



# 2018-2019 Student & Parent Handbook

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*Miami Shores Presbyterian Church Elementary School does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.*

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**MISSION STATEMENT**

To offer a Christ inspired educational experience where academic excellence is nurtured and students are treasured and respected.

**VISION STATEMENT**

We believe, all children are unique in the eyes of God; therefore our vision is to promote Spiritual knowledge, develop emotional knowledge and cultivate life readiness.

Promote Spiritual Knowledge by:

- appreciating the diversity of God’s creation
- embracing the beauty of the world
- participating in Christ inspired experiences

Develop Emotional Knowledge by:

- realizing we are part of a greater whole
- demonstrating respectful attitudes and behaviors
- understanding we gain strength and stamina by the grace of the Spirit

Cultivate Life Readiness by:

- seeing the importance of education
- experiencing continual learning and self-reflection
- gaining knowledge and skills for success

**MSPCS GOALS:**

1. To create an awareness of who Christ is and to lay a foundation for a personal relationship with Him.
2. To provide a program of instruction that will foster student inquiry, critical thinking, and reflection in their pursuit of being a life-long learner.
3. To seek all opportunities to integrate the arts, physical education, music, visual arts, foreign language, and social emotional learning within the core classroom curriculum.
4. To grow the MSPCS family through participation in area activities, advertisement and positive word of mouth to increase enrollment.
5. To address and ultimately remove financial barriers to MSPCS.

# STUDENTS

## CODE OF CONDUCT & DISCIPLINE

*\*See Addendum #01*

### GENERAL GUIDELINES

- Each class develops their own student appropriate guidelines.

#### PRESCHOOL

Philosophy Statement: We believe in guidance and discipline, rather than punishment.

Guidance and discipline are positive ways to help a child develop self-control and confidence handling their needs in a socially acceptable way. This is an on-going process, not a single act. We are here to teach and guide each child to learn the skills to manage their own behavior.

- **Guidance & Discipline Techniques Used by Our Staff:**

- Offer a stimulating, organized, well equipped, and well-designed classroom to avoid problems.
  - Set rules with the children at the beginning of the school year.
  - Set clear limits and be consistent.
  - Redirect whenever possible.
  - Include the children in the problem solving process.
  - Model socially acceptable behavior and manners along with positive reinforcement and acknowledgement of good behavior.
  - Remove the child from the area, discuss the improper behavior, what a better choice would be next time.
  - If a child hurts another child, the teacher will attend to the injured child first. The students involved in the incident will be interviewed and consequences will be given as deemed necessary – parents will be informed.
- If continued misbehavior is seen a phone call from the teaching may occur. If misbehavior continues, then a call from the Head of School. Implementation of strategies to correct behavior may include, but are not limited to:
    - Observation of the child by the parent, director and/or other qualified professionals.
    - Reinforcing classroom rules with the entire class - Teachable moments.

- Recommendation of an evaluation by a behavioral therapist.
  - Conference with parents, teachers and director, to discuss goals, implementation of goals, and measuring progress.
  - Follow-up meetings (face to face or phone) to discuss progress.
  - Using the many resources and techniques we have available. Trying different techniques can take time.
- Staff may not use any form of corporal punishment or ridiculing a child or their family.
- Parents' Role in the Guidance Process:
    - Share any relevant information with the teachers to help understand any underlying issues.
    - Be open when the teacher and give notification of a concern or if a continuing pattern of misbehavior is observed.
    - Follow through on any recommendations made by the staff including evaluation by a behavioral therapist. Contact should be made within two weeks of a recommendation.
    - Work as a team with staff to provide consistency in expectations and help the child understand what behavior is acceptable and not acceptable.
- Child's Role in the Guidance Process:
    - The children will be involved in creating the class expectations.
    - The children will have a reasonable opportunity to resolve their own conflict before a teacher steps in.
    - The children will have an opportunity to make an effort to change any unacceptable behavior.
    - The children will be asked to reflect on what they can do to make their peer feel better.
- Student Discharge: After attempts have been made to meet the individual needs of the child, any child that has demonstrated inability to benefit from the type of care offered by our school, or whose presence is detrimental to the group, or whose negative actions/misbehavior continues, shall be discharged from the school.

## **ELEMENTARY**

Philosophy Statement: MSPCS believes that everyone has the right to experience a safe and friendly school environment. Therefore, we have expectations that students will:

*Keep hands, feet and all objects to themselves.*

*Show respect to others.*

*Follow directions the first time without question.*

*Be prepared for class each day.*

*Be punctual and attend class each day.*

- When a student violates classroom/school rules for the first time, teachers will discuss the infraction with the student and document the incident.

- In the event a student commits a second infraction, the teacher will contact the parent to discuss the issue and document the parent/teacher conference as a Step-Two Referral. A parent must be contacted for a Step-Two Referral to be completed.
- If a third infraction occurs, the Step-Three Referral must be documented on the referral form. If the student is disrupting the class to the point where learning cannot take place in the classroom, they may be sent to speak with the appropriate building administrator.

Bullying - *\*See Addendum #01*

## **RESPONSIBILITIES**

- MSPCS will attempt to develop and encourage an attitude of individual responsibility toward the quality of life in the school community.
- MSPCS expects our students to adopt seven basic guidelines:
  - Be honest in all that you do.*
  - Be helpful and cooperative.*
  - Be respectful and courteous.*
  - Use language in a positive manner.*
  - Be responsible for your own learning.*
  - Respect personal, classmate's and the school's property.*
  - Respect yourself.*
- It is the student's responsibility to always give their best effort and meet all deadlines.
- It is the student's responsibility to ask for and complete all work missed due to absenteeism. Students will be given one day for each day absent in order to complete and turn in the missed work.

## **TECHNOLOGY AGREEMENT**

*\*See Addendum #02*

# **PARENTS**

## **CONFERENCES, DEMONSTRATION, and SUPPORT**

- All parents and students will be expected to come to at least one annual parent--teacher conference and/or student--led conference. See Academics & Educational Program Section C.
- Parents may request additional meetings with teachers throughout the school year.
- To protect instructional time of our students, parents should call or send an email prior to

meeting with their child's teacher.

