



# 2020-2021 Student & Parent Handbook

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## Table of Contents

Mission Statement.....	4
Vision Statement.....	4
MSPCS Goals.....	4
Students	
Code of Conduct.....	5
General Guidelines	
Preschool.....	5
Elementary.....	6
Responsibilities.....	7
Technology Agreement.....	7
Parents	
Conferences, Demonstration and Support.....	7
Non Compliance with Parent Expectations.....	8
Parent Association.....	8
Responsibilities.....	8
Room Parents & Parent Volunteer.....	9
General Information	
Academics and Educational Program.....	12
Accidents and Injuries.....	12
Age Requirements.....	11
Attendance.....	12
Elementary.....	12
Preschool.....	14
Casual Days.....	15

Challenged Materials Policy.....	15
Classroom Parties & Birthday Celebrations.....	15
Enrollment.....	15
Fees and Holds.....	16
Food Allergy Awareness, Nut Sensitive & Safe Health Practice.....	16
Grading and Scoring.....	17
Health and Safety Procedures.....	18
Homework.....	20
Lunch.....	21
Messages, Notices and Newsletters.....	21
Personal Appearance.....	22
Personal Belongings.....	22
Records.....	22
Reporting.....	22
Scholarship.....	23
School Parking Rules.....	23
School Supplies.....	23
Schools Right to Amend.....	23
Security and Safety Procedures.....	23
Student Medication.....	24
Tuition.....	24
Uniform and Personal Appearance.....	25
Visitors.....	25
Volunteer Hours.....	26
Weather Conditions and Emergency Response Plan.....	26
Withdrawal.....	26
Addendum #01 Student Code of Conduct & Bully Statement.....	27

Addendum #02 Acceptable Usage Policy for Technology.....30

Addendum #03 Responding to Challenged Materials Policy.....32

Addendum #04 Acknowledgement of Handbook .....34

**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 teacher 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 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 from 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 days for each day absent in order to complete and turn in the missed work.

## **TECHNOLOGY AGREEMENT**

*\*See Addendum #04*

## **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.
- 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, 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 or verbal notification regarding the incident or offense and parent will be required to attend a meeting at school with Administration.
- Second Incident: Written notification regarding incident or offense and parent will be required to attend a meeting with Administration. The family will be placed on probation.
- Third Incident: All family members will be asked to withdraw from school the following year, or current year if the incident deems it.

### **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. This person must be on the family's list in FACTS. Should a person not be on the list, it is the parents responsibility to provide the school with a note or email stating the date and name of the person picking up their child/ren.
- 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. All parents and visitors must check in at the office. **At this time of COVID-19, parents are not allowed in the building.**
- 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 to 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 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 head of staff.

## **ROOM PARENTS & PARENT VOLUNTEERS**

Any items that refer to *in school* are currently suspended due to COVID-19

- 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 prior to scheduling for approval.
- 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, 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' lounge 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 office/Head of School 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, Music, Physical Education and Health, Spanish, Library (currently suspended due to COVID-19) and Art.
- Social/Emotional learning is focused on: building each other up, working independently, working collaboratively, 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 in FACTS. 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 either by email, phone call or in person during pick-up.

### **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.
- In the RARE event that a child needs to be picked up early, parents need to notify the office so they are aware and are able to notify the teacher prior. Students will be called to the office once parents arrive to pick them up. This will allow for maximum time in the classroom.
- Students are expected to be on time to school.
- Students may be dropped off between 8:00 and 8:20 (some classes have early drop off starting at 7:45). A school employee will be on duty to do temperature check prior to the student getting out of the vehicle.
- Lessons begin in the classroom promptly at 8:30.
- Any child arriving after 8:30 will be marked Tardy and should be walked to the office as there will be no one on duty outside.

