testing

A comprehensive testing system is an integral part of the educational program. Each spring, the students participate in a program of standardized testing as required by the Archdiocese of Miami. Students in grades 2-8 are administered the **Iowa Test of Basic Skills**. This test is designed to measure the achievement and mental maturity of the students. Parents are notified of the results of this test by mail. The results of the test are used by the principal and teachers to help measure a student's performance and potential. It also helps to identify programming needs or revisions for the future.

In addition, students in K-8 take iReady assessments for both reading and math three times per year.

The school also offers screening tests for speech, hearing, vision, and scoliosis examinations performed by professional services at the school. Information on these tests and their scheduled dates are distributed in the Friday Communication Envelope.

Textbooks

Textbooks are rented from St. Patrick Parish School and are distributed by the teachers. Students are required to cover the hardcover texts and take good care of them. **This includes not writing in the textbooks.** Families may be charged for lost or damaged books due to negligence. Book bags are to be used to carry textbooks, supplies, etc.

WE PREFER THAT BOOKBAGS NOT HAVE WHEELS. HOWEVER, IF YOU CHOOSE TO PURCHASE ONE WITH WHEELS, IT MUST BE A BOOKBAG, NOT A SUITCASE OR ANY OTHER FORM OF TRAVEL LUGGAGE.

NO BOOKBAGS WITH WHEELS ARE ALLOWED IN GRADES K-2 AND 6-8.

Curriculum

Beginning in Kindergarten and continuing through Grade 8, the adopted curriculum in the Archdiocese of Miami includes instruction in the following areas:

Major:	Religion	Minor:	Art
	Language Arts		Music
	<i>English</i>		Physical Education
	<i>Reading/Writing</i>		
	Mathematics		
	Algebra 1		
	Social Sciences		
	Science		
	Spanish		

In addition to the regular courses of study, the following activities enrich our educational program:

Curricular Competitions

In-house Spelling Bee, Mathematics Competition, Religion Competition, Oratorical Contest, Science Fair, and Social Studies Fair offer students the opportunity to develop personal talents and skills, explore new interests, and expand their learning. All students are encouraged to participate in Academic Competitions and contests sponsored by Archdiocesan and local private schools as well as local businesses and organizations.

Assembly Programs

The traditional Christmas Pageants, Hispanic Heritage Programs, Conscious Discipline Celebrations, and other miscellaneous programs and performances throughout the year allow for cultural awareness that enhance the education experience.

Attendance

School Hours

The school begins at 7:45 a.m. Students are to assemble in the school auditorium. Supervision of the children begins at 7:25 a.m. If it is necessary that your child arrive prior to 7:25 a.m., no responsibility on behalf of the school can be assumed.

Dismissal is at 2:50 p.m. for Kindergarten – 2nd, 3:00 p.m. for grades 3rd – 5th and 3:15 p.m. for grades 6th – 8th. Students not picked up at their designated time will be taken to the After School Care Program and charged the hourly rate. **STUDENTS MAY NOT STAY UNSUPERVISED ON SCHOOL GROUNDS.** Please refer to the After School Care section of this handbook for further information.

Procedures for Absences

Parents must call or email the office by 9:00 am in order to report their child's/children's absence. When returning from an absence, **each child must bring a note to the teacher from a parent explaining the absence.** This practice also informs the school that the parents were aware of their child's absence. Students are responsible for work and tests missed. This note does not excuse the absence; it is a system of record keeping. No child is allowed to leave the campus or school building during school hours without permission from the principal, granted only upon presentation of a written request of the parents.

Pleasure trips or vacations while school is in session are strongly discouraged and parents and students take full responsibility for make-up work, tests, and missed assignments.

Absentee Policy

1. Students who arrive after 7:50 am will be marked tardy.
2. Students who arrive after 11:00 am will be marked as ½ day present.
3. Students who leave before 12:00 noon are marked as ½ day absent.

Excessive Absences

Any excessive absence, as deemed by administration, will result in Saturday make-up classes. A student who is absent from school more than 20 days in a year (or 5 days per quarter) will be considered for retention unless the principal grants an exception and determines a way in which the student may receive additional instruction. *Vacations outside of the academic calendar are NOT excused.*

Tardies

Excessive tardies, as deemed by administration, will result in Saturday detention. Students are expected to arrive at school on time every day. When a student is tardy, the parent will bring the student to the office for a late slip. After three (3) tardies the parent will be notified and may be given an appointment with administration to discuss the reason for the lateness. It is the responsibility of the parents to have the children here by 7:50 a.m. every day. Students who are consistently late may not be allowed to re-enroll in St. Patrick School.

Eight (8) tardies per quarter will result in a Saturday detention from 8:00-9:00 a.m. with a fee of \$25.00. A student with five (5) or more tardies per quarter will earn a (-) in the corresponding Active Learner Traits. Please keep in mind that a (-) in Active Learner Traits automatically disqualifies a student from the Honor Roll.