- Parents should attend all meetings requested by the school. The school reserves the right to not admit the student until parents/guardians have attended the meeting.
- Parents are expected to support and cooperate fully with the teachers and the school administration to improve student conduct and academic progress.
- Parents agree that the school will not be held responsible for lost, damaged or stolen student property - including but not limited to electronic devices.
- Parents should support and model MSPCS's values program, activities and campaigns at home.
- Parents should guarantee that their children arrive to school on time.
- Parents should demonstrate good moral conduct inside and outside of the school.
- Parents should respect and abide by MSPCS's rules, procedures and regulations.

#### **NONCOMPLIANCE WITH PARENT EXPECTATIONS**

- When an incident is considered serious enough according to the school's parameters, all family members will be asked to withdraw from the school regardless of previous incidents.
- First Incident: Written notification regarding the incident or offense and parent will be required to attend a meeting at school with the Administration.
- Second Incident: Written notification regarding incident or offense and parent will be required to attend a meeting with the Administration. The family will be placed on probation.
- Third Incident: All family members will be asked to withdraw from school the following year.

#### **PARENT ASSOCIATION**

The Parent Association sponsors events throughout the school year to further promote and strengthen the community amongst parents, teachers and children. Our joint efforts benefit the educational and cultural development of our students. Parents are always welcomed to join the association, to share ideas and be a part of the decision making process.

#### **RESPONSIBILITIES**

- The primary responsibility and duty to educate rests with the parents. At home, more than any other place, parents teach children by example and by showing respect and dignity toward others.
- Parents must notify the school with a written note or email (phone calls will only be accepted in emergency cases) about students who will be picked up by anyone other than the usual person.
- Access to classrooms during school hours is exclusive for teachers, students, school personnel,



as well as people with authorization.

- At no time should the parent proceed directly to the classroom.
- Entering classrooms to pick up forgotten books or material after school hours is not permitted without authorization.
- Parents must address other MSPCS students and families with respect at all times.
- Parents must address all MSPCS employees with respect at all times.
- When needing to give information or changes your child during the school day, an email to the teacher and/or office is required. We will not be calling students down to use the phone – they need to be in class. Teachers will be checking their email during the day.
- MSPCS is a professional organization and always welcomes constructive feedback that will help us to improve as a learning community.
- Parents are required to comply with all requests concerning to academic or conduct concerns. If there is a need for further clarification, parents have the right to request a meeting with the appropriate school authority.
- Parents who have concerns must follow the MSPCS communication protocol:
  - Contact the child’s teacher;
  - The building administrator;
  - The head of school;
  - The senior pastor of the church.

### **ROOM PARENTS & PARENT VOLUNTEERS**

- The room parent is an individual who coordinates special activities and events between the teacher and the other parents in the classroom. Room parents may also help coordinate school fundraising efforts with the Parent Association. Parents with multiple children can only be room parent in one classroom.
- Requirements: Be an active Parent Association member who regularly attends meetings, serves on at least one committee, and organizes/participates in school functions/events.
- Room Parent Selection:
  - During the first few weeks of school, the classroom teacher will ask for parent volunteers who would be willing to serve as room parent. Parents with children in multiple grades can only be a room parent in one classroom.
  - In the event of multiple parents wishing to serve as the room parent, the classroom teacher will decide on a single person or co-parents and it shall be a final decision.
  - Parents do not self-select, pass along, or hold elections to become a room parent.
- Expectations:

- The teacher must approve all classroom activities.
  - Coordinate with the teacher all classroom events.
  - Agree on a means of communication with the teacher (such as email or hard-copy notes/reminders) to discuss upcoming classroom events in a timely manner.
  - Work diligently to involve all parents as possible in classroom activities.
  - If asking parents for money, supplies, food, etc. - all donations are voluntary. This should be made very clear in all correspondence with parents.
  - List of events including day, time, duration and location should be given to the Head of School.
- Other Responsibilities:
    - Assist the teacher with activities as requested.
    - Recruit parent volunteers for planned activities.
- Guidelines:
    - Building Community:
      - The teachers, administration and staff of MSPCS value parent participation and acknowledge that volunteers enrich the school community.
      - Parent participation sets an important tone in the community and is invaluable in supporting the school and its mission.
      - Remember that teachers invite volunteers into their classroom at their discretion.
      - Show respect and trustworthiness at all times to the children, their families, staff and property.
    - Arriving and Leaving School:
      - Park in appropriate spaces located in the large parking lot east of the school.
      - When entering the school, please use the glass door nearest the office, sign in, and affix your nametag.
      - When leaving the school, please sign out in the office.
    - Punctuality and Professionalism:
      - The school runs on a very structured schedule enabling teachers and students to maximize time on learning. Be sure to arrive 5-10 minutes early to any event you will be assisting with.
      - Contact the school as soon as possible if you are unable to fulfill your commitment so arrangements can be made. If possible, find a replacement and let the school know who will be.
      - Always dress as a positive role model.
      - Conduct yourself in a friendly, courteous manner and show impartiality toward students.
      - Remain neutral in your speech and actions with respect to diversity, i.e., religion or politics, at all times when you are at school.
      - Set an example for the children; please mute your cell phone, and avoid bringing coffee, gum and snacks where the children will see you.
- Student Confidentiality:
    - MSPCS is a safe environment that nurtures and supports students to reach their maximum potential.
    - A safe environment requires that all student information is kept confidential and not

- shared with the community (for example, conversations, social networking sites, etc.).
- No discussions about students should take place outside the school or in front of other students.
- Considerations:
  - MSPCS employees work hard to establish routines and expectations with the children and drop-in visits are not appropriate and can cause disruptions.
  - Call or email your child's teacher or administration to arrange a separate conference to discuss your child.
- Facilities:
  - The school is very tight for space. Teachers use the tables and halls for instruction.
  - The teachers' room is for teachers and staff only.
  - If you or your committee require space to work (correcting, organizing catalogs, etc.) it must be prearranged with the head secretary for a work location.
- Discipline and Physical Contact:
  - Direct all discipline issues to the appropriate staff member.
  - Parents should never touch or speak unkind to children. You may not leave the building with a child.
  - If parents would like to take their child from school early, they must follow school procedure.
- Feedback:
  - We value the incredible dedication of the MSPCS Volunteers and recognize that you will have your own unique perspective on your experience.
  - Periodically, the Parent Association and/or staff may solicit your feedback to continue to improve the volunteer roles in our school.
  - MSPCS appreciates your effort to provide constructive and honest feedback.
- Tips for Classroom Volunteers:
  - Be warm and friendly.
  - Get to know the children's names and show interest in what they are doing or telling you.
  - When working with children, encourage them to do their own thinking. Give them time to answer. Silence often means they are thinking and organizing what they want to say or write.
  - If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
  - Don't distract teachers while they are teaching.
  - Refrain from talking to the teacher about your child.
- The professional staff at the school is responsible for everything that goes on in our building including student instruction, safety and discipline. Volunteers supplement and support the program, but may not discipline students, gain access to materials in the students' permanent record files, diagnose student needs, evaluate achievement, counsel students, or discuss student progress with parents.