- 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.
  - Should a student arrive after 10:00, they will be marked ½ day absent.
- 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. However, during COVID-19 there is a modified schedule: 12:00 PM for Kindergarten and 1st grade and 12:15 for 2nd grade - 5th grade.
    - Early Sign-Outs cause disruption to the academic performance of all students. Students should not be picked up within the final 30 minutes of the school day unless it is authorized by the Head of School or designee (ie., emergency, sickness). This is the time teachers prepare them for the evening and end of day, assigning their homework and have them (in some grade) fill out their planners.
    - Students will be picked up in their designated drop-off/pick-up area.
    - Prior to 3:00PM (time changes for 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 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.
    - This is temporarily suspended due to COVID-19 - 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. Instead, for now: Students who are not picked up by 3:15 will receive a call home. **Parents are responsible for having a back-up plan as we currently do not have any aftercare available. Late pick-up (after 3:15 will incur a cost - see fees below).**
    - This is temporarily suspended due to COVID-19 - Optional aftercare from 3:00PM (or 2:00 PM on Wednesday) is available for a fee.
- Early Dismissal
    - Parents must call the main office to arrange a pick up of their child. Please plan ahead.
    - 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 1 ½ hours after the start of school or leave 1 ½ hours 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.
  - Should a child miss more than a quarter of the days they are enrolled, they may not advance to the next grade, unless approved by the Head of School and due to extenuating circumstances.
    - \*Sick days: Students absent for 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 pin. Due to COVID, with your permission, we will check them in for you as they are washing their hands. By signing the handbook acknowledgment, you grant us this permission. If you do not want us to check them in, please notify us and we will make other arrangements.
- Optional 8:00-8:45AM drop-off is available for a fee.
- Preschool official start time: 9:00AM.
- Regular school hours for student drop off is 8:45-9:05AM.
- Suspended due to COVID-19 - 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 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 occurs on Friday and is a fund-raiser. Students wishing to participate will need to pay the fee. (see fees section)
- 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 only.

### **CHALLENGED MATERIALS POLICY**

*\*See Addendum #03*

### **CLASSROOM PARTIES & BIRTHDAY CELEBRATIONS**

- Each classroom is allowed to have a total of 3 classroom parties a school year. The three may be chosen from, but are not limited to; Christmas, Halloween, Easter, Valentines Day, End of Year.
- There may be Birthday celebrations, but not Birthday parties. A Birthday celebration consists of a treat being brought in to share with the class and should last no more than 20 min. Parents should check with the classroom teacher to be sure there are no allergies or food restrictions in class. Birthday celebrations *do not* include decorations, balloons etc. - that would be a party. ALL birthday celebrations need to be a time that the classroom teacher feels is appropriate.

### **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 and the timing of any needed assessments that need to be done are asked for. \*Exception for MSPC members and families with multiple children.
- Current MSPCS student's families, who are in good standing, will be offered the re-enrollment registration forms before new families are given access.
- Once the deadline 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.

- Families with multiple children who wish to enroll their children will receive special consideration when one child's class has availability and the other has a waitlist.
- 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. The church will verify a members standing at MSPC.
- 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 and or meeting prior to completing the registration packet. The fee is \$100 in the elementary school.
  - The elementary assessment is the NWEA Measures of Academic Progress (MAP), survey exam, for both reading and mathematics.
  - The appropriate building administrator or representative 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.
- If an account is delinquent more than twice in a school year, payment for any incidental expences (field trips, water bottles, uniforms, late pick-up, afterschool clubs etc.) must be paid up front. If there is a late pick up, the fee must be paid at the time of pick up and can not be charged to FACTS, but can be charged on a credit card, paid in cash, or with a check.
- 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.
- 5th grade students with an outstanding balance will not be able to participate in graduation and will not receive a certificate of completion/graduation from MSPCS.
- 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 or after 3:15 at the Elementary School.
- Preschool students with 3:00PM dismissals are also bound by the late pick up fee of one dollar per minute, with a maximum of \$40 (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.*

### **FIELD TRIPS**

- Field Trips are scheduled by the school and may be an additional cost.
- Students must have a signed permission slip in order to participate in the field trip.
- Two parents, per classroom may accompany the class as a chaperone. The parents will be chosen by the classroom teacher. The teacher will do his/her best to come up with a fair and equitable way of choosing.
  - Parent chaperones will monitor the students and will engage in the activity as appropriate.
- If the field trip asks for parent drivers and more than 2 drivers are needed to accommodate the trip, other parents can be invited to attend.
- If an overnight trip is planned, two MSPCS employees will attend the trip. That cost will be incorporated into the student/parent cost.
- Should students not have appropriate behavior on the field trip, they may be asked to be picked up by parents, or one of the chaperones will bring the student back to school, where they will be greeted by the parent.

### **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 (including Specialist classes):
  - Subject areas:
  - (E) Excellent - Consistently Demonstrating: The student acquires and applies the concept or skill consistently with minimal teacher support.
  - (G) Good - Progressing: The student acquires and applies the concept or skill frequently and needs additional teacher support at times.
  - (S) Satisfactory - Emerging: The student is beginning to acquire and apply the concept or skill and needs additional teacher support.
  - (I) Need Improvement - Needs Development: The student acquires and applies the concept or skill rarely or does so with much teacher support. Additional practice is needed.
  - Effort:
  - (E) Excellent
  - (G) Good
  - (S) Satisfactory
  - (I) Needs Improvement
  
- Third through fifth-grade scoring guide (including Specialist classes):
  - (A) 90% - 100% Comprehensive Knowledge and Superior Application in subject matter.
  - (B) 80% - 89% Broad Knowledge and Competent Application in subject matter.
  - (C) 70% - 79% Understandable Knowledge and Inconsistent Application in

subject matter.

