



SAINT LOUIS  
COVENANT SCHOOL

2024-2025  
PARENT STUDENT HANDBOOK

“A ROMAN CATHOLIC FORMATION COMMUNITY  
OF THE ARCHDIOCESE OF MIAMI”

7270 SW 120<sup>TH</sup> STREET  
PINECREST, FLORIDA 33156  
(305) 238-7562

[HTTPS://WWW.STLCOVENANT.ORG](https://www.stlcovenant.org)

REV. FR. GABRIEL VIGUES  
PASTOR

JULIE PERDOMO  
PRINCIPAL

ANA BAIXAULI  
ASSISTANT PRINCIPAL

# **INTRODUCTION**

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

## **MISSION STATEMENT**

Saint Louis Covenant School exists to create a group of adult believers whose faith experience impacts the formation of their children as evangelizers and seekers of wisdom and Gospel values. The school is committed to academic excellence, a strong Catholic spirituality and community service, all for His Glory.

## **GENERAL SCHOOL HOURS AND CONTACT INFORMATION**

### **SCHOOL OFFICE INFORMATION**

Office Hours:	Monday-Friday 7:30 am-3:30 pm
Office Phone:	305-238-7562 Ext. 1000
Address:	7270 SW 120 <sup>th</sup> Street Pinecrest, FL 33156

### **STUDENT SCHOOL HOURS**

PK2 Half Day	8:00 am-12:00 pm
PK3 and PK4 Full Day	8:00 am- 2:30 pm
K-3rd Grade	7:45 am- 2:30 pm
4th-8th Grade	7:45 am- 2:45 pm
*Early Dismissal Grades PK (Full Day) through 8 <sup>th</sup> Grade 12:30 pm	

## **HISTORY**

The Covenant School was founded in the fall of 1997 although it operated as Saint Louis Catholic Preschool from 1992 until 1997. Permission and authority to operate the school comes from the Archdiocese of Miami's presiding Bishop, Archbishop Thomas Wenski. The former Pastor, Reverend James F. Fetscher and Christine Mathisen, the founding principal, were the visionaries for the Covenant School. Rev. Fr. Gabriel Vignes is the current pastor of Saint Louis Catholic Church and Julie Perdomo serves as the current principal.

## **PHILOSOPHY**

Our faith is central to all that we do in the Covenant School. Saint Louis Covenant School seeks to become a sacred place where students, families, teachers, and staff are held together by shared values, traditions, and beliefs. Saint Louis Covenant School empowers its children to achieve academic excellence, strong discipleship, and good citizenship. Implicit in the successful "holistic" education of a child is the continuing involvement of the family. In this covenant relationship, the parents play a pivotal role in the faith formation of their children, while looking to the school and church to support and nurture their faith and that of their children. Christian education is a partnership between home, school, and the church. To that end, Saint Louis Covenant School invites and expects its families to join the school in its efforts to prepare our children for life's journey.

Educationally, the children at Saint Louis Covenant School participate in standard academic disciplines with the knowledge and understanding that their abilities and talents are given by God for the strengthening of the Body of Christ and for the building up His kingdom. We are committed to the four-fold educational mission of the Church comprising: Community, Message, Service, and Worship.

We are dedicated to a curriculum that provides a structured academic foundation while stimulating critical thinking, fostering creativity, and encouraging self-initiated learning as a lifelong process. Students should be empowered to develop appropriate self-esteem, a sense of respect for people, responsibility, an appreciation of hard work, and an ability to relate to others in positive ways. It is essential that parents and students, as part of the covenant environment, become familiar with the message revealed by God and proclaimed in Church doctrine. This can be accomplished through:

***Scripture study***

***Participation in liturgy***

***Understanding the rich tradition of the Catholic faith***

The school fosters relationships of friendship, trust, and love. The students at Saint Louis Covenant School learn to build community through experiencing positive interaction with teachers, staff, parents, and each other. The school provides an educational environment where Christian values are taught, where the witness of adults and children to these values is in evidence, and where religious truths are integrated with life. It is in this spirit that the educational philosophy is formed.

## **OBJECTIVES**

### **SPIRITUAL DEVELOPMENT**

- ◆ Instill and nurture in children an evolving and ever-deepening love of God and His creation.
- ◆ Provide children with the foundations of the Roman Catholic faith.
- ◆ Provide children with opportunities to proactively live and experience their faith.
- ◆ Create a "servant's" heart in each child, calling it to love and serve others.
- ◆ Provide a faith environment wherein children experience liturgy, prayer, and the celebration of life.
- ◆ Inculcate in children a desire to form and live a vision of life that has Jesus Christ in their midst.
- ◆ Teach children that they are unconditionally loved, uniquely gifted, and cherished by God.

### **INTELLECTUAL DEVELOPMENT**

- ◆ Stimulate each child's intrinsic desire to seek and acquire knowledge.
- ◆ Create a learning environment where windows of opportunity are discovered in each child, recognizing their God-given gifts and talents.
- ◆ Create an atmosphere that fosters critical thinking, reasoning, and creativity.
- ◆ Emphasize the spirit of our life philosophy: do our best for His glory.
- ◆ Recognizes and employs current brain-based and gender-based research.
- ◆ Build future leaders grounded in Christian principles and values.

### **SOCIAL DEVELOPMENT**

- ◆ Teach children to recognize the family as the basic unit of society.
- ◆ Provide the environment where children are happy and respect the cultures of all God's people.
- ◆ Instill and nurture in each child respect, courtesy, moral character, and positive Christian values.
- ◆ Teach children to respect authority in the family, in school, and in society.
- ◆ Teach children to respect and conserve natural resources and protect God's creatures and His creation.

## **PHYSICAL DEVELOPMENT**

- ◆ Instill and develop in each child an appreciation and respect for its mind and body.
- ◆ Teach and promote good nutrition and personal hygiene.
- ◆ Provide activities and programs that develop strong, physically fit children.
- ◆ Teach children good sportsmanship and team spirit.

# **ACADEMIC POLICIES**

## **GENERAL**

Learning is a developmental process with its foundation in cognition. Cognition includes attention, perception, memory, reasoning, judgment, imagining, thinking and speech. Students at the Covenant School are expected to work rigorously and competently to acquire a solid foundation across the curriculum spectrum. The students will be recognized not only for their intellectual achievements and milestones, but also for their citizenship, discipleship, and humanitarianism. The role of parents in the implementation of our educational philosophy is pivotal to its success. Parents are expected to demand that their children work to the absolute best of their ability allowing them to reach their potential. The educational platforms at Saint Louis Covenant School are designed to challenge each student in all academic disciplines.

## **CURRICULUM**

The curriculum at Saint Louis Covenant School is meant to:

- ◆ Provide students with sequential, diversified, and dynamic programs of study.
- ◆ Create communities of reflective, independent learners.
- ◆ Enhance deep understanding within disciplines.
- ◆ Engage in exemplary educational practices supported by research, professional reflection and dialogue.
- ◆ Foster significant student/teacher relationships

Saint Louis Covenant School provides instruction in the following content areas:

**Religion (Family Life)**

**Language Arts**

**Mathematics**

**Physical Education**

**Science**

**Social Studies**

**Foreign Language**

**Fine Arts-Movement (PK through Kindergarten), Performing Arts and Art**

## **CLASS WORK**

Students will be engaged in class work during the school day. Through these assignments, students learn, practice, and accomplish the goals of the lesson. Class work also provides the teachers with the opportunity to establish standards for the students' work i.e., legibility, accuracy, neatness, and other related protocols.