# GENERAL INFORMATION

## ACADEMICS and EDUCATIONAL PROGRAM

- The Head of school or designee makes the final decisions regarding student room assignments and all other parent requests.
- There are four quarters in each academic year.
- General education classes are: Language Arts, Mathematics, Science, and Social Studies.
- Specialist classes are: Bible Class, Music, Physical Education and Health, Spanish, and Visual Arts.
- Social/Emotional learning is focused on: working independently, using feedback and redirection to improve skills, perseverance, and overall conduct.

## ACCIDENTS and INJURIES

- In the event of a serious accidental injury, the school will call the person(s) indicated on the Enrollment Form. It is imperative for parents to keep phone numbers updated on all school forms.
- Accident Reports: If a student is injured by another child or when using equipment or in any other manner, a school employee will fill out the accident report form and parents will be notified the same day the injury.

## AGE REQUIREMENTS

- MSPCS is a school that accepts students year round.
- Typically, student class assignment is based on age, on or before September 1st of the school year.
- MSPCS Programs
  - Infant Program
  - 1-year-old Program
  - 2-year-old Program
  - 3-year-old Program
  - Prekindergarten (4-year-old)
  - Kindergarten (5-year-old) or official documentation of successful completion of prekindergarten
  - 1st through 5th grade – official documentation of successful completion of prior grade level

## ATTENDANCE - ELEMENTARY

- Students are expected to be in school for all school days.
- Students are expected to be on time to school.
- Students may be dropped off between 8:00 and 8:30 in the fellowship hall. A school employee will be on duty.

- 8:20 we will have morning announcements, pledge of allegiance and prayer
  - 8:25 students will exit with teacher to the classrooms
  - School starts in the classroom at 8:30.
- Any child arriving after 8:30 will be marked Tardy and should be walked in to the office as there will be no one on duty.
    - If a child is tardy, the first time in each quarter, the classroom teacher will notify parents.
    - An excessive amount of days tardy (more than 3 per quarter) will result in a meeting with administration (phone, email or in person) to correct the amount of days late.
    - In extreme cases, the school administration reserves the right to place upon parents whose children excessively arrive tardy an agreement that students will not be allowed to enter school on the day when arriving late.
    - The student will be marked absent on days when they are not allowed in school due to arriving late.
- For the safety of children, we do not permit students to be dropped off and left without supervision.
- Elementary departure time is 3:00 PM each day except for Wednesday's when the departure time is 2:00 PM.
    - Five (5) minutes before the close of the school day, teachers will walk their students to Fellowship Hall.
    - Students will be picked up in the drop-off/pick-up circle.
    - Prior to 3:00PM (or 2:00 PM on Wednesday) parents will "stage" in the parking lot east of the elementary school building. As the line moves forward a school employee will call a staff member inside Fellowship Hall to send the student out to the drop-off/pick-up circle. Parents will then proceed to the drop-off/pick-up circle.
    - Students may not remain on school premises after school hours for more than fifteen minutes unless they are participating in extracurricular or school sponsored activities.
    - Elementary school students who are not picked up by 3:15PM will be sent to the aftercare program and parents will be charged the appropriate rate for this service.
    - Optional aftercare from 3:00PM (or 2:00PM on Wednesday) is available for a fee.
- Early Dismissal
    - Parents must come to the main office and sign out their child. All students will be released from the building's main office.
    - Leaving school early should be for emergency situations such as, but not limited to: the student's illness, death in the family or religious holidays\*. Repeated early dismissals will result in a meeting with the Head of school.
- Half-day absences
    - Students who arrive one hour after the start of school or leave one hour prior to dismissal will be recorded as missed a half-day.
- Absences from school
    - Parents must notify the appropriate building's main office if their child will be absent.
    - Student absences interfere with the learning process. Therefore, any student who has

more than ten (10) absences in the school year will automatically be referred to the head of school. A meeting with the parents/guardian will take place to determine the conditions for placement for the following year.

- Severe health issues where a student is absent for more than ten (10) days will be evaluated on an individual basis.
- There will be no absence recorded when the student represents the school at events organized or sponsored by the school.
- There will be no absence recorded when students attend a non-school organized event and represents or promotes the school.
- Family trips and sick days\* will be recorded as absences.

\*Sick days: Students absent three or more consecutive days will be required to show a doctor's note upon returning.

### **ATTENDANCE - PRESCHOOL**

- Per DCF requirements, parents/guardians MUST sign students in and out daily. The school provides an electronic system utilizing a key fob or pin.
- Optional 8:00-8:45AM drop-off is available for a fee.
- Parents/Guardians who take advantage of the early drop-off must enter the building through the main entrance.
- Preschool official start time: 9:00AM.
- Parents/Guardians may enter the building from 8:45-9:15AM through the main entrance or the south wing glass door.
- For both arrivals, parents/guardians are expected to take the student's belongings to the classroom and place them in the designated area. When leaving the child in their greeting area, it is essential that contact is made with a staff member in that room to ensure that they are aware that another student has entered the classroom.
- It is imperative that parents establish a routine with children to lessen the occurrence of separation anxiety.
- Preschool departure time is dependent on age/grade and is 12:00, 3:00 or 6:00PM.
  - Students leaving at noon or 3:00PM will be picked up in their classroom.
  - Pick up location of students remaining in aftercare will vary.
- Preschool tardy procedure
  - Students and parents should enter as quickly and quietly as possible and not disrupt the class or teacher.
  - It is not advisable for parents to engage teachers during their 'contact time' to offer an explanation for the tardy. Parents should feel free to speak with the office staff or leave a note for the teacher if the reason for the tardy may impact the student's social, emotional, or academic well-being.