(D) 60% - 69% Minimal Knowledge and Limited Application in subject matter.

(F) 59% and below Failing

- 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 make every effort speak directly to the parent, either by phone or at dismissal time. If they are not able to contact them, they should email to notify the parent.
  - 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:
  - 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 and a secondary route (which may be an escape ladder if on the second floor),
  - 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.
  
- Tornado Drills: Tornado drills will be held at least on a quarterly basis.
  - During the first month of school, staff members shall practice this drill with their students.
  - Students will duck and cover (their head, neck area).
  
- A.L.I.C.E. Drills (Alert Lockdown Inform Counter Evacuate):
  - ALICE drills are held quarterly to acquaint children with appropriate procedures in the event the school needs to be secured or students need to evacuate to a safer location.
  - In the unlikely event that we would need to evacuate to another location, the preschool would go to the elementary school. If the elementary school would need to go to another location, they would go to the preschool. If both buildings could not be used, we would evacuate to the Community Center.
  
- 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.
  - See Addenda#2 for new COVID-19 sick policy
  
- Student illness during school hours
  - The school will contact parents or guardians 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 may 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 and above the ears.
  - 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**

- 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 Homework 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).

## **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 and preschool are 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 sharing school information with parents.
- Parents can expect consistent correspondence from their child's teacher regarding important information regarding their education. The correspondence may be mainly through FACTS and also can be through other 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: miamishorespschool

#### **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.
- The school is not responsible for any loss or damage of personal belongings, including electronic devices.

## **RECORDS**

- Records of all students are confidential. Only staff, authorized employees 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 in 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.
- Screen time will be limited and may be used for a brain break (no more than 10 min.), it may also be during pick up at the end of the day, or as a small part of a lesson.

### ● **ELEMENTARY**

- All parents and guardians have access to the teacher's grade books on FACTS. Therefore, parents can check progress and grades 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 accessed through FACTS 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 5% discount of the preschool annual tuition rate (these families would then not qualify for the pay-in-full discount). Elementary Families can apply for a partial scholarship through the church. These annual scholarships and need-based financial aid are offered 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 MSPC Foundation at [mspcfoundation@aol.com](mailto:mspcfoundation@aol.com).

- MSPCS accepts the 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.
- Should any scholarships be used, there will be no additional discounts for tuition.

## **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 and many preschool classes, that can be purchased online through the link provided on the MSPCS website for a designated time. After that deadline, parents can contact the office for a supply list.
- 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. **Suspended due to COVID-19, no parents in building**
- Wear the visitor's ID issued by a MSPCS employee. **Suspended due to COVID-19, no parents**
- 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.
- There should be no running in the halls during or after school hours.

### **STUDENT MEDICATION**

- Though parents are responsible for giving prescription/non prescription medication, should it be done by school personnel, it will be done only if we have a release form. The prescription release form must be 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 Elementary 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

- **Elementary uniform**

Please assure that your child comes to school daily in uniform. Should a child not come to school in the proper uniform; The first time, a note and/or email will be sent home from the classroom teacher reminding the parents. The second time, a note and/or email will be sent home from the classroom teacher. The third time, student will be sent to office and parents called to bring their uniform. Student will wait in the office for their parent to bring the uniform.

**All non PE days:**

Top - Lands End uniform embroidered top in white or purple. If child wants/needs to wear a sweater it must be solid color navy, purple, tan or white without picture or writing on it. A sweater may also be purchased from Lands End.

Bottom – Navy Blue or khaki shorts, long pants, skort, skirt, or dress (from Lands End or other places). If a student needs to wear leggings under their skirt, they must be solid color navy, purple, tan, or white - no design.

**Mandatory PE uniform:** Solid color navy athletic shorts or skort (from Lands End or other places) and Waves white or purple T-shirt (purchased from the school office) or Lands End white or purple PE shirt.  
Athletic Shoes

- **Preschool uniform**

- Purchased in the preschool office building, a purple or white or tie die t-shirt with the school Waves logo. It is recommended that all preschool students have a change of clothes on campus at all times.
- 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.

**VISITORS** **Due do COVID-19, currently no 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 by April 30th.
- 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, OR log the volunteer hours in FACTS.