- ◆ All assignments submitted to teachers must be neat and legible
- ◆ All submitted assignments must be identified with the student's information

## **INSTRUCTION**

**Each day provides wonderful opportunities for students to learn about God's amazing world. All students need to come to school prepared and ready to learn.**

- ◆ Every class, every subject, every day at Saint Louis Covenant School begins with a teacher or student-led prayer.
- ◆ Student interaction and dialogue are encouraged to stimulate critical thinking and analyzing.

- ◆ In addition to the curriculum provided, teachers will use a variety of resources, including online sources to better effectuate and stimulate student learning.
- ◆ Teachers will do their best to explore diverse learning strategies for students with learning differences.
- ◆ All students must be respectful of their teachers, classmates and the learning environment and give their utmost to the lesson at hand.

## HOMEWORK

**Homework is a vital component to the educational process.** Homework provides reinforcement, enrichment, practice, and enhancement of student achievement and application. Homework also helps to establish routine and discipline while building independence and responsibility. The role of homework as an instructional strategy that can provide practice or important skills and concepts is both beneficial and desired.

- ◆ Homework assignments are given in grades K-8.
- ◆ Students will have a homework agenda or composition notebook to be used to write down their homework.
- ◆ Homework may be written on the board daily for students to copy as soon as they arrive to class as well as posted on the Parent/Student Portal.
- ◆ Homework will not be assigned on days with a major school function occurring that evening.
- ◆ **Homework assignments must be turned in on time.** Homework that is submitted late will result in consequences. It is the student's, not the parent's, responsibility to bring their homework to school when due.
- ◆ **Parents may not bring late homework/projects to the school office/classroom or lunchroom after the bell rings. These items, if brought to the school, will not be delivered to the classrooms. The assignment will be placed in the teacher's mailbox.**
- ◆ All students should read for at least 20 minutes each night.
- ◆ Homework is generally not assigned over the weekend.

## ASSESSMENTS

Students will be assessed throughout the school week across the curriculum. No more than two subject area assessments may be given on a particular day. Teachers will advise parents and students of their assessment schedules.

## SPECIAL AREA ASSESSMENTS

Special area assessments will be coordinated with the classroom teacher and will be conducted during the special area class time.

## REPORT CARDS

Saint Louis Covenant School follows the Archdiocesan Progress Report (Report Cards) policy. Electronic report cards are issued on a quarterly basis for students in grades PK3 – 8<sup>th</sup> grade. Teachers may request a parent meeting to review any concerns with the student's progress. Parents may contact the teacher regarding any concerns about their child's progress.

## GRADING SCALE

### Early Childhood

Pre-Kindergarten through Second Grade will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

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

**The goal is for every student to reach a level 3, to be a proficient learner in grade level standards, by the end of the school year.**

The standards (under each subject) will be measured by:

- + Area of strength
- Area of weakness
- S Satisfactory
- NA Not assessed at this time

### **Grades Third through Eighth**

Students in 3<sup>rd</sup> – 8<sup>th</sup> Grade will receive a percentage grade.

The grading scale is:

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

The standards (under each subject) will be measured by:

- + Area of strength
- Area of weakness
- S Satisfactory
- NA Not assessed at this time

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language, Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music, Physical Education, and World Language).

The Active Learner Traits for K-8 will be measured by:

- + Area of strength
- Area of weakness
- S Satisfactory

### **HONOR ROLL**

Saint Louis Covenant School follows the Honor Roll policies of the Archdiocese of Miami in the establishment of the academic honor roll. Honor roll acknowledgements begin in Fourth Grade. The Covenant School follows this standard:

#### **First Honors**

For students whose grades reflect a grade of 90% or higher in all subject areas and all “+” or “S” in Skills and Active Learner Traits. Students may not have a “-” in any area.

#### **Second Honors**

For students whose grades reflect a grade of 80% or higher in all subject areas and all “+” or “S” in Skills and Active Learner Traits. Students may not have a “-” in any area.

#### **Honor Roll Assembly**

An Honor Roll Assembly will be held at the end of the first, second and third quarters to recognize students for their achievements. Assemblies will be held to recognize first and second honors for grades four through eight. Parents will be notified of the scheduled date and are invited to attend.

### **AWARDS ASSEMBLY**

An Awards Assembly will be held at the end of the school year. Students in grade 3 through 8 may be recognized in the following categories:

#### **Grades 3 & 4**

- ◆ One student from each homeroom class receives the Top Academic Achievement Award. Award based on GPA and Standardized test results. A second student per homeroom class receives the Most Improved Award for effort and academic progress.

Grades 5-8

- ◆ One student from each subject area receives the Top Academic Achievement Award.
- ◆ One student per grade will receive the Most Improved Award for effort in academics.

Saint Louis Service Award

- ◆ The eighth-grade recipient of this award is a student who eagerly participates in both school and community services while maintaining high academic standards.

Covenant Community Service Award

- ◆ The eighth-grade recipient of this award is a student who offers their services and willingly participates in many school activities.

Best All Around Award

- ◆ The eighth-grade recipient of this award is a student who is well rounded in offering his or her services within the school and who maintains excellent academic achievement.

Presidential Award

- ◆ One eighth grade student receives this award for Top All Around Academic Performance.

ISSF Star Awards

- ◆ Three well rounded students are recognized by their middle school teachers for excellence in academics, sports, or service. The students and their parents attend a luncheon with the administration and are publicly recognized

NJHS Members

- ◆ Eighth grade members will be recognized for their years of membership.

Top Crusader Award – Grade 8 boy and girl

- ◆ Athletic ability in two or more sports
- ◆ Leadership on the court /field during practices as well as games
- ◆ Maintains excellent academic achievement
- ◆ Displays outstanding sportsmanship to their team and opponents
- ◆ Above average conduct
- ◆ Multiple years of dedication to the sports program

Outstanding Athlete –Grade 8 boy and girl

- ◆ Top athlete who participates in two or more sports
- ◆ Outstanding athletic ability

Sportsmanship Award- Grade 8 boy and girl

- ◆ Athlete who participates in two or more sports
- ◆ Demonstrates great respect for competitors, school, teammates, and coaches
- ◆ Shows an ability to accept victory and defeat graciously
- ◆ Conveys a high degree of humility and integrity

Coach’s Choice Award-Grade 8 boy and girl

- ◆ An overall outstanding performance
- ◆ Displays respect towards coaches, teammates, and opponents
- ◆ Possesses a positive attitude towards all
- ◆ Must have excellent participation in practices and games or meets

*\*Additional categories or special recognition may be made at the administration’s discretion.*

**CONCERN REGARDING STUDENT PROGRESS**

Daily work and written tests/quizzes are forms of progress reports that are sent home on a regular basis in grades kindergarten through second grade. Academic records of student progress for children in grades third through

eighth are available on the Parent/Student Portal. Parents are encouraged to check regularly and contact the teacher if they have a concern. The teacher will contact parents if academic progress is not satisfactory. At the end of each quarter, a list of students with grades of 69% and lower will be submitted to the Administration for review.