Truancy

Student nonattendance is a problem that extends much further than the school. It affects the student, the family, and the community. Studies identify truancy as the most powerful predictor of delinquency. Police departments across the nation report that many students not in school during regular classroom hours are committing crimes, including vandalism, shoplifting, and graffiti. Absenteeism is detrimental to students' achievement, promotion, graduation, and self-esteem. Clearly, students who miss school fall behind their peers in the classroom. This, in turn, leads to low self-esteem and increases the likelihood that at-risk students will drop out of school. "Studies have found that of those students who were often truant in elementary school and truant in high school, 75% failed to graduate."

Sickness

Any student who is ill or injured is sent to the school office. If the condition warrants, parents or authorized adult(s) are notified and the child is sent home. It is imperative that you make immediate arrangements for getting your child home. If you cannot pick up your child, it is necessary for you to call someone from the “Emergency Contact” that you listed. Such action is needed due to the fact that your child could spread the illness or may be in need of medical attention. Your cooperation in this area is essential. **All students must be free of fever for a full 24-hour period before returning to school.** Students who are ill or show symptoms of sore throat, runny nose, cough, fever, or earache, should be kept at home for their own protection and for the safety of everyone in the school. Please advise the school of any diagnosed contagious illness.

PLEASE MAKE SURE TO NOTIFY OFFICE IF YOUR CHILD IS SEVERELY ALLERGIC TO ANY PARTICULAR SUBSTANCE (I.E. PEANUTS).

Make-up Work

If a student is absent, the student must make up missed schoolwork to the satisfaction of the teacher. In grades 4 – 8, it is the responsibility of the student to approach the teacher to request and schedule the make-up work. **Students will receive their make-up work upon return to the school (unless prior arrangements have been made with administration and the classroom teacher). All students will complete the missing “classwork” during after school hours in Homework Club at no charge. Tests will be made up after school at the teacher’s discretion.**

Cancellation of School or Class

Should it become necessary to cancel school because of inclement weather, or for other reasons, the school abides by the decision made by the Dade County Public School District. If a separate emergency occurs that requires only St. Patrick Parish School to cancel or dismiss early, the Home and School “Phone Tree” system will go into effect and you will be advised by telephone and through Parent Plus Portal. Local radio and television stations may also be informed.

Parent-Teacher Conferences

St. Patrick Parish School encourages conferences between parents and faculty members. If a problem or misunderstanding arises, it is often the result of lack of communication between those involved. Therefore, the school has the following policy in dealing with these situations:

1. All situations **MUST** first be addressed with the individual teacher.
2. If a parent wishes to contact a teacher, please email the teacher or call the school office. All conferences are scheduled at times that are mutually convenient for all parties involved.
3. If the situation is not resolved or clarified, it is then advisable to contact Administration.
4. Do not try to speak with a teacher during arrival or dismissal times, as their full attention must be focused on the supervision of the entire class during school hours. Such impromptu meetings only shortchange all those involved.
5. Do not send derogatory notes with your child. Try to withhold judgment on what appears to be a complaint until you get all the facts. Should you have a disagreement with a teacher, make an appointment to discuss the situation further. It is important that the students realize that teachers have the same authority in the classroom as the parents have at home.

School Regulations

DROP-OFF/PICK-UP PROCEDURES

All parents will drop off and pick up their children at the Garden Avenue entrance. Parents must stay in their vehicles in order to ensure a safe and efficient arrival and dismissal procedure.

1. All students arriving at or leaving school by automobile must use the Garden Avenue entrance (gate opens at 7:25 a.m. and at 2:50 p.m.).
2. Parents needing to conduct school business in the morning, must first drop-off their child in the designated drop-off zone and park in the Bell Tower parking lot. Please keep in mind that the school office is not officially open for business until 8:15 am. Should you need to drop off a form or document, a mailbox has been placed on the 39th street entrance door for your convenience. Please DO NOT park on 39th street, it is a loading zone for the pre-school.
3. Students not picked up by their designated time will be taken to After Care.
4. No party limousines or buses are allowed on campus.

Students in grades K-8 will assemble in the auditorium for morning prayers, announcements and *Conscious Discipline* rituals. Faculty members will be on Garden Avenue and in designated areas during morning arrival to greet students and see them safely to the auditorium. There they will be greeted and supervised by Administration and other faculty members.

Students in grades K-8 will assemble in the auditorium at their designated times for dismissal. Faculty members will be on Garden Avenue announcing the arrival of parents to the designated teachers in the auditorium via radio. Students in grades K-2 will be escorted to their cars at dismissal by Safety Patrols and/or a staff member. Students in 3-8 will walk to their cars and be supervised by the teachers on Garden Avenue.

Parents who wish to park and personally pick up their child/children must park in the Bell Tower and pick-up their children at the 39th street door. On rainy days this service will be cancelled.

IF TRAFFIC BACKS UP YOU WILL BE ASKED BY ONE OF OUR TEACHERS TO DRIVE AROUND THE BLOCK. FOR THE SAFETY OF OUR STUDENTS, PLEASE HEED TO THEIR REQUEST.