## **CASUAL DAYS**

- Generally occur on Friday and is a fund-raiser. Students wishing to participate will need to pay the fee. (see fees section)
- Parents will be informed of these days with enough time to have their child participate in the activity and pay the fee.
- On approved casual days - students may wear other school appropriate clothes.
- Parent/Guardian will be called to bring in alternate clothing for any attire worn by a student that is deemed inappropriate or distracting by the building administrator.
- Students choosing not to participate in Casual Day may wear their regular school uniform OR their waves T-shirt.

## **CHALLENGED MATERIALS POLICY**

*\*See Addendum #03*

## **ENROLLMENT**

### **REGISTRATION**

- All application and/or registration fees are non-refundable.
- When the class size reaches their capacity; a waiting list will be started. The selection process is created by date and time when a family enters the wait list. \*Exception for MSPC members and families with multiple children.
- The children of MSPC members are given priority registration.
  - MSPC Member: A Miami Shores Presbyterian Church member is defined as a parent, a grandparent or legal guardian who is on the active role of the Miami Shores Presbyterian Church.
  - Families with multiple children who wish enroll their children will receive special consideration when one child's class has availability and the other has a waitlist.
  - Current MSPCS student's families, who are in good standing, will be offered the reenrollment registration forms one-month before new families are given access.
  - Once the deadline for has passed for current families to return the form and pay all of the appropriate fees; there will be no guarantees of placement for their children in the coming academic year.
- New families will be accepted in order of date and time, after they complete the required entrance exams.
  - All students new to MSPCS will take an entrance assessment prior to completing the registration packet. The entrance assessment fee is \$50 in the preschool and \$100 in the elementary school.
  - The preschool assessment is the Brigance Comprehensive Inventory of Basic Skills.

- The elementary assessment is the NWEA Measures of Academic Progress, survey exam, for both reading and mathematics.
- The appropriate building administrator will conduct an interview with all new prospective students and parents to the school.

### **FEES AND HOLDS**

- All registration fees must be paid at the time of returning the registration forms.
- There is a \$40.00 fee for a returned check. Upon the second returned check parents must pay with credit card on FACTS or bring in cash or a cashiers check to the office.
- If tuition payments are not made on time, an additional fee may be added.
- Children of parents who are considered "delinquent" after 30 days will no longer be able to attend school until all fees are paid in full and verified by the school's accounting department.
- The school reserves the right to place a hold on elementary student report cards and other official documents until the account is paid in full.
- Students who have not returned their books by the due date will be charged a late fee of .5 cents a day once the book is more than a week late per day.
- Students who have not returned their library books by the end of the year will be charged for the book and the school reserves the right to place a hold on elementary students report cards.
- Students may participate in "Casual Days", which will occur on Fridays. A fee of \$90 per year or \$15 per month – a form will be sent home.
- MSPCS reserves the right to bill a late pick up fee of one dollar per minute on those who fail to pick up their child in After School Care by 6:00PM.
- Preschool students with noon and 3:00PM dismissals are also bound by the late pick up fee of one dollar per minute, with a maximum of \$75 (aftercare drop-in rate) billed to the family's account. *It is always advisable to call the school to give an estimated time of arrival, however, the phone call does not serve as a 'pass' on any late fees.*

### **FOOD: Allergy Aware, Nut-Sensitive, and Safe Health Practices**

- MSPCS is a NUT FREE ENVIRONMENT and we are grateful for the cooperation of our students, families, and staff, in acting proactively, to help keep all our students healthy and safe at school.
- In the continued spirit of being a nut free environment, we remind parents and staff to do the following:
  - Read and help your children (students), extended family, caregivers, and anyone responsible for feeding your child and preparing food for school, to understand the education and policies we provide the students, families, and staff about serious allergies.



- Read food ingredient labels when purchasing items to send or bring to school.
- Leave at home food items that contain the following:
  - Peanuts
  - Tree nuts
  - Any other products containing nuts or nut oils
- “When in doubt, leave it out.” *Do not send any product that you are unsure of whether or not the contents include nut-based ingredients.*
- Protocols for allergy awareness will include:
  - Teaching children not to share food.
  - Telling someone immediately if one has eaten something that may have been unsafe or if one thinks they are having an allergic reaction.
- The School cannot guarantee that products with peanuts, nuts, or other allergens will never be present at the school or school-related events. As a result, children and adults with severe food allergies must carefully monitor their food at all times.
- Families of students with medical conditions must inform the school, complete and provide the proper documents for school records, and provide the proper medications to help the school to act appropriately. In cases of students with life-threatening allergies, we will work with the parents, child’s physician, and staff to put into place an anaphylaxis plan.
- If a non-compliant food is brought on campus, it will be confiscated immediately upon discovery. If it is a main course lunch item, the school will take immediate steps to provide a substitute item.
  - Parents will be given a notice regarding the incident.
  - Family accounts will be billed for the lunch that the school provides.
  - The fee for the first incident in which the school provides a lunch will be the cost of the lunch.
  - The fee for the second and ensuing incidents in which the school provides lunch will be the cost of the lunch plus an additional \$2.00 each time. The limit charged on a families account for providing lunch will be \$20.00.

## **GRADING and SCORING**

- Kindergarten through second-grade scoring guide:
  - (CD) Consistently Demonstrating: The student acquires and applies the concept or skill consistently with minimal teacher support.
  - (PR) Progressing: The student acquires and applies the concept or skill frequently and needs additional teacher support at times.
  - (EM) Emerging: The student is beginning to acquire and apply the concept or skill and needs additional teacher support.
  - (ND) Needs Development: The student acquires and applies the concept or skill rarely or does so with much teacher support. Additional practice is needed.
- Third through fifth-grade scoring guide:
  - (A) Comprehensive Knowledge and Superior Application in subject matter.
  - (B) Broad Knowledge and Competent Application in subject matter.