### **ACADEMIC PROBATION**

Academic probation as herein described can affect students in grades 4-8. Students who achieve a grade of 69% or lower on their Progress Report in one or more of the major academic areas: Language Arts, Science, Social Studies, Religion, or Math will be placed on academic probation. Students on academic probation will meet with Administration to discuss the probation and requirements for improvement, which may include immediate tutoring. Administration will check the student's grades. Academic probation may prevent a student from participating in any after school club/activity/sport as described herein. Students on academic probation may be allowed to participate in sports at the discretion of the Administration. A plan will be developed to assist with progress monitoring until the child is removed from academic probation. Parents will be informed when a student is placed on academic probation. Students may be removed from academic probation when consistent improvement has been demonstrated.

### **PROMOTION**

Beginning in grades 1-4, Language Arts and Math are considered basic core subjects. Students must pass these core subjects in order to be promoted to the next grade. Beginning in grades 5-7 each major subject must be passed. Major subjects in these grades are Religion, Language Arts, Math, Science, and Social Studies. Students are expected to achieve proficiency in Foreign Language, Music, Art, and P.E.

### **EIGHTH GRADE PROMOTION**

The primary purpose of Eighth Grade Promotion Exercises from Saint Louis Covenant School is to celebrate the child's academic, spiritual, and physical journey. The promotion ceremony will take place at the end of the school year. The celebration will commence with a Eucharistic celebration followed by the distribution of diplomas. Students must be present in school on the day of promotion to participate in the celebration. Parents and guests will be invited to attend the community celebration along with the Pastor, Administration, and faculty of the school.

The Archdiocese of Miami through the Department of Schools establishes promotion requirements. A passing grade in all subjects is required for promotion to high school. A grade of 69% or lower in any two major subjects may be cause for retention and non-acceptance at the high school level. Major subjects include Religion, Language Arts, Mathematics, Science, and Social Studies. In addition to these subject areas, proficiency in the following subjects is required: Music, Art, World Language, and Physical Education.

The principal must approve events for the Eighth-Grade class including the Promotion Banquet at the end of the school year.

### **RETENTION**

Any student facing retention will be brought to the attention of the Administration and the school counselor. A meeting with the parents will be held to discuss the academic progress of the student.

### **SUMMER SCHOOL**

Students who have been on academic probation for two quarters or more, or who end the school year with a Final Average of 69% or lower in major content areas (Language Arts, Mathematics, Science and Social Studies) may be required to attend summer school. The summer school requirement must be met by a recognized entity and approved by the Administration. Failure to comply may result in retention in the previous grade or removal from the school.



### **STANDARDIZED TESTING**

It is the policy of the Archdiocese of Miami to administer standardized tests, Terranova, to students in 2<sup>nd</sup> -8<sup>th</sup> grades in the spring of each year. Parents should keep in mind that standardized tests are but one snapshot of their child and that some children test well while others may not. Time accommodation may be available to those students who have a documented need on file at least one month prior to the time of testing.

- ◆ Practice tests will be administered throughout the month leading up to the official test.
- ◆ Student answer sheets will be filled in and the grids bubbled in prior to test date.
- ◆ No homework will be assigned during testing week.

### **STUDENT RECORDS**

In accordance with Archdiocesan policies, each student has a cumulative folder kept in the school office. This folder contains the following documents:

- ◆ Application
- ◆ Attendance record
- ◆ Birth and Baptismal certificates
- ◆ Emergency Information Form
- ◆ Health and immunization records
- ◆ Absence excuse notes
- ◆ Sacrament certificates: First Holy Communion/Confirmation
- ◆ Academic transcripts/report cards
- ◆ Report cards and Progress reports
- ◆ Standardized testing (Terranova)

### **TEXTBOOKS/TECHNOLOGY**

The school purchases textbooks and supplementary materials each year. Students are expected to have all the necessary books when they attend each class. Students are expected to respect all school materials. Parents are asked to support the importance of respect for school materials and property. In the case where a student misplaces or vandalizes school materials, the student's family is responsible for restitution.

### **TRANSCRIPTS REQUEST**

Parents requesting transcripts for their child(ren) will need to make the request in writing to Administration and should allow one week for the transcripts to be processed and sent to the receiving school. The school will provide this service free of charge for 8<sup>th</sup> grade students for the first request. Other requests for transcripts will have a \$50 fee per request assessed. Transcripts will not be given to students. They are mailed directly to the receiving school.

### **TUTORING**

Tutoring may be required for students with the following academic concerns:

- ◆ Students who fail to meet and/or maintain school academic standards.
- ◆ Students who achieve a final grade of 69% or lower in Math or Language Arts.
- ◆ Students who miss 20 days or more of school during the school year.

\*Teachers may not tutor their own students for compensation

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

Parents or eligible students should complete the Request for Release of Student Records and submit it to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The

school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

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

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

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

## **ACTIVITIES / ATHLETICS / CLUBS**

### **PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS**

The school recognizes the following sports, activities, and clubs:

**School Clubs:** National Junior Honor Society, Student Government, Crusader Service League, Liturgy Team, CNC Production/Morning Announcement

**Major School Activities:** Field Day, Patriot Day, Career Day, Bike Day, Christmas Show, Passion Play, End of Year Show, Red Ribbon Week, STREAM Days

**Dances:** Eighth Grade Banquet

**Athletics:**

<b>Boys</b>		<b>Girls</b>	
	Basketball		Basketball
	Cross Country		Cross Country
	Volleyball		Volleyball
	Flag Football		Flag Football
	Baseball		Softball
	Soccer		Soccer
	Track and Field		Track and Field
			Cheerleading

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

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

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

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

After School Clubs are held as enrichment activities for our students. Most of these clubs have a fee and the clubs are available according to our resources and participation. Clubs and activities may be added to this list as they become available.

Saint Louis Covenant School only participates in the sports approved by the All-Catholic Athletic League. Risk management is key in the implementation and supervision of all athletic programs.

- ◆ Students wishing to participate in a school sport may be asked to try out for the sport. Every effort will be made to accept as many team members as possible including support team members who may not play but will be part of the team in some way. The general philosophy of the school would encourage students to try out for the sport of their choice and for the coaches to accept as many students as possible. While every member of the team may not play consistently, they will play important supportive roles for their team.

The Athletic Director and volunteer coaches come under the immediate supervision of the Administration. Please note the following sports-related policies:

- ◆ Volunteer coach selection must meet the approval of the principal.
- ◆ All coaches must participate in the "Play Like a Champion" training.
- ◆ Qualified coaches must have a successful Archdiocese of Miami fingerprint background clearance and Virtus training before they can coach or assist the coaches.

- ◆ For communication purposes, the Athletic Director will have a walkie-talkie or phone for immediate contact with the school office.
- ◆ Coaches must be familiar with the rules of their sports and ensure that the students know all the rules before they play.
- ◆ Coaches are responsible for checking the field of the schools that our students play on.
- ◆ The Athletic Director and volunteer coaches must survey the field and courts for any hazards prior to practice and games.
- ◆ Coaches and assistants must be both physically and mentally present whenever supervising the students from the first minute to the last before and after the practice/game.
- ◆ A First Aid kit will be available during practice and games.
- ◆ The Athletic Director is responsible for checking the field and school grounds for any items, including trash, after all practices and games. Students should be enlisted to assist.
- ◆ Students are responsible for checking their equipment and reporting problems to the coach.
- ◆ Students must be present for 4 hours in a school day to participate in any athletic activities that day.
- ◆ Students on academic probation may not be allowed to participate in practices or games while on probation.