Early Dismissal:

On the first Friday of every month and the third Wednesday of most months (see school calendar), the school will dismiss at 1:00 PM. This early closure allows for important scheduled Principal and faculty/staff meetings and professional development. We ask that parents refrain from picking up children before 1:00 pm. Students not picked up by 1:15 PM will be sent to Aftercare.

Other:

If a child is to go home early due to illness or other urgent reason, the parent must report to the school office and sign the student out. School office personnel will release the child from the class. If an early dismissal is foreseen, a written note stating the reason for early dismissal must accompany the child on the given school day. Medical, dental, or other appointments should be made during after school hours so as not to interrupt your child's academic progress. **Early dismissal ends at 2:40 p.m. Parents arriving after 2:40 pm may not go to the office requesting early release.**

Visitors:

All visitors **MUST** first report to the school office and obtain a **“Visitor Pass”**. No one is permitted to visit the classrooms during school hours unless it has been cleared by the principal or teacher. In order to maximize our educational efforts, classroom instruction is not to be interrupted. Office personnel forwards all messages or deliveries to the students.

Recess Policy:

Students in grades K-5 enjoy a 15 minute recess period as per their schedule. In addition all students may participate in *Conscious Discipline* “Brain Breaks” throughout the day at the discretion of the teachers.

Change of Address/Telephone Number:

It is extremely important that parents make office staff aware of any changes in their home address, home telephone number, work telephone number, cellular phone number and email address. The school should be able to reach a parent and/or guardian at all times. Please send any and all changes to the Technology Director at:
bhiggins@stpatrickmiamibeach.com

Search and Seizure Policy:

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

Use of Office Telephones and Cell Phones:

Telephone calls by students are allowed only in an emergency and at the discretion of the teacher, Administration or a member of the office staff. If a parent needs to send a message to a child, the parent must call the school office at (305)534-4616. Messages are delivered to the students during class hours only in case of an emergency. Students are not permitted to telephone home for homework, forgotten articles, or to make play and/or social dates. **NO CELL PHONES ARE PERMITTED DURING SCHOOL HOURS.** Cell phones may be confiscated if used during school hours. First offense, parents must pick up phone after school. Second offense, phone may not be returned until the end of the school year.

Lost and Found:

Lost and found bins are located in the auditorium, aftercare room and in the gym. These bins will contain items found on the grounds of the school. On a periodic basis, an attempt is made to return articles with the owner's name. Students and parents are encouraged to look in the bins for misplaced or lost items. Articles not claimed at the end of each quarter are given away to a charitable organization. The school is not responsible for lost or unclaimed items. **PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME, INCLUDING LUNCH BOXES.**

Parking Policies:

The Tower Parking Lot is available to St. Patrick parents needing to conduct business in the school. Please do not park in streets adjacent to the school building, as many locations are no parking zones and may interfere with the flow of traffic. A crossing guard is available each morning and afternoon to assist you in your safe crossing from the Tower Parking Lot to the school grounds. **DO NOT** park on 39th street, it is a loading zone for preschool students. Parking on 39th street and on the east side of Garden Avenue may result in a parking violation or towing.

Safety and Security:

To further assure the safety of our children, the school has installed a security system at all entrances to the school. The morning entrance door located on Garden Avenue is unlocked during arrival time. If you need to get into the school at any time after 7:50 a.m., please use the entrance on 39th street by the school office. All visitors must report to the office for a **“VISITOR PASS”**.

Drills:

Our students' safety is of primary importance. Periodically, fire, lockdown, bomb, and tornado drills are practiced to ensure that the children know exactly how to proceed safely. When practicing drills, students are expected to stop work immediately and follow the indicated rules and procedures in a quiet and orderly manner. Failure to follow these rules and take these drills seriously may result in further disciplinary action.

Medication:

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 not be delegated to school personnel except under unusual circumstances. 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 medicine on campus, and only under the following guidelines:

1. An “Authorization for Medication” form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and the dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

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 is at school events, on or off school campus, or on social media or other public forums. 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.

We welcome parents' involvement in school and encourage an active participation in your child's academic experience. We do however ask that you read the following recommendations to help create a harmonious environment for all involved:

1. All parents and visitors must report to the office to sign in and receive a visitor's pass. Upon completion of school business, parents and visitors must sign out and return their visitor's pass.
2. If there is a problem or concern, the school asks that the teacher is addressed directly before making an appointment with administration. At no time should a parent come into the classroom without making an appointment.
3. All meetings will be conducted in a designated area. In order to maintain a safe environment conducive to learning, hallways must be clear and quiet at all times.
4. Please check the parent portal on a regular basis to stay abreast of student progress and important school events.
5. Teachers do not give grades; student **EARN** their grades. If a mistake is made on the school's behalf, it will be corrected. Otherwise, grades are non-negotiable.
6. Please review and return the Friday Communication Envelope/Folder.
7. Please notify the school immediately of any changes of address, phone number, or emergency contact.
8. Do not allow your child to bring large sums of money or valuable articles to school. The school is not responsible for them.
9. When sending money or a check to school, seal it, and place your child's full name, grade, purpose, and amount on the outside. The school encourages the use of the mailbox on the 39th Street entrance.
10. Mark all clothing, backpacks, and lunch boxes with your child's name and grade.
11. Please contact the school with any comments, questions, and/or concerns.
12. You must complete the **VIRTUS** training and be **FINGERPRINTED** if you plan to volunteer in classrooms or chaperone school field trips.

