



Sts. Peter & Paul
Catholic School
Discipleship · Scholarship · Excellence

Parent-Student Handbook

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INDEX

SECTION I

Mission	4
Admissions	6
Arrival and Dismissal	11
Communication	12
Parental Rights in Case of Separation	12
Health	13
Church Community	14
Curriculum and Instruction	14
Private Tutoring, Coaching or Lessons	17
Conduct and Discipline	17
Technology Use	19
Dress Code... ..	21
Lunch.....	22
School-Sponsored Activities	22
Visitors and Volunteers	25
Lost and Found.....	25
Class Celebrations	26
Home and School Association and School Advisory Council	26

SECTION II-SPECIFIC POLICIES

Anti-Bullying.....	26
Harassment and Discrimination.....	27
Smoking/Vaping	27
Sexting	28
Transportation Arrangements	28
School-Sponsored Events	28

Threats of Violence.....	28
Weapons Policy	29
Drug and Alcohol Policy.....	29
Search and Seizure.....	29
Public Display of Affection	29
Use of Photos	30
Fundraising.....	30
Community Service Activities	30
Child Protective Investigations.....	30
Testifying in Divorce or Custody Proceedings	30
Section 504-Policy Statement.....	31
Notification of Rights Under FERPA.....	31
Electronic Acknowledgements.....	32
School Policy and Principal’s Right to Amend	32
APPENDIX: Parent-Student Handbook Acknowledgement Form	33
ADDENDUM: Early Childhood Education Handbook/ Acknowledgement Form.....	

Introduction to Handbook

We are blessed and honored to welcome you as a valued member of Sts. Peter and Paul Catholic 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.

Mission

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

Statement of Philosophy

The fundamental objective underlying the educational process at Sts. Peter and Paul Catholic School is the development of the whole child. To achieve this goal, we have designed an educational program in which the spiritual, social, emotional, physical and intellectual capabilities of the students are nurtured, developed and challenged. We recognize the parents as the primary educators of their children, and in cooperation with them, we strive to help each child grow. Our mutual endeavor represents the cornerstone of an ongoing educational process culminating in academic excellence. As members of a Catholic community, we convey to our students the knowledge of the Gospel according to the teachings of Jesus Christ. We provide them direction to grow in faith, acquire skills and develop the values necessary to undertake the labors encountered along the worthy path of a Christian. Our instruction is permeated with a spirit of love and prayer where the acknowledgment of all humanity, regardless of race, creed or culture, plays a basic and supreme role within the learning process. Thus, the students grow spiritually in an atmosphere where justice and peace are fostered and where generous service to the community is encouraged.

Vision Statement

To teach doctrine and moral values as the foundation on which the entire life of the students is built

To create a challenging environment which fosters academic excellence so that every student may be able to attain the maximum level of potential

To create an environment where parents and teachers work in partnership for the development of the children

To adapt the current trends to our curriculum and instruction in accordance with the philosophy of the school

To develop and encourage an awareness of the needs of others and to respond by rendering service to the community at large

To encourage and develop respect, appreciation and understanding for the individuality and rights of others

To develop culturally oriented person who recognize beauty and appreciate music, art and literature

To enable students to acquire basic skills and knowledge through a sequential curriculum in all areas of learning

To develop an awareness and appreciation for the realization that God has gifted each individual in different way.

Foundational Statements

We Believe that:

Every student is a unique child of God capable of learning.

Learning takes place in a safe and healthy environment that reflects values of faith, hope, love, charity and justice, regardless of race, creed or culture.

Education should be equitable within our community of faith.

Student learning is a priority and using different teaching methods give an opportunity for learning success to occur.

A myriad of activities is offered in order to meet the diverse needs of the students.

Parents are the primary educators of their children and they and teachers work in partnership for the education of the students.

Every student is encouraged to use technology as a way of life in our multifaceted society.

Ongoing program evaluation is essential for the improvement of the curriculum in order to develop a sound sequential educational program.

Statement of Objectives

To form spiritually mature individuals educated and acting on Christian Catholic principles

To develop in the students an awareness and appreciation for the realization that God has gifted each individual in different ways

To teach the students doctrine and moral values

To create a challenging environment which fosters academic excellence so that every student may be able to attain his/her potential

To create an environment where parents and teachers work in partnership for the benefit of the children

To adapt the current curriculum trends in accordance with the philosophy of the school

To enable students to acquire basic skills and knowledge through a sequential plan of studies in all areas of the curriculum

To develop and encourage an awareness in the students of the needs of others and for them to respond by rendering service to the community at large

To encourage and develop in the student's respect, appreciation and understanding for the individuality and the rights of others

To develop culturally oriented persons who recognize beauty and appreciate music, art and literature

To develop responsible citizens who cultivate democratic living by realizing their civic and moral obligations and who recognize the value of cultures that differ from their own

To develop well-adjusted individuals who act in accordance to their age, social background and mental ability

To develop healthy individuals of sound mind and body who value personal hygiene, physical activity, safety rules and sportsmanship

To encourage the students to use technology as a way of life in our multi-cultural, global society

Sts. Peter and Paul Graduates:

A Sts. Peter and Paul graduate at graduation is:

Empowered spiritually and academically

Enriched to live the Gospel message

Enabled to convey the teachings of the Roman catholic church

Equipped to face the challenges of the 21st century: academically, religiously, spiritually, socially, and physically

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.

Acceptance for Registration

Given the mission of the school as an agent of Catholic Christian formation, the school may accept those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. In matters of admission and registration, the decisions of the local pastor/ principal are final.

Admission is based on the following requirements:

The parents/guardians desire a Catholic education for their children.

The parents and children will cooperate with and uphold all school regulations.

The parents/guardian will pay the stated annual tuition and fees.

The parents will cooperate with the Staff in supervising the home study of the children and foster in their children a respect for all persons and property.

All new students entering SPP are placed on Academic and Disciplinary Probation for the school year. Students will be evaluated on a monthly basis or as determined by the school Principal. Those students who have not shown cooperation in either area may be asked to leave SPP.