The school offers clubs and activities throughout the week from Mondays through Fridays. The students at Saint Louis Covenant School are invited to participate in after school activities/clubs that are made available at the beginning of each school year. Participation may be denied if the student is not in good academic or conduct standing, is absent or leaves early on the day of the activity. Details are provided at the opening of each school year.

Students participating in a special club activity/event must be picked up at 4:00 pm at the designated pick-up location. Students in After Care must be signed out by 5:30 pm. Parents must be aware that the school will not be responsible for the continued care of any sibling(s) of students who remain on campus to participate in an after-school club/activity/event. Siblings should be picked up at normal dismissal time unless he/she is also enrolled in an after-school club. In the event an eligible student remains at school to participate in after-school activities, and a sibling is consequently left at school, parents will be notified to pick the student up immediately or pay the corresponding fee. Parents may forfeit the opportunity for their child to continue participation in the special club, activity/event if siblings are not picked up on time.

### **BAND**

The school has a business relationship with Paul Effman Music company to bring Band instruction, on a fee basis, to students in kindergarten through 8<sup>th</sup> grade. Band fees are paid directly to Paul Effman Music Company. Student participation in this program is during school hours.

### **WIZKIDZ**

WIZKIDZ is the umbrella name for all paid after school clubs. The school offers this program to students in grades PK3 through 8<sup>th</sup> grade. The program consists of various clubs including After Care and is available Monday through Friday from 3:00 pm-4:00 pm except for After Care, which concludes at 5:30 pm. A one-time annual family registration fee will be assessed for participants in the WizKidz program. In addition, each club assesses a fee that covers the cost of the facilitator, supplies and other expenses. On early dismissal days, After Care and other clubs will be held unless otherwise noted on the school calendar.

### **WIZKIDZ STUDENT PICK-UP**

Parents must park and walk to pick up their children from the breezeway in front of the school office. The WizKidz Coordinator will be at the door to facilitate. Written authorization must be received if anyone other than the child's parent or other authorized persons are picking up. Please let anyone know who will be picking up your child that they should be prepared to present identification. Any emergency pick-ups must be communicated to the school office as well as the WizKidz Coordinator and a signed authorization must follow. There will be no

drive-up pick-ups allowed. Students not picked up by 4:10 will be taken to After Care and the daily charge will apply.

### **REQUEST FOR MEETING SPACE**

Requests for ministry meetings or other space use must be made through the school office. A special “Request for Space Use” form is in place and is the only acceptable request form. The policy requires all ministry heads, etc. to submit a “**Request for Meeting Space/Kitchen**” form to the school office. Request forms may be obtained in the school office or on the church website: [www.stlcatholic.org](http://www.stlcatholic.org). Confirmation of the space can be viewed on the church’s website. Emails or telephone calls to the scheduling office in the church are not acceptable forms of request for space and will not be accepted.

### **SCHOOL-SPONSORED EVENTS**

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

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

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

### **PRIVATE TUTORING, COACHING OR LESSONS**

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

### **STAFF APPRECIATION WEEK**

The Staff Appreciation event is an annual event celebrated during a designated week in May for parents to express their appreciation for the teachers/assistants and staff for their love and dedication to their profession and to the students in Saint Louis Covenant School. Any gifts or class collections made for Teacher Appreciation week are completely voluntary. No family should feel obligated to participate in any additional gifts.

### **TRANSPORTATION**

#### **Transportation Arrangements**

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

consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school sponsored activities.

### **Authorization for Release of Students (One Time or Throughout the Year)**

Students who are picked up by authorized individual driver, other than the student's parents must have the "Authorization for Release of Student" form on file in the school office. This form can be found in the school office as well as on the Parent/Student Portal. This form authorizes people other than the parent/guardian to pick a student up from school at dismissal for a single use or long term. Parents are asked to complete the form including all pertinent information and return it to school prior to the release of the student to the designated person(s). This form advises the school of all authorized persons permitted to remove a student from school.

- ◆ Changes in information must be transmitted in writing to the office (See Faxed Permissions/Signatures).
- ◆ The school reserves the right to require proper identification from anyone who is listed on this form coming to the school to pick up a student who is not personally known to the teacher or administrator, and to refuse release of the child without it.

### **One Time Occasional Activity:**

Students who are being picked up by authorized drivers on a one-time basis must have the "Authorization for Release of Student" completed and given to the classroom teacher on the morning of the occasion. Failure to submit this form as indicated may prevent the school from honoring the request. A student must have this form in hand to board the vehicle at the end of the day. Students will not be dismissed without this form.

Last-minute phone calls and faxes are not sufficient notice for the school to release a student to another person unless a **true** emergency arises. PLEASE make your pick-up arrangements in advance so we do not have to delay your child's dismissal from school. It is very upsetting to young children when they do not know who, where, why, or how they are getting home. It is also very upsetting to children when they are not permitted to board another vehicle because permission has not been secured. Proper planning will alleviate these problems and concerns.

### **Emailed Permissions/Signatures**

In the case of a true emergency, administrative approval may be given for emailed permission. However, if a form is emailed to the school with a parent signature, it must be followed up with an original signature, as an email signature cannot take the place of an original signature. Only the original completion of a form satisfies the requirement of legal parental permission.

## **ADMISSIONS AND WITHDRAWAL POLICIES**

### **OPEN ADMISSION POLICY**

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

The Covenant School admits families based on parish involvement and a desire to enter a "covenant" with the school, and other school families, to instill and nurture an evolving and ever-deepening love of God and His creation.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. Understand that participation in Catholic Religious instruction and school activities, related to the Catholic identity of the school, are required.

## **SECTION 504 POLICY STATEMENT**

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

The school's designated 504 Coordinator and contact information are as follows: Brenda Cummings, (305)762-1268. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gabriel Cambert, Associate Superintendent  
Archdiocese of Miami  
Superintendent of Schools  
9401 Biscayne Blvd  
Miami Shores, FL 33138

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

## **UNDOCUMENTED STUDENTS**

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

## **ADMISSION REQUIREMENTS FOR NEW FAMILIES**

Saint Louis Covenant School reserves the right to accept only those students whose needs can be met within its educational program and whose families support and participate in the life of the school and the parish. All required forms should be returned in a timely manner to ensure that enrollment is finalized.

- ◆ Registration fees for prospective families are paid at the time of their acceptance. Registration fees are non-refundable. Tuition and other applicable fees are paid through FACTS, a tuition management services organization used by Saint Louis Covenant School.
- ◆ Families must be registered in a local parish and attend Mass every Sunday as indicated by use of the parish envelopes or Pastor's letter.
- ◆ Families must be actively involved in parish ministries/activities. Preference for admission is given to registered, involved members of Saint Louis Catholic Church.
- ◆ Eligible students must demonstrate that they can meet the academic, conduct, spiritual, effort, and attendance requirements of Saint Louis Covenant School.

***In matters of admission and re-registration, the decisions of the local Pastor/Principal are final.***

**APPLICATION FEE:** A non-refundable fee of \$100.00 per family (for new families only) is payable at the time of the initial application.