What is Conscious Discipline?



“Life-changing” is the most common phrase educators use to describe the impact Conscious Discipline® has had on their lives. Conscious Discipline® elicits this response because it utilizes the unique approach of increasing the social-emotional skills of adults first. The adults then feel empowered to use everyday conflicts to teach children life skills. Conscious Discipline® has no separate curriculum or “boxed” management system. Instead, the children are the curriculum. Conscious Discipline® provides a comprehensive social-emotional program that is based on current brain research, child development information and developmentally appropriate practices. All aspects of Conscious Discipline® focus on creating a safe environment for children to learn and practice the skills needed for healthy social, emotional and academic development.

Research shows that Conscious Discipline®:

- Decreases aggression
- Increases academic achievement
- Decreases impulsivity and hyperactivity in “difficult” children
- Creates a positive school climate
- Increases teaching time

At the core of Conscious Discipline® are “teaching moments.” Many programs require special teaching times in which academic learning pauses while a specific social-emotional skill is taught. Instead, Conscious Discipline® provides social-emotional learning in context, an approach widely recognized as the most effective way for the brain to internalize learning. Conscious Discipline® provides educators with the social-emotional skill set to seize the teaching moments children regularly offer in classrooms, corridors and playgrounds. When one child pinches another because he’s in her seat, the teacher intervenes on the spot by modeling a socially appropriate response for the entire class. (A consequence-type response may follow after the teaching, as necessary and appropriate.)

In this way, Conscious Discipline® uses daily conflict to teach and model the following skills and values:

Skill Taught	Resulting Value
Anger management	Integrity
Helpfulness	Interdependence
Assertiveness	Respect
Impulse Control	Empowerment
Cooperation	Diversity
Empathy	Compassion
Problem Solving	Responsibility

Conscious Discipline® is a lifelong journey, not a technique. It is an educational process of helping adults and children become aware of their internal states, their actions and the consequences of their choices. Conscious Discipline® is for those who feel that reward-based approaches fall short of creating children with intrinsic motivation and self-control. It is a program for teachers and administrators who are ready to transform competitive environments into caring school families, troubled children into participating class members and empower all children to become compassionate, eager learners.

For more information visit:

www.ConsciousDiscipline.com

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Rules of Conduct

Dress Code:

Students are expected to present themselves in a neat and clean manner at all times. Students are to be in their complete uniform (ONLY SUNSHINE WEAR ITEMS, INCLUDING SWEATERS AND JACKETS) while on school grounds. All students are required to wear regulation **black** or **brown** shoes (Oxford, Sperry, Penney Loafer, Mary Janes (for girls). Tennis shoes/sneakers may be worn only during physical education class. **Haircuts for boys and girls are to be appropriate for school and are subject to approval by the administration. Length of boys' hair is to be above the collar and trimmed around the ear (may NOT cover the entire ear) at all times.**

Girls:

Dresses (grades K-2) and Skorts (grades 3-8 only) must be at knee length. Skorts are not to be rolled up at the waist. **White socks must cover the ankles.** A belt must be worn when wearing the regulation uniform pants/capris, or shorts (grades K-8). Shirts must be tucked in at all times. **Make-up and nail polish are not permitted.** Clear nail polish is acceptable. NO ACRYLIC NAILS. A chain with a simple medal or crucifix, small ring, one watch, one pair of small earrings (**no other body piercings**), and/or a medical alert bracelet are acceptable. No other jewelry is acceptable.

Boys:

“Low rider” style pants are not permitted. All boys MUST wear a belt with regulation pants or shorts (grades K-8). Shirts must be tucked in at all times. Boys are not permitted to wear earrings and/or have piercings, but may wear a chain with a small medal or crucifix, small ring, watch or medical alert bracelet. No other jewelry is accepted.

When a questionable situation exists, the Administration reserves the right to determine what constitutes proper dress code and the Administrators decision is final.

Uniforms MUST be purchased from:

Sunshine Wear
16345 NW 57th Ave
Miami Lakes, FL 33014
Telephone: (305) 521-9166
Toll Free: (844) 419-0100
Fax: (305) 749-6638

P.E. Uniforms:

On Physical Education (PE) days, students in kindergarten through grade fifth will be allowed to wear their PE uniforms to school. All other students will change into their PE uniforms during the school day. A small sports bag is recommended for grades six through eight to carry their PE uniforms to the gymnasium. PE uniforms are also purchased at Sunshine Wear. Students not dressed in appropriate uniform will be considered “out of uniform” and will be graded as such.