- (C) Understandable Knowledge and Inconsistent Application in subject matter.
- (D) Minimal Knowledge and Limited Application in subject matter.
- Specialist classes, social/emotional learning and class effort/participation scoring guide:
  - (E) Excellent
  - (G) Good
  - (S) Satisfactory
  - (I) Needs Improvement

- Effort and conduct scoring criteria:

**EFFORT**

- Completes Assignments on Time
- Follows Directions
- Uses Class Time Wisely
- Is Organized and Prepared
- Class Participation

**CONDUCT**

- Observes and Follow Rules
- Displays Self-Control
- Accepts Responsibility
- Shows Respect to All
- Shows a Positive Attitude

**HEALTH and SAFETY PROCEDURES**

- Student health is extremely important and we need parent help in maintaining a healthy environment.
- MSPCS provides its students with a smoke-free environment. Adults who work at or visit the campus are expected to refrain from smoking while on school grounds.
- Children are not allowed in the building alone or to go outside alone.
- MSPCS is mandated by law to report any suspected child abuse/neglect.
- If employees suspect that a child in their care is being abused or neglected, they have the responsibility to make a report to the Department of Children and Families. The phone number is 1-800-96ABUSE (1-800-962-2873).
- Accident Reports
  - If a student is injured when using equipment or in any other manner, employees shall fill out the accident report form and notify the parent the same day the injury occurs.
  - The employee shall speak directly to the parent, either by phone or at dismissal time.
  - The accident reports are to be given to the school office after the employee has documented on the form that the parent was notified.

- If it is a serious injury, the employee shall notify the appropriate building administrator or designated person.
- Incident Reports
  - Shall be completed by an adult that witnessed the incident, as well as to be used for behavior concerns.
- Evacuation Drills: Evacuation drills will be held on a monthly basis.
  - During the first week of school, staff members shall take their class for a practice fire drill.
  - Each room in each building is equipped with an evacuation map showing the primary route.
  - The secondary route determined at the beginning of the school year and there will be one fire drill a year when the secondary route will be utilized.
  - Fire emergency drills are held monthly to acquaint children with evacuation procedures.
  - The school is equipped with an intercom, fire alarm system and sprinkler system.
  - Fire extinguishers and evacuation maps are placed throughout the building.
- Lock Down Drills: Lock down drills will be held on a monthly basis.
  - Lockdown drills are held monthly to acquaint children with appropriate procedures in the event the school needs to be secured.
  - A school lockdown confines all staff and students to the classroom due to a perceived or real threat.
  - Isolation of staff and students inside the school limits exposure to risk to outside contaminants: people, exposures or situations.
  - The practice of lockdown drills acclimates both staff and students to the process and probability, and ultimately avoids unnecessary responses.
- Student illness:
  - The school expects parents to be protective of their child and other children by not sending their child to school if he/she exhibits any of, but not limited to, the following signs of illness:
    - Fever above 98.6°F
    - Diarrhea
    - Vomiting
    - Any other contagious disease
  - Children with these symptoms, and others not listed, must be kept at home at least twenty-four (24) hours without exhibiting the signs of symptoms before returning to school.
- Student illness during school hours
  - The school will contact parents or guardian to pick up their child immediately if he/she becomes ill during school or extended day hours.
  - During the time of identification and parent/guardian arrival, the child will be removed from the classroom and supervised by an adult until he/she has been picked up.

- Head lice
  - MSPCS has a no-nit policy; meaning if a student has a nit or suspected of having nits, parents will be called immediately to pick up their child.
  - Prior to students returning to school, parents must have written clearance through a lice company or a Doctor's note.
  - MSPCS staff members will perform periodic checks throughout the year, however parents should inspect their children each week at home.
  - To check for head lice at home we suggest the following procedure:
    - Under a bright light begin looking at the back of the head just above the neck area.
    - Part the hair section by section and look closely for head lice or nits (eggs.) Eggs will usually be located near the scalp.
    - Depending on the length and thickness of the hair, it should take between 5 and 15 minutes to properly inspect a child's head.
  - If parents suspect their child is infested with head lice, they shall notify the school.
  - For information on how to treat your child's head lice infestation consult your family physician or a local pharmacist.
  - A student's absence will be excused for three days after being sent home due to lice infestation.

## **HOMEWORK**

- MSPCS does not grade homework.
- Missing or unsatisfactory homework will be reflected in the effort grade and will result in a meeting with the student first and then, if needed, with student and parents together.
- It is the student's responsibility to complete all assignments and/or homework by the date due and according to the teacher's instructions.
- It is the student's responsibility to ask for and complete all work missed due to absenteeism within the time granted by the homeroom teacher. One day will be given for each day absent to complete and turn in the missed work.
- Nightly Guidelines\*:
  - Kindergarten up to 15 minutes
  - Grade 1 and 2 up to 20 minutes
  - Grade 3 up to 30 minutes
  - Grade 4 up to 40 minutes
  - Grade 5 up to 50 minutes

\* Sustained silent reading every day is in addition to the guidelines above and to be assigned at a rate of ten minutes per grade (i.e. third grade is thirty minutes).

- Formative and summative assessments primary purpose is the improvement of student learning.
  - The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their own learning.
  - Formative assessments are not used in any manner of a recorded or summative grade.
- Summative Assessment
  - The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark.
  - Summative assessments are often high stakes, which means that they have a high point value. Information from summative assessments can be used formatively when students or faculty use it to guide their efforts and activities.

## **LUNCH**

- Students are to bring lunch with them to school at the beginning of the day.
- Lunches should be ready to eat such as a sandwich, yogurt, whole grains, fruit, vegetables and other nutritious choices.
- Low or no sugar juice, milk or water is appropriate drink for lunch. Soda is not permitted.
- Parents shall not attend lunchtime to eat lunch with their children. This time is important in the child's education because it is a time for students to socialize and make connections with their peers.
- MSPCS is a closed campus for lunch, students are not to leave school during lunch time.
- The elementary school is not able to provide or have use of the microwave during lunch time.