**NEW STUDENT TESTING FEE:** \$50.00 per child. This fee must be paid at the time of testing and is non-refundable.

**REGISTRATION FEE:** A non-refundable registration fee per child is payable through FACTS for all returning students during the annual February registration period. For new families, the non-refundable registration fee is paid at the time of acceptance. This fee is necessary to solidify a child's placement at Saint Louis Covenant School.

## TUITION

Tuition is based on the academic year. For the convenience of payment, it is divided into ten equal installments. The first scheduled payment is due July 5<sup>th</sup>. Payments continue through January and pick up again March through May. February is set aside for registration payments for the following school year. Tuition is paid through FACTS, a tuition management services company. A family account is set up to have tuition and registration paid using a major credit card or through a bank draft (automatic withdrawal) at their bank.

- ◆ Tuition that is paid in full on or before July 5<sup>th</sup> will receive a 5% discount.
- ◆ Families with 3 or more children may be eligible for a 5% discount.
- ◆ The following tuition and fee schedule are approved for the 2022-23 school year.
- ◆ Report cards will not be released or viewed until all tuition payments and fees are brought current.
- ◆ Delinquent financial accounts may prevent a student from future registration.

## TUITION RATES

**The following is the Tuition and Fee schedule for each student for the 2024-2025 School Year:**

Preschool (PK2 - Half Day)	\$7,400.00 per school year (\$740.00 per month for 10 months)
Preschool (PK3 & PK4 - Full Day)	\$9,600.00 per school year (\$960.00 per month for 10 months)
Kindergarten through Fourth Grades	\$9,600.00 per school year (\$960.00 per month for 10 months)
Fifth through Seventh Grades	\$10,100.00 per school year (\$1,010.00 per month for 10 months)
Eighth Grade	\$10,400.00 per school year (\$1,040.00 per month for 10 months)

## CRUSADER FUND

All families of Saint Louis Covenant School will be contacted and expected to pledge a specific donation amount to the Covenant School's annual fund initiative. Any questions regarding the Crusader Fund should be directed to the Development Director.

## WITHDRAWAL OF A STUDENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if he/she desires, the school administration reserves the right to require the withdrawal of a student if the Administration determines that the partnership is irretrievably broken. Written notice of non-renewal of registration by the school will be provided to parents at the discretion of the principal. Student records will be released upon settlement of all financial obligations. In addition, parents who withdraw their children from the school after registration and after the school year ends are financially responsible for the first quarter tuition of the ensuing school year or payment as required by the administration. Withdrawal from the school requires written notification, with parent/s signature/s to the principal as soon as possible. Failure to adhere to these policies may delay the issue of student transcripts.

# ARRIVAL & DISMISSAL

## ARRIVAL

**Arrival will be available beginning at 7:25 am. Gates and doors will open at 7:30 am.**

## Preschool

The Preschool gates will open at 7:30 am to receive children. Parents walk their children to the classroom where the staff will receive them. Due to Archdiocesan Policy parents are not permitted to enter the classrooms. The preschool day officially begins at 8:00 am. **Students arriving after 8:00 am will need to wait in the office with their parent/guardian until a preschool staff is available to escort child to their classroom.**



### **Kindergarten and First Grade**

Students may be walked to the doors located in the Children's Courtyard or may be dropped off at the main plaza in the front of the school. Parents that elect to walk their children must park their cars in a marked parking space and walk their child. Parents may not enter the classrooms due to Archdiocesan Policy.

### **Second through Eighth Grade**

Students may be walked to the East doors or may be dropped off at the main plaza in the front of the school. Parents that elect to walk their children must park their cars in a marked parking space and walk their child to the East doors. Children may not walk to the building alone. Parents may then proceed to their cars and exit the property. Due to Archdiocesan Policy parents are not permitted to enter the building. Students may also be dropped off in the designated carline area. Parents that elect to drop off their child in the Main Plaza must enter the parking lot through 72<sup>nd</sup> avenue, drop their child off at the Main Plaza and exit the property through the perimeter road by the field to 72<sup>nd</sup> Avenue.

### **DISMISSAL**

#### **PK2:**

Parents enter the property via SW 72<sup>nd</sup> Avenue and proceed into the parking lot by turning right at the entrance and travelling to the north traffic circle for dismissal.

- ◆ PK2 half-day students will be dismissed at 12:00 directly to their vehicles. PK2 full-day students will be dismissed at 2:30 directly to their vehicles.
- ◆ Pick up will be conducted using the north traffic circle (look for cones).
- ◆ Students will be loaded into their vehicles by school staff and drivers will move forward to the spaces next to the field to get out of their vehicles and secure their child's seatbelt.
- ◆ Signs with student names on the dashboard MUST be clearly displayed throughout the dismissal process.
- ◆ Students will not be released to anyone other than authorized drivers.
- ◆ Students will not be released to anyone not authorized by a parent.
- ◆ After Care students will dismiss beginning at 2:30 pm and will follow the procedures in place for the remaining dismissal groups.

#### **PK3 through 3<sup>rd</sup> grade:**

Parents enter the property via SW 72<sup>nd</sup> Avenue and proceed into the parking lot by turning left at the entrance and traveling around the established route and to the covered walkway in front of the JFFC for dismissal beginning at 2:30 pm.

- ◆ Students will be loaded into their vehicles by school staff.
- ◆ NUMBER TAGS must be clearly displayed until instructed to display the CHILD's NAME throughout the dismissal process.
- ◆ Students will not be released to anyone other than authorized drivers.
- ◆ Students with siblings or that carpool with others on the second floor will remain in the building and be dismissed with the older students.

#### **4<sup>th</sup>-8<sup>th</sup> grade:**

Parents enter the property via SW 72<sup>nd</sup> Avenue and proceed into the parking lot by turning left at the entrance and waiting at the designated spot for the 2:30 pm dismissal to be completed. Once signaled they will travel around the established route and to the covered walkway in front of the JFFC for dismissal beginning at 2:45 pm.

- ◆ Students will be loaded into their vehicles by school staff.
- ◆ NUMBER TAGS must be clearly displayed until instructed to display the CHILD's NAME throughout the dismissal process.
- ◆ Students will not be released to anyone other than authorized drivers.
- ◆ Students not picked up by 3:00 pm on Regular Dismissal days or 1:00 pm on Early Dismissal days will be taken to After Care and must be picked up in the Main Office.

Permission to dismiss a student with anyone other than a **parent/guardian** will not be granted over the telephone, but rather must be received in writing (See faxed permissions/signatures).

**Note:** The school staff will supervise students for the late pickup by the authorized person. At 3:00 pm, any student remaining that is regularly scheduled for regular pickup will be taken to After Care until the parent arrives. The parent must pay the daily WizKidz rate at the time they arrive to pick their child up.

**ANY students picked up after the 5:30 p.m. cutoff time will be considered a late pickup and will be charged \$40 per 15-minute intervals, per child, regardless of whether they have registered for aftercare.** Please be advised that these charges will be due at time of pickup, payable with cash, check, or credit card in the main office. Billing through your FACTS tuition account is **NOT** an option for this service.