Cold Weather:

During the cold weather months, (generally November – February) only on mornings when the temperature is 69 degrees or colder, the following cold weather dress code may be followed:

1. Students **MUST** wear a St. Patrick uniform jacket, sweater, or sweatshirt/sweatpants. This is the only outerwear allowed for students on cold days.
2. Girls may wear beige, white or black tights or uniform slacks. Corduroy pants or khaki jeans are not acceptable.

PLAN AHEAD FOR COLD WEATHER AND PURCHASE THESE ITEMS EARLY.

Out of Uniform:

It is understood that there may be extenuating circumstance that may prevent a student from being in proper school uniform. Should this occur, the student **MUST** bring a note from a parent/guardian. A reasonable period of time will be given to rectify the problem.

Three or more **UNIFORM VIOLATIONS** per quarter, may result in a detention and/or drop a student’s corresponding Active Learner Traits.

Dress Code for Special Events:

On occasion, the school may host a special event or play where participating students are dressed in clothing other than the school uniform. We expect parents to provide guidance in the type of clothing that is worn. It is important that the attire be appropriate to a Christian and to the event or situation designated for the day.

Harassment and Discrimination Policy:

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.

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. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. A school may conduct random searches as set forth in this handbook.

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 has 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.

St. Patrick Parish School
3700 Garden Avenue
Miami Beach, FL 33140

BULLYING COMPLAINT REPORT FORM

Name of Student: _____ Grade: _____
Today's Date: _____ Names of Accused: _____
Address: _____ Date of Incident: _____
Telephone #: _____

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempts you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary.)

Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

Name of Complainant: _____

Signature of Complainant: _____

Date: _____

Weapons Policy:

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from 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 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 the 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 informal 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.

Cheating/Plagiarism:

Cheating is a form of stealing. It is taking work or thoughts from another. Anyone caught plagiarizing, copying homework, class work, exams, or giving such materials to other students, may receive a “59” (the lowest possible grade) to be averaged into the applicable subject area, regardless of the assignment. At the teacher’s discretion, a student may be given the opportunity to make-up the work.

Stealing, Vandalism, Inappropriate Language, Smoking:

The following offenses are severe and require immediate referral to Administration:

1. Indecent and/or morally offensive materials, behavior, or language.
2. Defiance towards authority.
3. Smoking or having tobacco.
4. Stealing.
5. Forging signatures.
6. Destruction or defacing of school property.
7. Leaving school grounds during school hours without permission.

Disciplinary Procedures

Student Conduct:

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Teachers shall help develop student responsibility and self-control with the anticipation that students follow these “expected behaviors.”

Consequences

The ideal discipline within Catholic education and *Conscious Discipline* is to enable students to move from extremely imposed discipline to a self-controlled, responsible behavior. We make an effort to concentrate on the positive and reinforce good behavior. According to their level of maturity, students are expected to take responsibility for their personal behavior and when necessary, accept the natural consequences of unacceptable behavior.

Detention:

Detention is a consequence for inappropriate behavior. It is given to students in grades three through eight who fail to follow the general “expected behaviors” at St. Patrick Parish School. These detentions are supervised by a member of the faculty. Its purpose is to alert the student to matters that pertain to his/her personal development. Detentions must be served on the assigned date. Therefore, parents need to plan accordingly. If a student cannot serve a detention on the assigned date, a note must be presented to the principal for approval and to reschedule. We expect parents to be cooperative in dealing with any behavioral problems that may arise, and we expect parents to communicate to their children expectations of proper conduct.

Grades 3-8:

- After a student has accumulated three detentions, the fourth offense may result in an indoor suspension. (See “Indoor Suspension” heading.)
- On the fifth offense, the student may be placed on probation and serve an outdoor suspension. (See “Probation” heading.)

Grades K-2:

After receiving adequate warning from the teacher, students in grades K – 2 who fail to follow the general “expected behaviors” of the school will be given a consequence (i.e. morning detention, lunch with administration, removal from special events, etc.). If students continue to exhibit inappropriate behavior, parents will be required to meet with Administration and the classroom teacher.

In School Suspension:

Students are not allowed to attend the regular class schedule. Students are assigned to a supervising teacher who “adopts” the student for the day. The students are expected to complete all regular class assignments for that day and any additional assignment(s) given by the teacher(s). Students are responsible for obtaining missed information and/or homework assignments for that day.

Probation:

Continued defiance of rules and regulations of the school may lead to probation. A student may be put on probation by the Administration in the event that general rules and regulations are not followed.

- After four weeks of probation, a student’s behavior will be reviewed and Administration determines if a student can be removed from probation.
- Any offense during a probationary period may lead to an outdoor suspension.
- If a student is placed on probation a second time during the school year, the student is placed on permanent probation. An offense during a permanent probation period leads to review by the Archdiocesan Superintendent of Schools for possible expulsion.

The school may withhold re-admission to anyone who has consistently violated school regulations.