Students accepted into PK3 and PK4 must be toilet-trained before acceptance.

Procedure for Registration

- Applications are available on the school website Pre-Kindergarten through 8th grade
- Successful completion and performance on pre-admission exam (completion of exam does not guarantee admission)
Registration packet link will be sent to the primary parent or guardian.
- Completed registration packets with the following documentation should be returned to the office before the deadline given: Birth Certificate
- Baptismal Certificate (if applicable)
- First Communion Certificate (if applicable) Student Health Certificate & Immunization records Copy of last Report Card
- Copy of Standardized Test results
Physical examination form
- A medical report indicating that the child has been immunized against diphtheria, polio, tetanus, 2 doses of measles vaccine and German measles. All booster shots are required.
- To enter seventh grade all students will need the Hepatitis B Series (this takes 6 months to complete).
Registration fee on FACTS payment system

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.

Age Requirements

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

Registration Fee

The registration fee is payable at the time of registration. Registration of the child at SPP is not complete without payment of the registration fee. A child cannot be placed on any class list until registration is complete. The registration fee must be paid by March 15th. The registration fee is non-refundable under any circumstances. The child may not be allowed to class if this fee is not paid.

Re-Registration

Re-registration forms for the next school year are sent to the primary email between December and February. These registration forms and FACTS registration payment must be completed and returned to the school by the designated date. Any forms not received by the designated date may be considered as openings for the next school year and the vacancies may be filled from the waiting list. Students who have disciplinary or financial pending items, will not receive re-registration forms for the upcoming school year until all expectations are met by the Parent/Guardian. In some instances, a required conference with the Administration may be required to re-enroll the student.

Transfers

When transferring from SPP, parents should:

Notify the Teacher(s) and Registrar at least two days in advance so records and forms can be obtained and completed.

Return all technology, library books and textbooks.

Submit a Transcript Request Form to the school office.

Transcripts and References to Other Schools

The school will provide, as a courtesy to the students, ONE set of references and a transcript to the high school of his/her choice (for eighth graders or students transferring to another school). Any additional requests for these items will incur a charge of \$15.00. This charge will help to defray the cost of preparing additional transcripts.

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 administratively withdraw the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

School Hours

Main Office 8:00am-4:00pm (Closed during School Masses, Arrival and 30 minutes before Dismissal)

PreK-3, PreK-4, Kindergarten 8:00am to 2:45pm 1st – 8th Grade 8:00am to 3:00pm

Early Release Days 8:00am to 12:00pm (Lunch is NOT served.)

Beforecare Program 6:45am-7:30am

Aftercare Program 3:30pm-6:00pm

Attendance Requirements

The state of Florida provides by law for compulsory attendance by all children between the ages of 5 and 16 years. When a student has been absent, the school requires a written excuse using the SPP Attendance Letter from the parent or guardian, or a doctor's note on their letterhead must be submitted within 2 days of the child's return to school to be considered for excusal. Administration reviews letters for excused absences, tardies and early releases to determine approval, if the absence from school is to be recorded as excused or unexcused. Sts. Peter and Paul Catholic School may report truancy to the Department of Children and Families when there is an extended absence without written explanation from the parent. A student who is absent from school for more than 20 days in a school year may not be promoted to the next grade unless the Principal grants an exception and determines a way in which the student may receive additional instruction. It is the responsibility of the parent and student to obtain missed work due to an absence. Teachers do not provide make-up work without a formal request for excused absences from school. The student will have one day from every missed day of school to complete the work with excused absences. Generally, students are allowed to make up missed work when an absence is Excused, whereas work may not be made up for absences that are Unexcused. Students arriving after the bell, but before 11:00 am are marked tardy. Students arriving after 11:15 am, are marked as absent. Students leaving before dismissal are marked "early release." Students leaving before 11:15 are considered absent as well. Please be reminded that Scholarships may be impacted due to a child's absences from school. Excessive absences from school will be required to attend a conference to develop an Action Plan with Administration and may not be re-registered for the upcoming school year. Generally accepted excuses for absence, tardiness or early release:

- Illness of the student
- A confirmed family emergency
- A confirmed court appearance
- Participation in an approved school-sponsored activity (requires written permission from the principal)
- Death in the immediate family
- Internal or external suspension from school
- Consultation/interview with civil authorities

Generally accepted non-excused absence, tardiness or early release:

- Vacation/Family Trips
- Babysitting/care for younger siblings
- Personal services
- Attendance at local non-school sponsored events
- Non-school events (e.g. athletics, arts, etc.)

A student who accumulates 20 unexcused absences to a class should have grades withheld pending implementation of appropriate interventional strategies or remediation. Such strategies can include such measures as required Summer School, additional assignments, retention in grade, etc. These would require the approval of the principal, and in some instances, approval of the Superintendent. The teacher will not provide make-up work for the student when the absence, tardy or early release from class is unexcused. If a student is suspended, it is the student's responsibility to obtain makeup and schedule missed assessments with their teacher(s)

All homerooms are to be open to students at 7:30am. All students are late if not inside homeroom once the 8am bell has rung. Panther Country News begins at 8am. During PCN, ALL in the building are to participate despite location and must be attentive to news and announcements.

Tardiness

Excessive tardiness, as deemed by the principal, may result in Saturday detention. Students are expected to arrive at school on time every day. When a student is tardy, entering through the pedestrian gate after 8am bell has rung, the parent **MUST** bring the student to the reception office for a late slip. It is the responsibility of the parents to have the children seated in class by 8:00am every day. Parents may be contacted by the Administration when the student is consistently tardy. Other disciplinary action may be incurred at the Administration's discretion. Should a child be tardy to school while the Main Office is closed, for example, during School Mass, the parent must wait until the Main Office reopens to properly sign the child into school in the Main Office. Students cannot be dropped off at Church.