- 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 30th will be charged the rate of \$25.00 per hour to the family's account.

### **WEATHER CONDITIONS**

- 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.

### **EMERGENCY RESPONSE PLAN**

- The board along with the Head of School will determine when the school will close for emergency closures. Both the preschool and elementary school will be looked at as separate decisions.

### **WITHDRAWAL**

- If your child is withdrawn prior to the end of the school year, Parents/Guardians will be charged for the month in which you withdraw and two additional months. This will be charged to your FACTS account upon receipt of your withdrawal for or notification of withdrawal.
- 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.

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) Should there be a consideration for recommending an outside evaluation, there will be a

meeting with the Head of School and/or Director of Preschool prior to a meeting with the parent/s.

- 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.

### **PRESCHOOL:**

Philosophy Statement: MSPCS believes in guidance and discipline. 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.

### **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 second step. A parent must be contacted for a second step to be completed.
  3. If a third infraction occurs, the teacher will document on a referral form and send it to the parent/s. This includes, 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 and can be sent home. Should they be sent home the following guidelines will be used:
    - a) 1st time sent home, it will be for ½ day
    - b) 2nd time sent home, 1 day
    - c) 3rd time sent home, 2 days

- d) 4th time, student may be withdrawn from the school

#### 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 continually using superior strength or influence to intimidate or make fun of another 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 or withdrawal from the school.

#### 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**  
**2020/2021 Sick Policy**

*Illness in School*

Staff and students (or child) MUST stay home if they are sick and monitor themselves closely for symptoms of illness and COVID-19. In these unprecedented times, parents should very much err on the side of caution and keep their children home if they are feeling unwell, even if they may present with symptoms not identical to COVID-19. Staff and families should notify the school if they begin to experience symptoms, even if it is outside of school hours, as the school is required to report any confirmed cases of COVID-19 to the state and local health department. Please inform the school by calling the office at 305.759.2548

During the school day, if a student has a temperature of 100.4 or higher they will immediately be taken to an isolation room with their belongings, ready to go home. If a staff member has a temperature of 100.4, they will immediately be sent home.

Other signs that would have us immediately bring a student/staff to the isolation room for pick-up (student) or sent home (staff):

- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Nausea and/or vomiting
- Diarrhea (more than one occurrence)
- Headache (severe or in combination with other symptoms)
- Repeated shaking with chills
- Sneezing (repeated and accompanied by any of the other symptoms)

If a student/staff shows repeated symptoms as listed below, they will be taken to an isolation room.

- Cough
- Chills
- Muscle pain
- Sore throat

- Congestion

Parents/caregivers will be called for pickup. Child must be picked up within one hour of the first phone call. If parents or caregivers cannot be reached, the school will begin contacting emergency contacts.

The child will be offered a space for rest and will be supervised by a staff member. When the parent or caregiver arrives, the staff member will bring the child and their belongings outside for pick up.

If the child or teacher was in a classroom, the area of the classroom will be closed off until it is disinfected. The class will be relocated to an alternative space for the duration of the cleaning. Once disinfected, staff and children can return to the space.

The child or staff member must be fever-free without the use of a fever reducer for 24 hours before returning to school as well as exhibit an improvement in all other symptoms.

### *Stay at Home Policy*

Children and staff will not be permitted to school if:

- He/she has had close contact with someone with a confirmed diagnosis of COVID-19 during the 2 day period before the onset of symptoms or while the person was/is symptomatic
- He/she is under investigation/awaiting test results for COVID-19.
- If a staff member or child has been identified to have had close contact with someone outside the classroom community who is diagnosed with COVID-19, that staff member or child must report the exposure to the school and will be required to self-quarantine for the medically directed duration. Close contact means being closer than 6 feet apart for more than 15 minutes. A negative COVID-19 test will be suggested before returning to school.

### *A confirmed case of COVID-19*

If COVID-19 is confirmed in a child or staff in a classroom community, the following actions will be taken by the school:

- Notify the local and state health department.
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.

- Notify the school community that a child or staff member in the school (not in their classroom community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- All follow-up actions (quarantine, classroom closure, etc.) will be dictated by the health department.
- We expect that local contact tracing regulations will require all children and staff who came in “close contact” (less than 6 ft for at least 15 minutes) with the individual to be required to quarantine for 14 days (i.e. the child’s class) and the classroom be temporarily closed.
- Teachers will be prepared to pivot to distance learning for the students who may be affected by the classroom closure. Specifics about MSPCS Virtual will be provided by the teacher (for classes PK3 to Grade 5).
- A cleaning will be done per the health department recommendations.