## **MESSAGES, NOTICES, and NEWSLETTERS**

- It is important to maintain open positive communication between school and home.
- The school administration is committed to posting school information on our website.
- Parents can expect consistent correspondence from their child's teacher regarding important information to their education. The correspondence can be through email, a class newsletter, a phone call, text or in person.
- Parents should become familiar with the school's social media to receive the latest updated information.
  - MSPCS Social Media:
    - Website: <http://www.msps.net>
    - Facebook: <https://www.facebook.com/MSPCSchools>

Twitter: <https://twitter.com/MSPCSchool>  
Instagram: miamishorespcschool

### **PERSONAL APPEARANCE**

- All clothing worn to school, uniform or other, shall be in good condition and properly washed.
- Students shall maintain a hygienic lifestyle and, when appropriate, wear deodorant.
- Student's hair shall not be a distraction and needs to be out of their faces.

### **PERSONAL BELONGINGS**

- All personal belongings and clothing including hats, coats, sweaters and raincoats should be marked with the child's name.
- Students are not to bring personal electronic devices unless given the directive by the teacher or administration.
- Electronic devices brought without teacher consent will be confiscated by a staff member and kept in the school office until a parent physically comes to retrieve the device.

### **RECORDS**

- Records of all students are confidential and only staff, authorized employee of the licensing agency, or the child's parent or legal guardian may have access.
- A birth certificate and current health and immunization record must be on file for each student before the first day of school.
- A student file may not leave the school office without approval from the appropriate building administrator or designated person.

### **REPORTING**

- **PRESCHOOL:**
  - Parents are required to meet with the teacher during October to discuss their child's progress and establish goals for the school year. Subsequent meetings can occur anytime at the request of teachers or parents.
  - Daily Notes: May be requested by the parent or suggested by the teacher.
  - Teachers shall be sensitive of the time between the Daily Note and Progress Report in order for the child and/or parent to complete the necessary action item(s).
  - Progress Reports: Children will receive a Progress Report in February and May. A follow-up conference will be offered with each progress report.
- **ELEMENTARY**
  - All parents and guardians have access to the teacher's grade books on PowerSchool. Therefore, progress reports may be given to parents at any time.
  - Teachers shall be sensitive of the time between the progress report and official report card in order for the child and/or parent to complete the necessary action item(s).
  - Report Cards can be printed from PowerSchool quarterly.

- At a minimum of once a year the teacher and parent(s) shall meet to discuss the student's progress and review goals.

## **SCHOLARSHIPS**

- Church members are able to apply for a variety of annual scholarships and need-based financial aid through the MSPC Foundation.

Elementary School Opportunities include:

- a. Mary Ann Stump Tuition Assistance
- b. Edwin B. Cole Scholarship Fund
- c. Need-Based Financial Aid

For information about any of our scholarships or financial aid, please contact the MSPCS Foundation at [mspcfoundation@aol.com](mailto:mspcfoundation@aol.com).

- MSPCS accepts the Florida Pride Scholarship, Step Up for Students, Gardiner Scholarship (PLSA), and the McKay Scholarship. For more information regarding these scholarships, refer to the scholarship websites for more information.

## **SCHOOL PARKING RULES**

- MSPC nor MSPCS assumes any responsibility for any theft, damage or injury to cars or persons, which may occur in any of the parking lots on campus.
  - All visitors are to park in designated areas only.
    - Handicap and delivery only parking spaces that have signage must be kept empty unless otherwise permitted.
- Parking in the drop-off/pick-up circle is prohibited.

## **SCHOOL SUPPLIES**

- MSPCS has a standardized supply list for all elementary students that can be purchased online through the link provided on the MSPCS website: <http://www.mspsc.net/classbundl/>.
  - All supplies listed have been determined as the necessary materials for each student to be prepared for school each day, unless otherwise noted.
  - Parents may be asked to replenish supplies during the year should when supplies become depleted or unusable.
  - The student is responsible for his/her personal belongings (school supplies, rented/borrowed books, school bags, binders, etc.) and should maintain them in good condition and have them readily available.

Students may not exchange, buy or sell personal belongings or any other objects within the school premises.

## **SCHOOLS RIGHT TO AMEND**

- The school reserves the right to add to, modify, or eliminate any policies and procedures in this handbook.

## **SECURITY and SAFETY PROCEDURES**

All parents and visitors entering the school building during class hours must follow these procedures:

- Sign in at the office when arriving at school.

- Wear the visitor's ID issued by a MSPCS employee.
- Students may only receive special materials during school hours if authorized by the building administrator or the designee.
- The students must obey safety procedures established by teachers.
- The school reserves the right to make random checks of backpacks and other personal property to assure student and community safety.

### **STUDENT MEDICATION**

- Though we generally will give prescription/non prescription medication, should it be done, it will be done only if we have a release form, which has been signed by a parent *and* physician. Medication will be stored in the school office. All medication must be in the original container with the original label. Parents are encouraged to schedule dosage times that do not include the school day.
- Students may not carry medication with them in their backpacks, lunch boxes, or other personal storage areas with the exception of any allergy emergency kits that have been previously registered with the office.
- MSPCP may require parents to come in and administer any medication to their own child.

### **TUITION**

- Tuition is based on an annual amount and the school divides the annual tuition equally over a ten-month period.
- Tuition payments may be made by check or credit card payable on the FACTS system. Parents must sign up on this system.
- Parents/Guardians agree that in the event of default in payment, they shall be responsible for all collection costs, including but not limited to agency costs, court costs, and reasonable attorneys' fees incurred by Miami Shores Presbyterian Church School related thereto.