**Note: Parents of students who permit their child/ren to walk or ride a bike home from school are required to complete a permission slip to submit to the school office. The school will not be responsible for the safety of students who walk or ride their bike home.**

### **EARLY DISMISSAL REQUEST**

When it is necessary (important reason) for a student to leave school early, the parent or someone earlier designated by the parent as the parent's designee, must come to the school office to sign the child out before the student can be released. Early release information should be given to the classroom teacher in advance of the planned early dismissal. All early dismissal requests for students must be picked up prior to 1:30 pm. Any student not picked up by 1:30 pm will be dismissed at their regular dismissal.

- ◆ Parents must have a valid reason i.e., emergency situations, or illness for requesting early dismissal.
- ◆ **Requests for non-emergency early dismissal must be in writing and given to the classroom teacher when the student arrives to their classroom or preferably before the early dismissal day. Teachers can be emailed the information no later than the night before the early dismissal day.**
- ◆ On early dismissal days where the school begins dismissal at 12:00 pm, students cannot be signed out after 11:00.
- ◆ Students will only be released to an authorized individual.

## **ATTENDANCE/ABSENCES**

Students are expected to be present and engaged in instructional/learning experiences for at least 180 days of the academic year.

Students will be counted as present and attending if they are present and engaged in school-provided educational activities which constitute a portion of the instructional program for not less than 4 hours of the school day.

Student absences may be excused for the following reasons:

- ◆ Documented Student illness/injury
- ◆ Family emergency (Death in the Family)

The school calendar is posted on the Parent/Student Portal allowing families ample time to schedule family vacations while school is not in session. Vacations taken during the school year when school is in session adversely affect the student's academic performance and are discouraged. If a family chooses to remove their child from school for vacation when school is in session, the following policies will apply:

- ◆ Prior arrangements and notification must be made with the teacher/office. The notification must be made per child and in writing. The notification must include the child's name, dates of absence(s) and specific activity.
- ◆ All assignments, homework and projects may be due on the first day of their return to receive credit for their work.
- ◆ Students must be ready to take any missed quizzes/tests on their first day back to school.

**Note: A student who is absent from school more than 10 days in a semester or 20 days in a school year may not be promoted to the next grade unless the administration determines a way in which the student may receive additional instruction to make up for the lost time. This includes both excused and unexcused absences. Students with excessive absences without appropriate documentation may be referred to appropriate agencies.**

For students who are absent due to illness or injury, the following policies will apply:

- ◆ Parents must notify the school office of their child's absence by emailing [attendance@stlcatholic.org](mailto:attendance@stlcatholic.org).
- ◆ Parents/students must request missed class assignments upon the sick/injured child's return to school.
- ◆ Students missing 3 or more consecutive days must bring a physician's note before returning to school.
- ◆ Students who are absent due to illness/injury or family emergency will have **three full school days to complete and submit the missed class work and make up any tests/quizzes.**
- ◆ Students absent or leaving early from school may not participate in any after school programs including athletics.

**Note: Dentist and/or doctor appointments, family trips and vacations are to be scheduled when students are not in school. The principal has the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid.**

### **TARDINESS**

A student is considered tardy if not present in their homeroom when the bell rings at 7:45 am, even if the student has been dropped off and is being held because the doors were closed. Students must be in the classroom when the bell rings to be on time. Students in K-8 arriving after 7:45 am will be considered late. This will require their parents to park and bring their child to the main office. The child will receive a tardy pass and present it to the teacher in order to enter the classroom. Students arriving late due to illness must present a doctor's note to receive an excused tardy. All late-arriving students may be kept outside the main office until morning announcements are completed. A preschool student is considered tardy if not in their classroom by 8:00 am. Late arriving preschool students may not enter the Children's Courtyard after 9am and will be considered absent for the day. Please refer to the PK policies and procedures for specific details.

The following policies will be in effect for students who are tardy:

- ◆ Consequence will be incurred for every five late arrivals up to 15 infractions.
- ◆ 16 infractions or greater, the parent will be required to meet with the principal or designee. As a result of this meeting, one or more of the following consequences may occur:
  - Together with the assistance of the school counselor, a plan of action may be developed to assist the family.
  - Student may be required summer school program to make up academic time missed.
  - The family may be placed on probation for re-admission to the school.

### **COMMUNICABLE DISEASES AND RELATED ITEMS**

Attendance at school and participation in school activities poses some risks including the transmission of COVID-19 and exposure to related variants. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education,

school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

## **CELEBRATIONS**

### **Birthdays**

A child's birthday is a cause for family celebration. We welcome the opportunity to share in these celebrations under the following guidelines:

- ◆ Parents of **preschool students** may bring individually wrapped cookies, mini-cupcakes, or mini-individual ice cream cups for their child's birthday after checking with the teacher for clearance of allergies.
- ◆ Parents of children in grades K-8 may bring a **simple** snack (finger food) to be enjoyed in the lunchroom only after notifying the teacher in advance.
- ◆ Party bags/favors, decorations, balloons, etc are **not** permitted at any time.
- ◆ Party invitations may **not** be distributed on school grounds but should be mailed by the parents.
- ◆ The school celebration is for the classmates and teacher to share with the student, mother and/or father. Siblings of the child may not attend the school celebration, regardless of being STL students or not. Grandparents and any other extended family members may not attend.

### **Peanut Allergies**

In order to ensure the safety of students with peanut allergies, please notify your homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed on Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the school office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year and procedures for its use will be established.

### **Class Celebrations**

Class celebrations are approved by, and coordinated with, the classroom teachers. The Class Parents will be responsible for the coordination of the parties with the teacher. The school celebrates the following occasions: **Christmas, End of Year**

## **CHANGE OF ADDRESS, TELEPHONE NUMBERS,**

## **EMAIL ADDRESS**

At registration, each family updates all pertinent and emergency information concerning their children. It is critically important that parents notify the school immediately when and if this information changes. Changes made by parents directly in the Portal may not register in general school records in an emergency, office personnel will rely on this information as contact data. A School Information Update form is available in the school office for this purpose. Parents are asked to log into their FACTS account and make the necessary changes to address, phone numbers, and email addresses.

## **CODE OF CONDUCT**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student

disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

We want all students to realize that the observance of rules will bring happiness to themselves and others. We are very much dependent upon our parents to uphold and support our code of discipline. It is the policy of Saint Louis Covenant to notify and involve parents in disciplinary action. Parents are their children's primary educators and need to be aware of their behavior while at school. The reason for disciplinary consequences is to teach the child limits and correct behavior. Every child has choices and consequences for those choices. Students must learn to take responsibility for their actions.

The following are expected behaviors:

- ◆ Self-Respect
- ◆ Respect Others
- ◆ Follow School & Classroom Rules

Any behavior deemed unacceptable by teachers or administration may result in consequences, including detention, work detail, probation, Principal's Warning, suspension, and/or expulsion. The student is considered a student of the school at ALL times. Any student who engages in conduct, whether inside or outside of the school, which is detrimental to the reputation of the school may be disciplined. Excuses such as, "I was only kidding, joking; everybody does it," will not be accepted and will be dealt with accordingly. Immediacy of consequences is judged to be a key element in properly instructing the student as to the seriousness of the offense.