Early Release

While it is important that students are at school the entire day, if the student must be dismissed early, please use the buzzing gate for the main office to facilitate the dismissal. Please schedule any appointments after school hours, but as situations may arise, please know that after 2:15pm early dismissal will no longer be allowed. Once the school opens the gates for regular dismissal, all students must remain in their class until they are called to go home for the day. All students must be dismissed early through the Main Office after adhering to the sign-out procedure and displaying the designated placard or providing ID for verification. Only individuals listed on the emergency contact form will be permitted to sign out the student(s).

Once the student is dismissed from school, including Aftercare, the student is not allowed to return or stay on school grounds unattended. The Archdiocese of Miami mandates this policy for the safety of the student and insurance reasons. The school expects the cooperation and understanding of all parents in this matter in order to keep students safe and protected.

The Principal may approve an Early Release for students in school-sponsored activities that deem one due to location. The Early Release in these cases is NOT approved for siblings of the students participating.

Arrival and Dismissal

All students are required to have a book to read in their backpacks at all times. SPP arrival/dismissal times are silent reading times for all students. The school offers 2 entries for arrival. Parents/Guardians can make the carline or use the Parent Walk-Up gate which opens at 7:30am, when supervision begins on campus for students, and closes at 8:00 a.m. If using the carline, please be sure to adhere to Staff directions, have your child ready to exit the vehicle on the passenger side and adhere to the 5 mph speed limit. Please do not store backpacks in your trunk.. Students may exit their vehicles on their own as there may not necessarily be a staff member for each car unloading. We ask that parents do not exit their vehicle at any time and children sit on the passenger side for dropoff. If the Parent Walk-Up gate is chosen, please be sure to be mindful of signage, hydrants, driveways and our neighbors. Please do not have your child get out of the vehicle on a moving lane of traffic as this poses a safety concern for your child and others. The pedestrian gate closes promptly at 8:00 am daily. Please review the Arrival/Dismissal detailed Guidelines found on our website for further specific details on our Arrival and Dismissal times at SPP.

Carline and Parent Walk-Up are the dismissal options at SPP. Please adhere to Staff directions to ensure you are in the correct pick-up lane for your dismissal (2:45pm or 3:00pm). Placards must be displayed on the right side of the dashboard of the vehicle until you exit our campus. This allows staff to easily view for data entry and student dismissal. At the Parent Walk-Up gate, we ask that you hold up your placard for staff to easily see for data entry for your child's dismissal. Should the placard not be present at dismissal, please understand that the child will not be dismissed until once dismissal of our carline has concluded, the school opens the gate for Main Office dismissal and after ID has been verified with the child's Emergency Card.

All families will be provided placards at Orientation after acknowledging the Liability forms. Additional placards can be purchased by the Parent/Guardian for a minimal fee by submitting order through info@stpeter-paul.org. \$5 per placard sheet will be charged through FACTS. Pictures of placards or IDs are not acceptable for dismissal of any child from SPP.

Students who bike or skate to school, must wear a helmet and enter through the Parent Walk-Up gate. Bicycles, skateboards and helmets must be stationed on the school rack until the students have been called for dismissal. Students may not ride them until they exit the property.

Dismissal of all Athletes not registered for the Aftercare Program is through the Parking Lot gate by their Coach. Placards must be presented for dismissal at such time.

Cleaning of Classroom/Cleaning Crew

The cleaning people are bonded and not authorized to open classrooms for any purpose other than cleaning. They may not open classrooms for students who have forgotten something in their rooms, nor may they open the rooms for parents.

Cancellation or Emergency Closures of School

If school must be cancelled due to dangerous weather or some other emergency, SPP will follow the lead of the Miami-Dade County Public Schools. Parents are to monitor the local news broadcasts for bulletins from Miami-Dade County or the Archdiocese of Miami. Reopening of school is a decision to be made locally by the pastor and or the school principal. In the event of a sudden emergency during the school day, parents will be contacted, via mass emails, text messages or direct telephone calls. Depending on the emergency, SPP will utilize the most safe and proper communication mean(s).

Emergency Information

At the beginning of each year, parents fill out an emergency contact card for each student they have enrolled in SPP. Cards/forms are kept on file in the school office. If the student has a serious health problem or condition, it must be noted on the card. It is important that the information on these cards be correct, up-to-date, and easy to read. In an emergency situation, the school must have the proper information in order to respond properly. The completed form is due no later than the first day of the school year. It is a parent's responsibility to maintain updated information on the card throughout the school year.

Communication Code of Professional Communication

All communication should be reflective of the Catholic mission of SPP. All members of the school community must be treated with respect and dignity. When conflicts arise, communications must be directed towards seeking a constructive solution to the conflict. Concerns and questions should be addressed first at the lowest, most appropriate level. If the concern or question is not resolved, it may be taken to the next level of communication/authority.

Sts. Peter and Paul Catholic School will strive to keep up with technology and will be posting announcements on its website and PowerSchool Messenger. A weekly monthly calendar informs upcoming events at SPP.

If you need to speak to a teacher or staff member, please email the teacher or staff member or call the school office to schedule an appointment. If you have a concern involving a teacher, please speak to the teacher first, before requesting an appointment with the principal.

The school office will relay EMERGENCY messages to the students and will call parents in the case of an emergency. It is the student's responsibility to come to school prepared. Telephone calls or delivered for forgotten items (example: lunches, supplies, homework, gym clothes, projects, clothing for after school, sport uniform, etc.) will not be permitted. Students who did not bring lunch at arrival will be provided lunch from Maschio's Inc., our Café Vendor and billed accordingly. At SPP, we value instructional time and strive to protect it at all times, therefore we appreciate your support in minimizing disruptions for all our learners and teachers.

Conferences

Conferences are requested as needed during the school year by the parent and/or faculty member. Faculty members are always available to discuss pupil progress with the parent. However, we ask that parents make arrangements in person or contact the faculty member directly through the school email account.