Suspension/Expulsion:

The following offenses are severe and require immediate referral to Administration and may lead to suspension or expulsion:

- Indecent and/or morally offensive materials (including Internet), behavior, or language. Any form of sexual, verbal, physical or visual harassment.
- Use, consumption, or possession of alcoholic beverages or drugs.
- Assault, battery, or threat of force or violence directed toward any school personnel or pupil.
- Destruction or defacing of school property.
- Weapons of any kind or objects that can cause bodily harm.
- Leaving school grounds during school hours without permission.
- Failure to uphold the law at all levels: Federal, State, and Local.

The Administration has the final recourse in all disciplinary situations and reserves the right to change a specific policy or rule within this handbook at his/her discretion.

School Facilities

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 discomforting 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 Twitter, Instagram, Snapchat, Facebook and any other social media platform.** 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.

Guidance Office

A school counselor promotes educational success by supporting the development of academic skills, interpersonal skills, and self-understanding. School counselors also educate students in decision making, problem solving, goal setting, and self-esteem.

Counselor may receive referrals from administration, teachers, parents, and students. Referrals (for individual counseling) from administration and teachers must be documented in the designated "referral form" which includes background information on the child and a list of observable concerns. This is necessary prior to any intervention from the counselor. After personal session(s), the counselor will document the details of the meeting(s) and its progress. Administration, teachers, and parents will be informed when necessary through telephone, meetings, conferences, or emails.

Media Center

The school Media Center provides children, teachers, and families with access to a wide variety of materials including quality literature, research instruction, access in the use of technology and online resources.

The St. Patrick School media center will continue to serve as a catalyst for learning and support the curricular needs of students and staff through both text and media. The collection will reflect the cultural diversity of our student body in an increasingly culturally diverse society. The students will be afforded the tools and research skills to enrich their intellectual and spiritual lives.

Students in K-8 are allowed to check out books. Number of books and length of checkout varies according to the grade level. Students who do not return their books on time may automatically begin accumulating a fine of 10 cents a day. Holidays and weekends do not count. Books that are damaged or lost may have to be paid in full.

Lockers

Middle school grades have lockers in the hallway. Students must provide their own combination lock should they wish to keep their personal items secured. Locks with keys are not permitted. Students placing locks on their locker door **MUST** provide the homeroom teacher with the combination. This is warranted in the event that a student “forgets” their locker combination or if a student is absent and books are to be sent home. **The Administration reserves the right to hold unannounced locker checks.**

Lockers and cubbies must be kept neat and clean at all times. Food should be removed daily. Students are allowed to use their lockers/cubbies each morning during homeroom, at lunch, and at dismissal. Learning and adhering to the daily schedule and keeping organized are critical. Students are not allowed to leave a classroom to obtain forgotten items. **A student may lose locker privileges if they do not follow the above stated guidelines.**

School Facilities and Grounds

Each student is urged to take pride in the school and its surroundings. Marking walls, destroying property, purposely breaking things and theft are forbidden. Students involved in this type of action may be responsible for any expenses incurred and risk suspension or expulsion.

Food may be eaten in the classroom only on rainy days or during a school approved special celebration.

Use of School Facilities

The use of the church, school gym, and Barry Hall buildings are for the exclusive use of school and church functions. Included functions are: CCD, RCIA, school plays and fairs, sports events, Prayer and Life Workshops, Bible Study for Adults, Grupo de Oracion, Cursillo, Emmaus, and Baptism class.

Groups that are not Parish based must meet with the Pastor for approval.

Lunch

The school has a hot lunch program provided by “The Green Napkin” catering. This program offers a varied, nutritional, organic, and kid-friendly menu to our students. You may contact the school office for additional information. This is the **ONLY** food vendor permitted.

Students who are not on the hot lunch program should bring their lunch with them in the morning. Forgotten lunches may be delivered to the school office with the child’s name and grade clearly indicated. **Commercial lunches are not permitted as well as candy, soda, and other high sugar/low nutritional value foods.** Students are provided with a half hour for lunch daily.

Community Outreach

St. Patrick Parish School is an active participant in the Miami Beach community. Programs sponsored by the Kiwanis Club of Miami Beach and the local police and fire departments allow for interaction with the community. School news and events are made available to the community through the weekly church bulletin, the Parish and Office of Catholic Education websites, the “Neighbors” section of the Miami Herald, and miscellaneous Catholic publications.

St. Patrick School also serves the Miami-Dade County community through its involvement with the St. Vincent de Paul Society, Corpus Christi Parish CCD Program, Camillus House, the Respect Life Foundation among others.

School Athletics, Organizations and Extracurricular Activities

Fundraising

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. Students are not allowed to sell for personal profit any items to other students.

Fieldtrips

Permission slips are required any time your child leaves the school property for a school-related field trip or athletic event. This form must be signed in advance by the parent. Please understand our refusal to let a child participate if the permission slip is not on file. Telephone permission is not acceptable.

School uniform should be worn unless the nature of the trip requires other appropriate attire to be determined by the administration/teacher.

Students who do not exhibit appropriate behavior may be kept from participating in field trips.