### Returning to School

Children and staff who have tested positive for COVID-19, regardless of whether they are symptomatic or asymptomatic, can return to school once they meet the following criteria:

- 10 days have passed since symptoms first appeared *or* the medically directed isolate at home period has concluded.
- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducers); AND
- Improvement in respiratory symptoms (e.g. cough, shortness of breath); medical clearance before returning to school and/or a negative COVID-19 test is highly suggested.
- If a child or staff member has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the child or staff member may return to school upon completing at least 10 days of isolation from the onset of symptoms. A negative COVID-19 test will be suggested before returning to school.

In the event that a parent or caregiver of a child must be isolated because they have tested positive for or exhibited symptoms of COVID-19, the parent or caregiver will not be allowed to enter school grounds for any reason, including to pick up the child.

- If the parent or caregiver, who is a member of the same household as the child, is exhibiting signs of COVID-19 or has been tested and is positive for the virus, an alternate approved pick up

person must pick up the child. As a “close contact,” the child must not return to school for the duration of the quarantine.

- If the parent or caregiver, who is a member of the same household as the child, is being quarantined as a precautionary measure, without symptoms or a positive test, a member of the administrative team at school will walk out with the child to deliver him/her to the parent or caregiver outside. As a “contact of a contact,” the child may return to school during the duration of the quarantine.
- If a child or a member of their household becomes symptomatic for COVID-19, the child must quarantine and may not return or attend school until after the quarantine is complete. It is strongly suggested the child get tested.

If a child test positive for COVID-19, the child must quarantine and may not return or attend at school until after the quarantine is complete and must submit evidence of a negative COVID-19 test or medical release.

### **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**  
**MSPCS TECHNOLOGY USE AGREEMENT FOR STUDENTS**

(Read and return)

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

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.

A. Students may not bring personal computer, computer software or storage devices to school unless specifically authorized by a member of the school faculty/staff. If brought to school, MSPCS is not responsible for or liable for any damage directly or indirectly to the device. Students must agree to adhere to the same guidelines with their own device as if it was a school issued device. Notification and permission will be sent home if teachers allows students to bring own device.

B. Students may not be told to bring in computers for special projects. A teacher may give the parents that option, but they need to inform parents that the student is responsible for the handling of the device, not the school (ie if something should break). School computers are available and can be used so students can not be required to bring a computer in.

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. Parents that have given permission during our COVID campus closure to allow MSPCS to create a mspcs.net account for students, do not need to give permission again, as it was stated it would last until the student leaves MSPCS. Students who are new to the school will have a school email account created for them, so they may access the same information on Google. By signing the Handbook acknowledgement, parents are also acknowledging and allowing MSPCS to create a Google email account for their child/ren.

E. Students and parents agree to use the mspcs.net account in accordance with our policy and agree not to misuse it. When a student leaves the school (withdrawal or graduates), the account will be terminated and all information will be deleted.

F. Students who misuse the account or anything attached to the account (ie. google classroom) may loose computer privileges at MSPCS and may not be able to retrieve any information from the account or anything attached to the account.

G. Students agree to only use appropriate language, documents, pictures, postings, etc. when using devices at school or while using MSPCS platforms (whether MSPCS at Home or MSPCS on Campus or MSPCS Virtual).

H. Agree to comply with Social Network policies.

I. Student will agree to use internet for educational purposes in school (weather MSPCS at Home

or MSPCS on Campus or MSPCS Virtual).

J. Users will comply with copyright and intellectual property laws when using content on websites.

K. All will agree to use the equipment properly.

L. 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.

M. Students may not bring or download unauthorized programs, songs or games to the school or run them on school computers.

N. Student must be respectful in how they communicate with others and never write or participate in cyber bullying. Technology privileges will be revoked if found to participate in any type of bullying – cyber or otherwise.

O. Student agrees to talk to a teacher, Head of school, or parents if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.

P. Not reveal any password to anyone except the system administrator, the teacher or parents.

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.

It is highly suggested that parents and students together set up expectations for going online at home. Decide upon the time of day, the length of time and appropriate websites to visit.

I, \_\_\_\_\_, a student at Miami Shores Presbyterian Church School, have read the MSPCS TECHNOLOGY USE AGREEMENT FOR STUDENTS and agree to abide by it. By signing below I understand that this applies until I leave MSPCS.

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.

I agree to allow my child to have an MSPCS Google account created by the school. \_\_\_Yes \_\_\_No

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

**Addendum #05  
Parent/Guardian Acknowledgement of the  
2020-2021 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 28, 2020**