Spontaneous conferences are not permitted. At no time are parents to present themselves to a Staff member during school hours; this includes the time after the first bell in the morning or at lunch or during dismissal. Conferences will be scheduled by the faculty and or administration via email or written request. There is a 24 hour waiting period for the staff member to respond to a parent email communication regarding scheduling a conference and/or other issue. No Cell phones are permitted during the conference. Teachers are required to complete conference documentation with signatures from individuals in attendance. Parents/Guardians must present ID when arriving for a Conference and be screened as a Visitor in the Main Office.

Parental Rights in Case of Separation

Sts. Peter and Paul Catholic School, in accordance with Florida Statute 61.13 (3) may make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school.

School Text Messaging/Telephone Calls

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

Health

Communicable Diseases and Related Items

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs may resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Immunizations

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed in Florida and who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

Medication Guidelines

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

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

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents

hereby release the school, the 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 those health care interventions that are beyond minor adjustments.

Allergy Policy

All allergies must be listed in Emergency Cards that are part of the registration and beginning of the school year forms. Sts. Peter and Paul is a nut-free school. Please do not bring treats or lunches to school that contain nuts or tree nuts. This includes but is not limited to peanut butter sandwiches, cookies containing nuts, chocolate with peanut butter, hazelnut chocolate, etc. Under no circumstance can parents or teachers distribute edible goodies or treats that contain nuts. NO pets are permitted on school grounds at any time. Issues with allergies and safety prohibit any pets on campus.

Clinic

Parents will be contacted to pick up students who are sick and must sign the early dismissal register in the reception area. It is important that each student have an up-to-date emergency contact card.

Injuries/Accidents

All accidents or injuries occurring on school grounds are reported immediately to the staff on duty or to the school office. Parents will be contacted if the seriousness of the injury so warrants. An injury report will be completed for documentation and sent home with the student.

Insurance

The Archdiocese of Miami requires in-school insurance for all students. The cost for this is included in the book and activity fee. Students are covered during school hours through this insurance. 24-hour insurance may be purchased as an option at parent's cost.

Church Community

The Christian formulation SPP provides its students is what sets the school apart from other educational institutions. Sts. Peter and Paul is a Catholic school, sponsored by the Catholic Church, and religion is taught from the Catholic perspective. Non-Catholic students are not required to practice in the Catholic religion or to assume beliefs different from their own religions; however, they are required to attend Mass or other religious functions and to follow the procedures at Mass. The sacramental classes, third grade and eighth grade, receive the Sacraments in the course of a school year. There are fees assessed for students receiving their Sacraments at SPP during enrollment in our school. Fees are assessed through FACTS.

Students and their parents, particularly in the sacramental classes, are asked to attend Mass at Sts. Peter and Paul. Parents are welcome to attend any Church celebration. 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 8:00am each school day, there is a school-wide prayer and pledge of allegiance. Each class begins with a prayer or moment of spiritual reflection. School Masses are usually held a minimum of twice per month. All students are required to attend and participate in school Masses. The Sacrament of Reconciliation will be held school-wide, usually 2 to 3 times a year. During the school year, various religious programs including class Masses, Stations of the Cross, May Crowning, Rosary, Para liturgical services and Sacramental Retreats may supplement the religious program.

Curriculum

Sts. Peter and Paul Catholic School adhering to the curriculum of the Archdiocese of Miami includes instruction in the following major subjects: Religion, Social Studies, Language Arts, Reading, Mathematics, and Science. The minor subjects are: Art, Music, Physical Education, and Spanish. Lessons and grading are standards-based in our classes.

Sts. Peter and Paul School uses a standards-based reporting system for Pre-Kindergarten and Kindergarten that is defined by the OCS.

Students in Pre-Kindergarten and Kindergarten do not receive a percentage grade. The student will be evaluated on a performance scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

- 4 Proficient in meeting grade level standards
- 3 Progressing in meeting grade level standards
- 2 Development in meeting grade level standards
- 1 Emerging in the development of grade level standards

Effort and Conduct scores are also utilized on the Kindergarten report card using the following scale:

- 4 Exemplary
- 3 Consistent
- 2 Inconsistent
- 1 Needs Support

Grades in grades 1-2 are determined using the following scale:

- E Excellent Progress
- G Good Progress
- S Satisfactory Progress
- N Needs Improvement
- U Unsatisfactory Progress

Effort and Conduct should be measured by:

- 4 Exemplary
- 3 Consistent
- 2 Inconsistent
- 1 Needs Support

Percentage-based grades are used for grades 3-8 based upon the following scale:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 or lower*

Effort and Conduct should be measured by:

- 4 Exemplary
- 3 Consistent
- 2 Inconsistent
- 1 Needs Support

Sts. Peter and Paul School recognizes students with high grades through naming them to the Honor Roll. Students are named to the Honor Roll on a quarterly basis. Only students in middle school (grades 6-8) are eligible to be listed on Honor Roll.

The following criteria to determine Honor Roll:

- Principal's List: 95–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.
- First Honors: 90–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.
- Second Honors: 85–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.

Grades on PowerSchool Portal

PowerSchool is a web-based tool that is utilized by students, teachers, parents and guests in various ways. It serves as our school community website and offers parents and students the ability to track progress and take charge of their academics. Parents and students will be issued an access login and a temporary password. Parents and students are required to utilize this tracking tool to closely monitor academic progress.

Homework

Homework is an essential part of each child's educational program. It provides a means of reinforcing lessons taught in school and teaching necessary skill of independent study. It helps to promote good study habits and encourages students to share classroom experiences with parents. Homework is given at the discretion of the teacher. Parents are responsible for checking the agenda (lower grades) and PowerSchool Portal regularly. Agendas are \$5 and fees are assessed in August for all enrolled students via FACTS.

Other reasons for homework:

To build interest in reading and learning.

To increase learning in all areas of development.

To establish self-discipline, independent study skills, and organizational/time management skills.

To encourage parent awareness of student learning.

To make up work due to an absence.