Since a fieldtrip is a learning experience, the time spent is considered a normal school day. Students who do not participate must report to school. Small groups of students participating in club sponsored trips are responsible for academic class work and homework assigned the day of the trip. It is the responsibility of the student to collect the assignment from the teacher and complete the missed work immediately.

ANY PARENT SERVING AS CHAPERONE ON A SCHOOL FIELD TRIP MUST HAVE A "PROCESSED" FINGERPRINT CARD AND VIRTUS TRAINING ON FILE IN THE SCHOOL OFFICE. YOU CAN GET FINGERPRINTED THROUGH THE DIOCESE. VIRTUS TRAINING IS OFFERED EVERY YEAR AT OUR SCHOOL.

THE OFFICE OF CATHOLIC SCHOOLS PROHIBITS SCHOOL SPONSORED "OVERNIGHT" FIELDTRIPS FOR STUDENTS IN GRADES K-8.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

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 attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. 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: **(insert)**

1. **School Clubs:** Jr. National Honor Society, Student Council, Homework Club
2. **Major School Activities:** Choir, Strings, Piano, Chess, Dance, Karate, Soccer
3. **Dances:** Annual 8th Grade Dance, Faculty Hosted Student Dances
4. **Athletics:** Girls and Boys Basketball (JV and Varsity), Girls Volleyball, Cheerleading (JV and Varsity), intramural softball, kickball, flag football and volleyball.

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.

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.

Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

1. School Clubs: Homework Club, Chess Club, Running Club
2. Major School Activities: Just Dance, Robotics, Karate
3. Dances: Any after-hours sponsored school dance
4. Athletics: Basketball, volleyball, flag football, kickball

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.**

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.

Athletic Program

St. Patrick Basketball and Volleyball team sports are offered to both girls and boys interested in playing. These teams may travel to compete with other schools within the radius of our school. In addition, intramural softball, flag football, kickball, and volleyball are also open for students in grades 3-8.

While sports are considered to be an important part of the school's curriculum, they are integrated into the school's academic program. **The following guidelines must be followed for students to participate:**

1. Students must have the permission of his/her parent to be eligible to play in any sport that is sponsored by the school. Students must also complete and submit an Archdiocesan Medical Release Form prior to playing in any sport.
2. Students should meet a 70 or better cumulative average in order to participate in these activities. (Exceptions will require approval from the principal.)
3. Failure to meet academic standards may result in a student being placed on probation from the team.
4. Students may be removed from the sport if there is no improvement in their academic performance.
5. Students must abide by the rules and regulations of the sport in which they participate.
6. Students that are absent from school **MAY NOT** be allowed to participate in any sport that afternoon.

Additional Policies

Student Records

Emergency Contact Information:

Parents are required to complete and sign an Emergency Information/Health Form. Parents must provide a full disclosure of a child's medical problems or concerns.

In case of accidental injury, every practical effort is made to contact a parent. If the school cannot reach a parent or the contacts on the Emergency Form, an ambulance or paramedic is called if necessary. Until the arrival of a parent or medical personnel, the principal, or in the absence of the principal, a teacher or the school secretary makes all the necessary decisions about the care of the child. The student's parent/guardian is expected to assume responsibility of any resultant expense.

For the safety and well being of your child, information regarding any chronic illness (asthma, allergies, diabetes, etc.) which might require attention during the school hours should be on file in the school office.

Students are released only to individuals listed on the Emergency Information and Pick-up Form unless the school is properly notified that someone else is picking up the student. That other person must report to the school office and produce identification before the child is released to that person's care.

It is extremely important that the Emergency Information/Health form prepared be kept up to date with regard to changes in emergency telephone numbers and other pertinent information.

Immunization Records:

The Archdiocese requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has 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.

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.

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

Financial Policies

Tuition and Fees:

Enrollment Fees: Payable at the time of Registration.

- REGISTRATION FEE \$250.00 per student
- TESTING FEE (new enrollment only) \$ 50.00 per student
- SCHOOL EXPANSION FUND \$1,000.00 per family
((\$500.00 due at registration & \$500 in December of the first calendar year.)

THESE FEES ARE ALL NON-REFUNDABLE

Tuition: *includes fees for testing, books, miscellaneous supplies, and iPad (as applicable)*

Kinder – 5th Grade: \$9,500.00 per child

Grade 6: \$10,350.00 per child

Grade 7: \$9,550.00 per child

Grade 8: \$9,610.00 per child

Multi-child discount as follows:

Two children enrolled in the school: \$500.00 reduction per child

Three children enrolled in the school: \$500.00 reduction per child

Four children enrolled in the school: \$750.00 reduction per child

Active parishioners of the Church who participate in the faith life of the parish by giving fully of their time, talent and treasure and by regularly attending Sunday Mass and Holy Days of Obligation are eligible for a discretionary tuition reduction by the Pastor.

Student Withdrawal:

1. Parents who wish to withdraw their children from the school must notify the school **in Writing** (complete an “Exit Interview Form), at least one week before the withdrawal date.
2. Student records are forwarded (by mail) upon receipt of a written request from the admitting school. Transcripts are **not** released if accounts are delinquent.
3. All library books and textbooks must be returned.
4. All fees including registration fee, testing fee, and school expansion fee are non-refundable.