### **UNIFORM and PERSONAL APPEARANCE**

- Proper use of the complete uniform, as well as the student's personal appearance, is not only an expectation but also a must. MSPCS has an exclusive agreement with Lands' End for the elementary school official uniform.
  - Lands' End Website:
  - <http://www.landsend.com>



- Click on UNIFORMS then FIND MY SCHOOL
  - MSPC School Code – 900167123
- Students arriving to school without wearing the proper uniform will call home to have clothes delivered to school or be sent home.
  - Waves T-shirts can be purchased in the office. These shirts will be the uniform for field trips and other special events/occasions.
  - **Preschool uniform**
    - Purchased in the preschool office building. It is recommended that all preschool students have a change of clothes on campus at all times.
    - A purple or white t-shirt with the school Waves logo, which is purchased in the school office.
    - Navy blue or khaki bottoms recommended.
    - During cold weather, students may wear a solid colored long-sleeved shirt under their t-shirt.
      - Students may also wear a sweater of any kind when inside the classroom.
      - Sweatshirts, heavy jackets or raincoats of any color may be worn over the complete uniform.
  - **Elementary uniform**
    - Consists of official school polo, navy or khaki bottoms and low top shoes.
      - Purple or White polo shirt, short or long sleeve.
      - Navy blue or khaki bottoms - shorts, skirt, skorts, or pants (can be purchased at Lands' End.)
        - Skirt or skort must reach (at least) longest finger tip, when standing straight and arms to side.
      - Sneakers or dress shoes that are predominantly a single color. No wheelies or light up shoes.
      - During cold weather, students may wear a solid colored long-sleeved shirt under their polo and girls may wear white or tan tights.
        - Students may wear a sweater of any kind when inside the classroom.
        - Wave hoodie sweatshirts, heavy jackets or raincoats of any color may be worn over the complete uniform.
      - Optional PE uniform: Students may wear the PE clothes only on PE class day. The t-shirt and shorts are to be purchased at Lands' End. The MSPCS PE uniform consists of a t-shirt, athletic shorts, white socks, and sneakers/tennis shoes. If students are not wearing the PE uniform, they are required to wear the regular school uniform (unless the casual Fridays have been paid for).

## VISITORS

- All visitors must sign in the visitor log in the school office.

## **VOLUNTEER HOURS**

- Parents or guardians of elementary school students must complete a minimum of 20 family hours of volunteer service per year.
- It is the sole responsibility of parents to sign-in and out on the volunteer card/sheet and to verify the card/sheet is validated by a MSPC or MSPCS staff representative.
- The 4<sup>th</sup> and 5<sup>th</sup> grade overnight annual field trips can count as a maximum of 10 volunteer hours.
- Double hours will be given to those volunteers who work during the unloading of the pumpkins in October.
- Volunteer hours that are not completed by April 30<sup>th</sup> will be charged the rate of \$25.00 per hour to the family's account.

## **WEATHER CONDITIONS and EMERGENCY RESPONSE PLAN**

- MSPCS will follow the Miami Dade Public School System weather and/or emergency related closings. Parents should listen to local radio or watch local television stations for the most up to date information.

## **WITHDRAWAL**

- Parents/Guardians remain responsible for the total annual tuition if children are withdrawn prior to the end of the school year.
- Parents/Guardians are not permitted to use the remaining months tuition payment to pay outstanding fees.

**Addendum #01**  
**STUDENT CODE OF CONDUCT and BULLY STATEMENT**

**DISCIPLINE POLICY**

Each class develops their own student appropriate discipline guidelines. A well-planned day will help to minimize a need for discipline. Redirection is appropriate and if necessary a brief removal from the activity - ALWAYS keeping the child within sight. If a student has lost control, faculty and staff are to notify the preschool director or head of school or designated person immediately.

**PRESCHOOL:**

Philosophy Statement: MSPCS believes in guidance and discipline, rather than punishment. Guidance and discipline are positive ways to help a student develop self-control and confidence handling their needs in a socially acceptable way. This is an on-going process, not a single act. Faculty and staff are to teach and guide each student to learn the skills to manage their own behavior.

Student Discharge: Every effort will be made to prevent the expulsion or dismissal of children from the program. However, MSPCS reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but including:

- a) Non-payment or excessive late payment of fees/tuition
- b) Failure to adhere to policies and procedures as outlined in the Parent and Student Handbook
- c) The child has needs which we cannot adequately meet with our current staffing patterns
- d) The child's behavior threatens the health and safety of him/herself, the other children or program staff
- e) Failure of child to adjust after a reasonable amount of time
- f) Uncontrollable tantrums/angry outbursts
- g) The parent/guardian exhibits behavior, which is detrimental to the health and well being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of childcare licensing regulations.
- h) Other-at the discretion of the Director or Head of School

**Guidance & Discipline Techniques Used by Our Staff:**

- a) Try to redirect child from negative behavior.
- b) Teach child appropriate skills to address challenging behaviors and include the children in the problem solving process.
- c) Reassess the environment, activities, and supervision
- d) Always use positive methods and language while disciplining children
- e) Model socially acceptable behavior and manners along with positive reinforcement and acknowledgement of good behavior.
- f) Maintain strong connection with child at all times
- g) Consistently apply consequences for rules
- h) Remove the child from the area, discuss the improper behavior, what a better choice would be next time, and allow the child to return to the activity when he or she feels they can manage their behavior appropriately.
- i) If a child hurts another child, the teacher will attend to the injured child immediately. An incident report will be generated.

If the teacher/s see a continuing pattern of student misbehavior, the following steps will be initiated:

- a) A phone call from the teacher informing the parent of the concern or “red flags” that have been observed. An incident report will be generated.
- b) Observation of the child by the parent, director and/or other qualified professionals.
- c) Recommendation of an evaluation by a behavioral therapist.
- d) Conference with parents, teachers, and director, to discuss goals, implementation of goals, and measuring progress.
- e) Follow-up meetings (face to face or phone) to discuss progress.

Parents’ Role in the Guidance Process:

- a) Share any relevant information with the teachers to help understand any underlying issues.
- b) Be open when the teacher gives notification of a concern or if a continuing pattern of misbehavior is observed.
- c) Follow through on any recommendations made by the staff including evaluation by a behavioral therapist. Contact should be made within two weeks of this recommendation.
- d) Work as a team with staff to provide consistency in expectations and help the child understand what behavior is acceptable and not acceptable.

Student’s Role in the Guidance Process:

- a) Be involved in creating the class rules.
- b) Have a reasonable opportunity to resolve their conflict before a teacher steps in.
- c) Have an opportunity to make an effort to change any unacceptable behavior.
- d) Be asked to reflect on what they can do to make their peer feel better.