To provide an opportunity to pursue special interest of other areas.

To expand and/or enrich regular class work.

The following chart suggests a minimum amount of time children should spend on homework daily. At times, homework may increase or decrease at the discretion of the Teacher, Pastor and/or Principal.

Recommended times:

Grade PK: 20 minutes Grades K-1: 30 minutes Grades 2-3: 45-60 minutes

Grades 4-5: 60-90 minutes

Grade 6-8: 75-120 minutes

Note: These times do not reflect the additional 30 minutes that are to be devoted to reading. These times are a guide and are based on the average child's ability, level of concentration and undistracted time for doing homework. A child who does not

complete classwork in class may have to complete classwork in addition to homework. Agendas are implemented to support students in their organizational habits and are to be utilized for recording homework, reminders, updates and other important notes for home.

Excused absence: Teacher will give the parent/student the makeup work and date all work is due.

Unexcused absence: This is at the discretion of the teacher. Teacher is not required to give make up work, test, or other assignment for any student with an “unexcused absence”.

Students should have a quiet, well-lit place to study, seated at a table or desk, undistracted by television, radio, stereo, etc.

Homework should be done at about the same time each day. If the child finishes the assigned tasks before the end of the study time, please see that he/she has a book to read or research questions to investigate. Homework must be turned in when the teacher stipulates unless an illness or emergency prevents this. Such a situation should be rare, but if it does occur, a note signed by the parent must be sent to the teacher. Also, if a student has difficulty and is unable to do an assignment, a note signed by the parent must be sent to the teacher.

Retention/Summer School

A student who does not meet a final passing grade (60 or higher) in any core subject (Reading, Language Arts, Mathematics) in any grade may be retained. Summer School attendance may be required or strongly recommended for any student scoring a final grade of “D” (60-69) in any core subject (Religion, Reading, Language Arts, Mathematics, Science and Social Studies). In addition to these areas, students should also have a proficiency in the following subjects: Music, Art, Spanish, and Physical Education.

Also, a student who accrues more than twenty (20) unexcused absence days per year may not be promoted to the next grade pending satisfactory fulfillment of summer school requirements or may be requested to transfer unless the principal grants an exception and decides how the student may complete additional instruction. Final decision regarding student promotion and retention is the responsibility of the Principal in conjunction with the OCS.

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.

Conduct and Discipline

Sts. Peter and Paul is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

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

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

In the event that a student has violated any component of this handbook or their classroom rules and expectations, the following progression of discipline may be adhered to: 1) Infraction Form, 2) Reflection, 3) Detention, 4) Administrative Referral, 5) Parent/Student Conference, 7) Possible Withdrawal from SPP. Please understand that the severity of the behavior, as deemed by the Administration, may bypass one or more of the action steps noted above.

Sts. Peter and Paul Catholic School strives to create a strong sense of community and assist students with relationships and how they interact with and treat one another. All children must work at being open to others and accepting and tolerant of others. Hopefully, the students of SPP may recognize the uniqueness of others and learn that differences enrich us. Community is that sense of belonging and the living by a common set of behavioral standards.

Discipline is maintained when students work cooperatively toward the attainment of classroom and school objectives. However, it should be noted that the interest of the school extends beyond the school day; that is, home and school are to be reinforcing each other in values. In the event that a parent/guardian does not return the discipline forms signed to staff administering them the day after, the student will not be able to participate in any extracurricular activities, until the form(s) are returned and/or a Parent/Student/Staff Conference is scheduled at a time determined by Staff. If forwarded, this may also escalate discipline action administered by the school. Signing a Disciplinary Form does not mean you as a Parent/Guardian agree with it, but rather that you have received and acknowledged your child received it. Not returning forms to the school, will not allow your child to participate in any extracurricular, school-sponsored activities until the Parent/Guardian demonstrates support and partnership by doing so. Should the child have a Detention pending to be served, the same applies. The child will not be able to participate in any school-sponsored extracurricular activity.

The following acts will be regarded in varying degrees as minor and major infractions requiring disciplinary action. Please note this list is not all encompassing and at the discretion of Administration may be updated as needed.

1. Use of inappropriate and/or obscene language, inflammatory statements, verbal threats either to an authority or another student- either spoken or written. This includes any and all formats, such as notes to other students, yearbooks, etc.
2. Lack of proper uniform. Including logos on socks, length of socks, lack of belts in required grades, etc.
3. Unacceptable lunchtime behavior; Unacceptable behavior walking to and from different locations on campus.
4. Improper touching of another student.
5. Theft – unauthorized possession of the property of another person without the consent of the owner.
6. Vandalism – willful or malicious destruction and/or damage of school and church property.
7. Fighting – hostile physical encounter by two or more individuals. Consequences will be given to all parties involved, regardless of who initiated the conflict.
8. Forging of signatures and cheating of all kinds. Acts of dishonesty, plagiarism and or copyright violations,
9. Defiance of school personnel's authority –refusal to comply with a reasonable request.
10. Any disruption of the learning environment on or off campus.
11. Leaving school grounds during regular school hours or during any school sponsored activity without permission.
12. Carrying, displaying or using any tobacco products.
13. Taking part in physical act of sexual nature, engaging in sexual harassment, or offending others by indecent exposure.

14. Chewing gum on school or parish grounds.
15. Loitering during school hours (bathrooms, PE changing rooms, social hall, school grounds, etc.) and when school is not in session (after dismissal or teachers workdays).
16. The student is considered a student of the school at all times. A student who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials. The principal reserves the right to determine the appropriate disciplinary measure to be taken. In the case of any infraction which is deemed to endanger physically or morally the student or any other student or adult at the school, the pastor and/or principal reserve the right to bypass all “disciplinary steps” as outlined above and suspend or expel said student.
17. Articles Prohibited in School -Only those items needed for classroom use should be brought to school. Personal belongings such as radios, iPods, air pods, iWatch or iWatch type devices, fit bit-type devices, cell phones, CD’s, toys, video games, electronic devices, personal cameras, fidget spinner or others such devices, are NOT permitted in school.