Examples of Inappropriate behavior:

- ◆ Failure to observe classroom rules
- ◆ Excessive missing homework or classwork
- ◆ Creating a disturbance in the hallway
- ◆ Not prepared for class
- ◆ Chewing gum on campus
- ◆ Not complying with the dress code policies
- ◆ Cheating
- ◆ Disrespect of a staff member or fellow student
- ◆ Fighting
- ◆ Destruction of school property
- ◆ Inappropriate Language and/or Gesture

### **ANTI-BULLYING POLICY**

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

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

#### 1. Definition

- a) Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyberbullying includes the following misuses of digital technology: teasing,

intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

- b) This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

## 2. Scope

This policy prohibits bullying that occurs either:

- a) on school premises before, during, or after school hours.
- b) on any bus or vehicle as part of any school activity.
- c) during any school function, extracurricular activity or other school sponsored event or activity.

## 3. Reporting Complaints

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witness or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

## 4. Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

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

### **Bullying/Harassment Investigation Disclosures**

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

### **DRUG AND ALCOHOL POLICY**

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

- Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.
- The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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

### **HARASSMENT AND DISCRIMINATION**

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

### **PLAYGROUND RULES**

Students are expected to play in assigned areas only and observe all safety and behavior rules established by the teachers and staff members. Playground equipment is to be used properly. Rough-housing and other related forms of physical play such as football, dodgeball or any other derivative are not permitted and can result in disciplinary action. Wall ball is not permitted anywhere on school grounds.

### **PUBLIC DISPLAYS OF AFFECTION**

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

### **RESPECT FOR PROPERTY**

Students are financially responsible for the deliberate destruction or defacement of school property, including but not limited to desks, chairs, computers, library books, resource materials, classroom and school equipment or property.

### **SAFETY IN PRIVATE SPACES**

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

### **SEARCH AND SEIZURE POLICY**

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

### **SEXTING**

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

### **SMOKING/VAPING**

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

### **THREATS OF VIOLENCE**

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

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

### **WEAPONS POLICY**

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



# **CODE OF CONDUCT- 4<sup>th</sup> - 8<sup>th</sup> Grade**

The school uses an infraction-based discipline system in conjunction with the Rediker Plus Portals system. Disciplinary incidents occurring at school will be categorized into 1 of 2 categories: Minor Infractions or Major Infractions. A list of Minor Infractions and Major Infractions can be found below. Incidents will be visible to parents in the Plus Portal system.

The Infraction-based system will automatically issue a consequence to any student that has accumulated 3 infractions. For every 3 infractions, students will be required to serve a consequence. A minor infraction will carry a weight of 1 school infraction, while a major infraction will carry a weight of 3 school infractions. A list of infractions can be found below.

## **Minor infractions with consequences of 1 School Infraction:**

- ◆ Disrupting learning time
- ◆ Chewing gum on campus
- ◆ Students in an unsupervised location during school hours
- ◆ Not complying with the Dress Code policies
- ◆ Failing to be prepared for class and/or complete assignments
- ◆ Using or displaying unauthorized electronic devices during regular school hours (in addition the device will be held for up to 2 weeks by the office)
- ◆ Excessive late arrival or absences
- ◆ Excessive missing assignments
- ◆ Failure to follow classroom rules
- ◆ Misuse of school supplies/equipment
- ◆ Disrespect to another person (minor)

## **Major infraction with consequences of 3 School Infractions/Automatic Detention:**

- ◆ Disrespect to another person
- ◆ Cheating
- ◆ Use of cell phones on school grounds during school hours (In addition the device will be held for 2 weeks by the office for the first offense. Second offenses will be confiscated for the remainder of the school year.)
- ◆ Use of profanity, racial slurs, and sexual language to a person
- ◆ Sexual harassment in verbal or physical form
- ◆ Physical, verbal & technological violence of any form, including harassment of individuals
- ◆ Inappropriate use of technology
- ◆ Conduct of a sexual nature
- ◆ Inappropriate displays of affection
- ◆ Students leaving school property during school hours without proper authorization
- ◆ Use of laser lights by students
- ◆ Possession of a weapon and/or threatening any person with a weapon
- ◆ Use, possession or sale of drugs, tobacco, alcohol, or intoxicants during school or school sponsored events
- ◆ Vandalism, theft, or any activity which may cause harm or damage to others, the school or property

\*Major infractions are subject to review by the discipline committee for Bullying/Harassment as explained in the section labeled **HARASSMENT AND BULLYING**.

**CONSEQUENCES** The following is a list of possible additional consequences issued to students who have obtained 3 School Infractions:

- ◆ Detention
- ◆ Suspension
- ◆ Work Detail
- ◆ Behavioral Probation
- ◆ Administrator/Parent Conference
- ◆ Expulsion

When a consequence has been issued and served, the consequence will satisfy 3 school infractions and change their status from “not served” to “served.”

The following disciplinary terms are defined for your information:

**BEHAVIORAL PROBATION** Students who accumulate 6 or more infractions in a single quarter may be placed automatically on **Behavioral Probation**.

Students placed on Probation may be subject to the following:

1. Withheld from sports, school-sponsored activities, and after-school clubs
2. Weekly monitoring of behavior
3. Possible suspension/expulsion

**DETENTION** is an acceptable consequence for student violation of school and/or classroom rules. The detention may be in the form of work duty, additional time spent in a classroom or a detention hall. Detentions are issued with a minimum of 24 hours' notice. Discipline is not up for negotiation and the consequences assigned must be served in a timely manner. Detentions are mandatory consequences. They take priority over any after school programs including athletic events. Students must attend detentions as scheduled, non-attendance without prior administrative approval will result in an additional infraction.

**WORK DETAIL** is acceptable for a violation of a variety of school rules. Work details may include cleaning and/or maintenance duties. Work details may be assigned on teacher workdays, early dismissal days, after school, vacation days, or Saturdays.

**INDOOR/OUTDOOR SUSPENSION** Depending on the severity of the infraction it may become necessary for a student to be removed from the classroom environment or the school environment. Administration reserves the right to determine which would be the appropriate consequence for the individual situation.

**Note: Students on outdoor suspension will be required to turn in all assignments upon return to school. Students are also responsible for makeup all quizzes and tests upon returning to school. The highest possible grade earned for the above work may be 76%.**

**PRINCIPAL'S WARNING** is a parent conference with an administrator to review the student's lack of disciplinary progress. At this conference, a plan for improvement or recommendation for expulsion will be determined.

**DISCIPLINE COMMITTEE** Saint Louis Covenant School has a discipline committee comprised of administration and staff. The discipline committee will meet to review current policies and/or assist with decisions regarding major discipline infractions. Discipline Committee meetings are open only to its members. Decisions are made with the guidance of the Archdiocese Office of Faith Formation and are final.

# **TECHNOLOGY USE**

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

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

## **ARTIFICIAL INTELLIGENCE**

Artificial Intelligence refer to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risk and ethical implications. Saint Louis Covenant School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI

assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Generative AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflect their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

### **SUPERVISION AND MONITORING**

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

### **UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY**

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

### **CONSENT**

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

### **CONSEQUENCES FOR VIOLATION**

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

***For more specific rules and expectations on iPad usage please refer to iPad Use Policy and Procedures (Appendix)***

# **COMMUNICATION**

## **CHECK THE PORTAL REGULARLY FOR CURRENT INFORMATION**

Positive, effective communication between parents and the school can enhance the educational process and forestall potential problems. Communication between the teacher and parents is essential to the educational and spiritual enrichment of the students.