### **ELEMENTARY SCHOOL:**

Philosophy Statement: MSPCS believes that everyone has the right to experience a safe and friendly school environment. Therefore, we have expectations that students will:

- a) Keep hands, feet and all objects to themselves.
  - b) Show respect to others.
  - c) Follow directions the first time without question.
  - d) Be prepared for class each day.
  - e) Be punctual and attend class each day.
1. When a student violates classroom/school rules for the first time, teachers will discuss the infraction with the student and document the incident.
  2. In the event a student commits a second infraction, the teacher will contact the parent to discuss the issue and document the parent/teacher conference as a Step-Two Referral. A parent must be contacted for a Step-Two Referral to be completed.
  3. If a third infraction occurs, the Step-Three Referral must be documented on the referral form. If the student is disrupting the class to the point where learning cannot take place in the classroom, they may be sent to speak with the appropriate building administrator.

Bullying Policy:

Miami Shores Presbyterian Church School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. In accordance with federal, state, and local policies, procedures and practices, MSPCS expressly

prohibits the bullying, harassment or intimidation of any person, by any means or method, which occurs on school property, on school vehicles or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

MSPCS is committed to serving students in a safe environment where bullying or harassment is not acceptable. Bullying is defined as another student premeditating and using superior strength or influence to intimidate or make fun of over a period of time.

Students who witness bullying or who are victims of bullying behaviors should report the situation to a teacher or school administrator so that an appropriate investigation can take place. If, after an investigation, a student is found to be in violation of the Code of Conduct bullying policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

#### Student Creed Regarding Bullying and Harassment

- a) If I am in a situation where I feel bullied, I will report it to a trusted adult.
- b) I will not bully other people.
- c) I will try to help others who are being bullied by reporting it to a trusted adult.
- d) I will make a point to include students who are easily left out.

## **Addendum #02**

### **Acceptable Usage Policy for Technology**

The following acceptable usage policy pertains to the technology program at MSPCS including but not limited to computers, software related-systems, and telecommunications.

- A. All members of MSPCS including faculty, staff, students, and designated members of our MSPCS community are expected to adhere to this policy upon their acceptance via a written consent.

#### **MSPCS TECHNOLOGY USE AGREEMENT**

- Be respectful in how I communicate with others and never write or participate in cyber bullying.
  - Protect my privacy rights and those of other students by not giving out personal details.
  - Talk to a teacher, Head of school, or my parents if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.
  - Comply with Social Networks policies and not lying about my age or any other information. According to COPPA (Children’s Online Privacy Protection Act) established in 1998, no child under the age 13 can have a personal account on any social media sites. These sites include, but are not limited to: Facebook, Twitter, YouTube, Friendster, Instagram, etc.
  - Be aware that the content I upload or post on websites and online communities is my digital footprint.
  - Use Internet for educational purposes in school and use the equipment properly.
  - Comply with copyright and intellectual property laws when using content on websites.
  - Seek appropriate (written) permission from individuals involved before taking or publishing photos, recording sound or videoing them and never use this material as a tool for bullying.
  - Talk with my parents so that we can set up expectations for going online at home. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate websites for me to visit.
  - Not meet people online.
  - Not reveal my password to anyone except the system administrator, the teacher or my parents.
  - Not bring or download unauthorized programs, songs or games to the school or run them on school computers.
  - Not create documents such as paintings or drawings that are offensive or violent.
  - Not Interfere with network security, files of other users, impersonate someone else, or attempt to log into the network or any website with a user name or password of another person.
  - Not Intentionally access offensive, obscene or criminal sites, or sites promoting illegal or offensive activities
  - Not browse the Internet when we do not have permission to do so at class.
- B. Students may NOT bring personal computer software on storage devices to school unless specifically authorized by a member of the school faculty/staff.
- C. Parents are exclusively responsible for their children who violate the Children’s Online Privacy Protection Act. MSPCS may assist families and students in resolving issues of cyber bullying, or other irresponsible acts, between students who are using these sites illegally.

- D. Violation of any of the items set forth in this Usage Policy will result in appropriate action taken on the part of the administration. Misuse of any technologically related resource may result in the suspension or loss of these privileges in their entirety as well as other potential disciplinary consequences and monetary damage restitution.

I, \_\_\_\_\_, a student at Miami Shores Presbyterian Church School, promise to:

- A. Take care of the equipment provided by MSPCS. Although many of today’s technological devices are mobile, I will use it sitting in my designated place so that I don’t drop it. I will learn through slow and subtle movements using one or two fingers depending on the activity or gentle use of the keyboard.
- B. Not modify the technological device in any way other than instructed by the administrator or other school personnel.
- C. Disable any functions or applications on the technological device.
- D. Not bring my own personal devices and will not take home the schools’ technological devices unless given specific directions to do so by a teacher or administrator.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, being the parent or guardian of \_\_\_\_\_ understand, agree to, and have discussed the importance of this technology agreement with my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Addendum #03**  
**Responding to Challenged Materials Policy**

Parents/Guardians that feel a book contains objectionable material, should follow the following steps to address the issue:

Any definition of “objectionable material” needs to keep our target readers in mind. The library exists to meet the needs of Elementary students. Materials that might be deemed inappropriate for younger readers will not be omitted on that basis.

If a parent/guardian finds objectionable material in the collection, they should bring the book in question to a Teacher, Media Specialist or Administrator. The Administrator or Media Specialist will review the book and determine if the offensive material is egregiously and indefensibly objectionable.

If the material is not found to be egregiously and indefensibly objectionable, the book shall be returned to the collection. If the material is found to be objectionable, the book will be taken out of circulation.

The MSPC School Commission has the final authority in retaining or excluding a book from the collection.



**Addendum #04**  
**Parent/Guardian Acknowledgement of the**  
**2018-2019 Student-Parent Handbook**

Student Name (printed): \_\_\_\_\_

As the Parent/Guardian of \_\_\_\_\_ who is in  
\_\_\_\_\_ class, I acknowledge that I have read and I am responsible  
to follow all information in the MSPCS Student-Parent Handbook. I will also discuss the contents of the  
handbook with my child focusing on the expectations for respectful behavior, tardies and absences,  
dress code, electronic guidelines, and grading policies at MSPCS.

The Student-Parent Handbook can be downloaded from the school website or obtained by requesting a  
paper copy from the main office.

I, \_\_\_\_\_ (name of student) will sit with my Parents or  
Guardians and review the MSPCS Student-Parent Handbook. I understand that the rules and regulations  
in the handbook also apply at all school-sponsored activities.

Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**To be signed and returned by Friday, August 31, 2018**