Students who do not adhere to this policy risk having the item taken from them and not returned until the end of the school year. Teachers may grant permission to bring personal items for a particular project.

Continuous disruptive behavior – committing a combination of any of the above-listed violations that interferes with the rights of other students to receive an education.

Student- Athletes will not be able to participate if they receive a referral for a time period determined by the Athletic Department and/or Administration of the school. If the student continues any inappropriate behavior they will be removed from the team and any fees assessed will not be refundable.

Detention

The administration and/or staff may assign a detention to students for violation of any school’s expectation. Parents will be informed in writing and/or via email and will be asked to sign the detention notice. Students absent on the detention day will have a “detention make-up day”, at the discretion of the staff member proctoring the detention. Failure to comply with a detention may result in a suspension from school and/or extracurricular activities. The location and time of detention will be determined at the discretion of the Pastor/or Principal.

Detention “Day/Time” is at the discretion of the Principal or principal delegate for the Detention.

Technology Use

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) 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.
 - f. The use of SmartGlasses (or equivalent devices) is not allowed on school premises without the permission of the administration.
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;
 - 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 and social media (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, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, 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 administrative withdrawal.

General Dress Code Regulations

Girls:

1. No girl will wear her skirt shorter than 2 inches above the knee. If worn shorter the parent will be called to pick up the child. Girls may not roll the waistbands of their skirts or shorts.
2. No girl may wear make-up, nail polish or unnatural nails.
3. Only single post/stud earrings with traditional backing are acceptable. No trendy or hoop earrings are permitted.
4. Only one single piercing in each ear lobe is allowed. No additional piercing allowed on the ear or any other body part.
5. No costume jewelry of any kind.
6. No Bracelets or anklets allowed at any time.
7. Only a crucifix may be worn on a thin chain around the neck under the uniform blouse. No trendy or personalized necklace will be permitted. Large or thick chain, rings or bracelets are not allowed. No wooden or rope type necklace are allowed.
8. No hair dye/highlights of any type are acceptable. A student's natural hair is the only one permitted. Hair must be clearly combed neatly at all times.
9. No tattoos of any type permanent or not are allowed. No writing on our bodies or on our clothing is permitted. No stickers may be worn on the face. Should there be a blemish to conceal, a Band-Aid or gauze is permitted. Simple and regular style watches are allowed in middle school only (NO WATCHES for PK-3rd grades) No cartoon characters, loud neon color. Watch must be black/dark gray with only regular functionality. Watch may not have any technology used for texting/GPS/ etc.
10. No Airtag, SMART APPLE or GPS type watches are allowed in any grade (I Watch or other similar devices)
11. No Fit Band or any style of calorie/step counter is allowed.

Boys:

1. Only a crucifix or religious symbol may be worn on a thin chain around the neck under the uniform shirt. No trendy or personalized necklace will be permitted. Large or thick chain, rings or bracelets are not allowed. No wooden or rope type necklace are allowed.
2. Earrings, large or thick chains or bracelets/anklets are not allowed.
3. Boys' hair must be neatly groomed and not touch the collar or eyebrows or hang over ears. Trendy hairstyles are not permitted. Students will comb hair properly in a style which is befitting to our school identity. No mohawk nor shaved heads permitted. No braids may be worn.
4. Boys' trouser length will not pass the top of the shoe heel. In other words, pants will not be dragging or touching the floor or be above the ankle.
5. No hair dye of any type is acceptable.
6. No tattoos of any type permanent or not are allowed. No writing on our bodies or on our clothing is permitted.
7. Simple and regular style watches are allowed in middle school only (NO WATCHES for PK through 5th grades) No loud colors/ only dark gray/black. Watch may not have any technology used for texting/GPS/ etc.
8. No Airtags, SMART APPLE or GPS type watches are allowed in any grade (I Watch or other similar devices)
9. No Fit Band or any style of calorie/step counter is allowed.

Dress Down Days/ Special Events

Out-of-uniform days are meant to be a pleasant break for everyone (students, staff, and administration) while still maintaining a safe environment that is conducive to learning. In order to meet these criteria we will be strictly enforcing the following dress code: Shirts must be in good taste, muscle shirts and shirts promoting/endorsing rock bands, alcohol, and/or other inappropriate pictures/ phrases; tobacco are never appropriate at school. Shirts must be long enough to be tucked in and remain tucked in during the school day. Shirts must have sleeves--tank, midriff tops, halter tops, spaghetti straps, cut out or see through or sleeveless are not permitted. In addition, t-shirts must not display any political messages or graphics that might be offensive. The administration and staff reserve the right to monitor and determine if the attire is not proper for the SPP community and learning environment. The student will be sent home to change.

Shoes: Only dress-up closed shoes and/or sneakers are permitted. No open toes or beach-type footwear of any kind is permitted. No croc-type shoes permitted. Shoes must be worn properly at all times while on campus.

Shorts/ Bermuda: Not allowed. Legging, jeggings or skinny jeans type pants are not allowed.

Skirt / Dresses: No shorter than above the knee, no open sides above the knee.

Pants and Jeans: Must remain above the hipbones. No ripped or torn pants/jeans. Capri-pants are not allowed.

Jewelry and Make-up: The usual school policy is in effect.

School Lunches

A lunch program is provided daily for a fee by Maschio's Inc. Information can be found on our school website. Students may bring their own lunch or parents may buy the lunch served by the catering company in advance. No lunches/snacks may be brought to the office to be delivered. We expect the same high standards of behavior during lunch time as during any other time of the school day. Acceptable behavior and good manners in the cafeteria are all part of our educational process. Chewing gum is NOT allowed at any time on our campus. Students are expected to clean their lunch areas.

Reheating or preparation of food brought from home will not be handled by the staff. It is the responsibility of parents to see that students have lunch prepaid or at arrival each day. Students that do not have lunch will be provided an alternate meal. The school office does not extend credit to students. Students are not permitted to share food, nor purchase food from

each other.