Late Payments/Uncollected Funds:

All tuition accounts are managed by **FACTS**. Parents can make payments and/or deposits, as well as view account history on their preferred mobile device. **FACTS** offers 24/7 in-house customer service to fit the busy lives of families. Parents can sign up to receive payment reminders via email or text message. Parents are able to pay in virtually any way imaginable.

In cases where a family is delinquent in paying tuition, the administration of St. Patrick School may refuse to allow the child to sit for tests, in which case the child may earn an **INCOMPLETE grade (“I”) for that marking period. Report Cards may be withheld from any student with a delinquent account.*

Financial Obligations:

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.

Child Protective Investigations:

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. 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 discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Testifying in Divorce or 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 of 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 legal guardian.

Use of Photos:

The school reserves the right to use student or parent photos in any school publication and on the school's website and/or social media. Any parent who does not wish 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. **Parents, by executing this acknowledgement of the 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 photo.**

Governmental Investigations:

The school will cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of a criminal investigation. Unless directed by an investigator or law enforcement officer to the contrary, the school will attempt to notify the parents of any student sought to be interviewed in the course of the criminal investigation on the school premises. The school will attempt to have a representative present during such an interview where it is possible and permissible.

Child Protective Investigations

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.

Home and School Association:

The purpose of the Home and School Association is to bring a feeling of unity between the families of St. Patrick Parish School and to support the school through:

- Promoting better communication between parents and staff.
- Sponsoring events for the enrichment of students and parents.
- Raising funds to improve school facilities and enhance education programs.

All school parents and faculty are members of the Home and School Association. Meetings are scheduled twice per year and are mandatory for all families.

The Angel Points Program was introduced in the 2015-2016 school year. This program emphasizes the importance of parent involvement and volunteerism in the school. It invites all families to contribute 20 hours of service each school year. The parent has been instrumental in promoting positive relationships between school and home. All families are required to register in order to stay abreast of all school events. For more information, please contact angelpoints@stpatrickmiamibeach.com

Academic Enhancement Committee

The purpose of the Academic Excellence Committee (AEC) is to promote academic excellence in St. Patrick School by reviewing current policies and programs and introducing new programs that serve to enhance the educational experience of the students.

The committee is comprised of parents, administrators and faculty members of St. Patrick School. It is a voluntary committee, wherein members are nominated by a current member of the committee and/or faculty. The AEC meets on the second Tuesday of every month starting in September and ending in May. The meetings are held on campus from 3:30 - 5:30 p.m. *All members are expected to attend at least 80% of the meetings.* In addition, members are expected to meet with their sub-committees between meetings to further discuss ongoing projects and to explore new initiatives. **Commitment** is vital to the continued success of the Academic Excellence Committee.

Within the AEC, there are five subcommittees:

**Catholic Identity
Technology
Marketing**

**Curriculum
The Arts**

You may submit recommendations and suggestions via email to:
aec@stpatrickmiamibeach.com

After School Care:

For the convenience of our families who are unable to pick up their children at dismissal, St. Patrick Parish School offers an After School Care Program to all students in Kindergarten through Grade 8. Students remain safely on campus after dismissal and remain under supervision of the staff at St. Patrick Parish School.

SCHEDULE

The program runs daily from 3:15 PM to 5:30 PM. On the first Friday of every month (Early Dismissal) the program runs from 1:15 PM – 5:30 PM.

After School Care is not provided on legal holidays, Thanksgiving vacation, Christmas vacation, Easter vacation, or summer vacation.

DISCIPLINE

Students in the After School Care Program continue to be a part of the student body of St. Patrick Parish School and must continue to follow the rules and regulations and “expected” behavior of our school. Any child who consistently misbehaves, is uncooperative, or fails to comply by the rules, may be dismissed from the program.

Each student is required to keep his/her area clean before leaving the After Care Program.

FEES AND BILLING

All fees are billed the first week of the month for the previous month of care. St. Patrick School provides a courtesy period for students who are picked up late. At 3:10 PM students are considered part of the After Care Program and a charge of \$5.00 is applied. This includes students who require occasional care, daily care, late pick-ups, or Homework Jam.

Invoices are considered delinquent after the 15th of the month. Penalty fees are listed in the After Care Program “Tuition Contract”. Report cards are withheld from anyone with a delinquent account. If account becomes 60 days delinquent, after care services will not be available until account is paid in full.

RELEASE PROCEDURES

Students in the After School Care Program are assembled in the school auditorium at dismissal and then walked over to Barry Hall. Please remember that children will only be released to you or the authorized person on file. Parents must sign out on the appropriate sheet and notify a staff member that the child is leaving with you. Please do not call out to your child and ask him/her to gather his/her things and leave the gated area without following procedures. Each child is expected to clean up his/her toys or area prior to leaving the grounds.

ELECTRONIC ACKNOWLEDGEMENTS

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

St. Patrick School 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 Student Name)

(Grade)