Participation in School Athletics or Organizations

The school recognizes the following co-curricular and extra-curricular activities (including official athletics activities and school dances):

1. School Clubs: Journalism, Safety Patrols, Student Activities Council, National Junior Honor Society and others that may offered at the discretion of the Principal or Pastor.
2. Major School Activities: Harvest Fest, Field Day, Red Ribbon Week, Catholic Schools Week, Stations of the Cross, Christmas Shows, Spring Shows, Sports Awards, Academic Fairs and Events, and Dances. These and other activities may change on a yearly basis at the discretion of the Principal or Pastor.
3. Athletics: All FCC approved Sports may be offered.

Parents acknowledge that participation in these co-curricular and extra-curricular activities 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 athletic activity, 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 co-curricular or extra-curricular activities, including all athletics activities and school dances.

The school is not responsible for student participation in any co-curricular and extra-curricular activities 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.

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity.

Athletics

It must be understood that all students that try out for a team will not necessarily make the team.

Parents are not allowed to attend tryouts.

Administration/Athletic Directors/Sponsors will normally not discuss tryout results with parents.

No student may stay to watch a home game unless accompanied by an adult. For a student to be eligible to participate in a team, the following criteria must be met:

1. Complete a physical evaluation and medical clearance from a licensed medical professional.
2. Complete all parent training, applications, and waivers.
3. The student must have a "C" or above average in every subject area.
4. Students will be closely monitored for appropriate behavior.
5. Payment of all fees associated with the sports program.
6. Once a student participates in a tryout and is noted on the roster, they are committed to the Team, this includes payment of the Athletic Fee, which may range from \$160-\$200 per sport. Should the student drop from the Team, they are not permitted to tryout for any other Sport for the current academic year.
7. Athletic Fees are non-refundable and are posted to FACTS as soon as students make a Team.

Extracurricular Activities

All activities involving students of SPP are offered to enhance the religious, academic, social, and physical growth of students, recognizing their special heritage as children of God. All participants are expected to accept responsibility for their actions so that they may learn the value of accountability as an aid in their personal development. Students who do not exhibit a responsible attitude may be deprived of involvement in activities.

Procedures regarding accountability are as follows:

A. Academic

1. Any student athlete who receives an Insufficient Progress Report grade or a Progress Report or Report Card indicating a grade of "D" or "F," which amounts to an average of "69" or below in any subject will become an inactive member. If a student is deemed ineligible, it is the student's responsibility on a bimonthly basis to show their updated grades to the Athletic Director/Sponsor.
2. Effective immediately, an inactive member may not participate or attend any meetings, practices, games, or competitions for two full weeks, beginning Monday and ending the second Friday.
3. If at the end of the second week (Friday), the student athlete has improved his/her grade, he/she will be reinstated to active status.
4. If no improvement is shown at the end of the second week (Friday), the student athlete will remain inactive until his/her average improves to "70" or above.
5. If there is a practice, game or competition over the weekend, and the student athlete didn't receive reinstatement at the end of the week (Friday), he/she will not be permitted to participate or attend that weekend activity. All suspensions and reinstatements should channel through the Athletic Directors/Sponsors, so that communication between all Staff is effective.

B. Personal Discipline

1. Staff may inform the Athletic Director/Sponsor of a serious discipline problem.
2. A decision concerning disciplinary steps to be taken will be made jointly by the Administration and Staff.

C. Disciplinary steps include:

1. a student may be deprived of participation in the program for 1 game.
2. Reinstatement in the program will be at the discretion of the administration, teacher(s)/Sponsor and Athletic Director.
3. A student who exhibits a lack of self-discipline over a period of time may be permanently dismissed.
4. Inappropriate conduct during an event may result in disciplinary action.

D. Participation Rules

1. Students with excessive tardiness and/or absences as deemed by the principal may not be allowed to participate in extracurricular programs for a specific amount of time.
2. Any student who arrives after 9:00am or is early released, without Administrative prior approval, may not be permitted to participate in that day's practice or game. Regulations regarding preparation for games are as follows: (The observation of these regulations is a matter of self-discipline). Practices begin at 3:30pm.
3. Away games which necessitate traveling a distance require permission from the principal for an early dismissal. In these very rare cases, time for dismissal may be announced to parents and school.
4. Sports practice/tryouts are over at 5:00pm, unless otherwise communicated by the Coach. Coaches may not remain

after practice to take care of students. Please be here before the end time.

5. If it is impossible for you to make arrangements to pick up your children on time, then it would be in the child's best interest if you did not enroll him/her in the Athletic Programs.

Significant conduct-related incidents that occur at games may be reported to the CAL Moderator. Such incidents may include, but not limited to, the following actions when committed by any participant in an athletic event (e.g. coaches, athletes, spectators, official, etc.): Physical fights, use of racist/antisemitic/bias-related comments, ejection by officials, physical or verbal threats, presence or use of weapons, sexual activity, hospitalization, significant other life safety issues, etc.

Field Trips

Field trips which are educational in nature supplement instruction, and are, therefore, desirable, and worthwhile. Requirements:

1. Signed parental permission slip and payment through Facts must be submitted to the students Teacher and via Facts prior to the day of the trip.
2. Transportation to and from field trips may only be allowed on approved school buses or as communicated by the school.
3. School Mass uniform (6-8), regular uniform (PK-5) should be worn unless the nature of the trip requires other appropriate attire. Attire may be decided by the teacher and communicated by school staff.
4. Good personal behavior (students who do not exhibit appropriate classroom behavior may not be permitted on field trips).
5. No siblings allowed. Since a field trip is a learning experience, the time spent is considered a normal school day. Students who do not participate must report to school.
6. If and when additional Chaperones are needed for Field Trips, Room Parents do not necessarily have priority to be selected as Chaperones. The opportunity is open to all parents in the class who are eligible.

Volunteer Requirements

Your presence on campus and during activities or events makes you a volunteer! All volunteers in School or/and Church activities must be:

Fingerprinted by the Archdiocese of Miami (Please visit our website for instructions).

VIRTUS trained, and account kept active with monthly bulletins (Go to www.virtus.org to choose session site and date and bring Certificate of completion to the school office.)

The principal may ask any volunteer to discontinue their service based upon any factor that is not discriminatory. We ask volunteers to refrain from using cell phones and air pods during their volunteering to ensure everyone's safety and to dress appropriately. As a volunteer you are expected to model our Catholic mission and values and adhere to Staff directives as well.

Visitors and Volunteer

All visitors and volunteers are required to report to the Main Office area, to sign in and obtain a Visitor's Pass. If it is necessary to deliver an item to a child, such as medication and eyeglasses, it must be dropped off/administered in the Main Office. It is extremely important that classroom activities be interrupted as seldom as possible. At no time should a parent disrupt a classroom during the school day.

Service is at the heart of who we are as Catholics and families of our community. Parents of students enrolled at SPP are expected to fulfill 20 volunteer hours each school year (August-June). A total of 20 hours minimum are expected per

family, with 5 of those hours served at our Parish Festival. Please log into your VIRTUS accounts to determine your status and remain current with your VIRTUS bulletins as well as fingerprint clearance. Up to 10 hours can be donated by contributing to the items the school has requested, adhering to the Stewardship Donation Form. Parents who attend an SPP Emmaus Retreat during the school year with us, may earn 10 hours.

Lost and Found

Parents are requested to mark articles of clothing and lunch boxes with students' names. Articles found are placed in the Lost and Found, located in the Main office. Articles not claimed after 14 days may be given to a charitable organization. Students can visit the area at arrival and lunch. Parents can visit the area between 8:30am-9:30am. Sts. Peter and Paul Catholic School does not assume responsibility for any missing item left on campus by a student, parent, visitor, and/or family member. All articles left in the classroom or lockers at the end of the year may be disposed of monthly.

Classroom Celebrations

Celebrations should have minimal impact on instruction. The Administration must approve and the Main Office must be informed of celebrations going on at all times. Staff and Parents need to be cognizant of food allergies and no home cooked goods can be shared or eaten. Students are recognized by their HR teacher for their birthday, however, no birthday celebrations or guests with snacks and goody bags are permitted on campus. Birthday invitations are not distributed by Staff or during the school day.

Home School Association/School Advisory Council

The Home School Association and the School Advisory Council are the official organizations of the school to provide help and support for parents and teachers. Meetings are held at the school throughout the year. Our SPP HSA is established for the purpose of building community and generating support. HSA does not discuss parent concerns, school policies or personnel issues. The School Advisory Council is involved in assisting the school in fundraising, planning functions to foster school spirit and promoting activities to improve the school. The School Advisory Council serves to advise the Pastor and Principal and to act as a forum for parents to raise questions and voice opinions.

SECTION II-SPECIFIC POLICIES

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, administrative withdrawal, 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.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Harassment and Discrimination

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

Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine

dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

Sexting

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

Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based rideshare transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

School-Sponsored Events

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

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

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

Safety in Private Spaces

Sts. Peter and Paul Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision may be considered a part of the school's code of student conduct.

Threats of Violence

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. Reporting to law enforcement;
3. 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 administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

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 administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

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

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

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

Search and Seizure Policy

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

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, student 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 administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Use of Photos

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

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

Video Surveillance

Sts. Peter and Paul Catholic School uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

Fundraising

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

Community Service Activities

Community service activities are not school activities and Sts. Peter and Paul Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Sts. Peter and Paul Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred while performing these services in the community. Students perform these services at their

own risk.

Intellectual Property Protections

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks of Sts. Peter and Paul Catholic School are valuable property of the School. These marks are used to identify the School, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name, logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

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).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abuserreporting@theadom.org.

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.

Parental Custody Agreements and Court Proceedings

Sts. Peter and Paul Catholic School is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

A. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

B. Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

- Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.
- Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:
 - o “Take sides,” “verify compliance,” or determine which parent is “supposed” to have the child on a given day;
 - o Refuse a child’s release to a parent based on an alleged schedule violation;
 - o Serve as intermediaries, messengers, or “record-keepers” for family court matters; or
 - o Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.
- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

C. School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

1. Equal parental access absent restriction. Unless the school has on file a current, valid court order that restricts a parent’s contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.
2. Verification and safety procedures still apply. All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).
3. Authorized pickup procedures. For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school’s authorized pickup permissions), and consistent with any court order on file. The school’s safety protocols are not an enforcement mechanism for timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school’s authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).
4. The school is not responsible for “holding” a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent’s day it is.
5. High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

D. Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent’s contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents’ responsibility to inform the school of the address(es) where student records should be sent.

E. Testifying in Divorce or Custody Proceedings

In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. A violation of this policy will constitute a breach of the parental cooperation requirement.

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

F. Conduct Expectations and Campus Safety

Sts. Peter and Paul Catholic School expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

Section 504 – Policy Statement

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

The school's designated 504 Coordinator and contact information are as follows: Dr. LaTonya WhiteJaclyn Don Caceres, 305-762-1269/1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. Jaclyn Don Caceres, Associate Superintendent

Office of Catholic Schools

Archdiocese of Miami

9401 Biscayne Blvd

Miami Shores, FL 33138

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

Notification of Rights under FERPA

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

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

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

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

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

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

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

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

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

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

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

Confidentiality Statement

School officials, including teachers, administrators and other paraprofessionals in the performance of their duties will have

access to student educational records. Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

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 acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

Parental Cooperation

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

School Policy and Principal’s Right to Amend

Any student action that is not in keeping with the philosophy/objective of Sts. Peter and Paul Catholic School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. The Principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.



APPENDIX: Parent-Student Handbook Acknowledgement Form

2026-2027

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)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Date)

(Grade)