The following guidelines are suggested:

- ◆ Withhold judgment for what may appear to be a problem or grievance until all the facts are known.
- ◆ Exercise wisdom to prevent going from fact to judgment when discussing school issues.
- ◆ Communicate with the right person/s. Solutions are regularly available when protocol is followed.
- ◆ Avoid communicating with people other than school representatives to problem solve a school issue.
- ◆ Concerns or questions about a student should be directed to the classroom teacher involved first.
- ◆ Only after consulting the teacher should a parent contact the Assistant Principal/Principal.

## **TELEPHONES**

- ◆ Students may not bring cell phones to school unless they are checked in with the homeroom teacher at the beginning of the school day and picked up at the end of the day. Cell phone use during the school day or failure to check in cell phone with the homeroom teacher may result in temporary confiscation of cell phone as deemed appropriate by Administration.
- ◆ Cell phones carried by parents to church/classrooms must be turned off or put on silent before entering the church/classrooms unless instructed otherwise by a teacher for educational purposes.
- ◆ Students may use an office phone, if necessary, for emergency purposes.
- ◆ Teachers may not be contacted during instructional time. Any emergency must be handled through the Administration.

# **COMMUNICATION PROTOCOLS**

**Parent to School:** When a parent desires a conference with a teacher, he/she should contact the teacher to schedule an appointment. When a parent desires a conference with the principal, he/she should contact the school office.

**School to Parent:** When the teacher desires a conference with a parent, he/she will contact the parent via telephone, email, or written communication. When the principal desires a conference with a parent, he/she will contact the parent via telephone, email, or written communication.

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

**Communication Folders:** Communication folders will be used to send important information home to each family with students in grades K-3. Preschool communication is handled individually by the classroom teacher. Each family should routinely check their children's backpacks and the Parent/Student Portal for school communications daily.

**Communication Flyers:** Communication flyers produced by ministries for distribution to the students need pre-approval by the principal. Copies should be ready for individual class distribution.

**Electronic Communication:** As a matter of policy, the school will communicate with parents using the Parent/Student Portal. It is critically important for school parents to check online daily for school announcements/updates and any general information. Email communication will also be used.

Parents communicating via email to the school should allow at least 24 hours to receive a response. Delayed responses do not indicate indifference on the part of the school but may indicate absence of the recipient or time needed to research prior to responding.

**Telephone Communication:** The school employs an automatic telephone notification system. This system allows the school to contact parents quickly and at the same time via voice message or text message. This system will be used for emergency purposes during school days between 7:30 am and 5:30 pm. The information sent may be regarding a development directly impacting on the school or the immediate area. The message will give directions on how to proceed. This system may also be used to send out information as a general form of communication.

## **CONCERNS/COMPLAINTS**

Concerns and/or complaints should be handled at the classroom level first. Persons with concerns/complaints about a homeroom situation, students, or teacher should first attempt to address the concern with the teacher. Only after such attempts have proven unsuccessful should an administrator be contacted. Concerns and/or complaints are not to be addressed with class parents.

### **CONFERENCES**


Parent/teacher conferences are an important aspect of a student's education and may be scheduled on an as needed basis. Teachers are available for after-school conferences on a pre-scheduled basis. Teachers may sometimes need to contact parents in the evening due to parent unavailability during the day. However, teachers should not be contacted at home. Please respect their privacy.

**Note: Parents are asked to refrain from using social occasions to discuss parental concerns about their child or the school in general with a teacher. This will allow teachers who have children in the school to enjoy out-of-school activities.**

### **CONFIDENTIALITY STATEMENT**

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

## **DRESS CODE AND APPEARANCE STANDARD**

The aim of the dress and appearance code is to instill pride in the appearance of the students in the Covenant School. Free from status labels and a choice in a daily selection of clothing, the students are required to always wear a clean and neatly pressed uniform. Students at Saint Louis Covenant School participate in a school uniform program with Risse Brothers Uniform.

- Students are required to always wear the school uniform unless otherwise advised.
- All articles of clothing must be purchased through Risse Brothers Uniform Company; substitutions to the uniform are not permitted. \*\*For the 2024-2025 school year, a uniform transition period will allow for

some past uniforms to be used on days other than Mass Days. Please refer to communication sent from Administration.\*\*

- The requirements for footwear for our students are listed in the handbook and through the Uniform list at Risse Brothers Uniform. You are not required to purchase the footwear at Risse Brothers Uniform or any specific place, however, you must ensure that your child's footwear follows the appropriate requirements.
- Warnings, both verbal and written, will be given to students who violate the school uniform policies. Refer to the student Code of Conduct for consequences.
- The official Mass/Liturgy Uniform, as described in the Uniform List, is to be worn at all school liturgies, class pictures, and on any other occasion requested by the school. Students who are out of uniform may be asked not to participate in the service.
- Students are expected to be neat, clean, and well-groomed.

All students will be held to the following policies effective the first day of school. Any exceptions due to availability from Risse Brother Uniform, student medical issue, or other reason determined to be valid by the administration must be notified and approved in advance.

The following are expected policies:

- Properly groomed hair is required at all times for boys and girls. Hairstyles must be conservative in nature. Extreme hairstyles including styles with extreme volume, mohawks, fades, or cuts are not permitted.
- Hair color for students is to be the child's natural color only. (\*Changes made to natural hair color, including highlights or sun-in, will incur disciplinary consequences and the student's hair will be expected to be returned to the natural color before they are allowed to return to school)
- Boys' hair must be kept neat and above the eyebrows, may not be past the ear lobes and not to touch the shirt collar. Those students not in compliance may not return until their hairstyle is corrected.
- Girls' hair must be kept off their face. Girls with long hair may be required to secure their hair off their face by styling in a ponytail, braids or using a headband.
- Girls' skirts may not be shorter than arms-length when arms are at rest.
- Excessive jewelry is not permitted. Students may only wear a watch, and/or a simple Christian symbol, such as a cross or medal, on a short chain around the neck, or scapular.
- Students may not have been exposed to tattoos or body piercings, with the exception for girl's ear piercing. Girls may only have a single ear piercing at the lower lobe that hugs the ear. (Hoop or dangling earrings are not permitted)
- Students may not mark or allow anyone to mark their body or clothing with any type of ink.
- Clear nail polish is acceptable for girls. Colored nail polish is not permitted.
- Students may not wear makeup, including lipstick, to school.

## **ELECTRONIC ACKNOWLEDGEMENTS**

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

## FIELD TRIPS

To broaden the education of our children, teachers may take their classes off campus for enriching experiences. Field trips are planned with educational objectives and may be sponsored by the school if they are approved by the Superintendent of Catholic Schools safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school, or on the individual student.

- ◆ Field trips are for students in grades Kindergarten through 8th grade only.
- ◆ Field trips are privileges given to students; no student has an absolute right to attend a field trip.
- ◆ At the discretion of the principal, students who fail to meet academic and/or behavioral requirements may be denied the privilege of participating in a field trip.
- ◆ Field trips may not extend beyond the school hours unless approved by administration.
- ◆ Radios, CD players, MP3 players, cell phones, etc. are not permitted on Field Trips.
- ◆ Classroom parents may be asked to accompany the students on a rotating basis. If an insufficient number of parents volunteer to chaperone a particular trip, the trip may be cancelled.
- ◆ All parents must sign a Field Trip Permission form that provides information about the means of transportation that will be used and other appropriate information. Volunteer parents, serving as chaperones, must remain with the class for the duration of the field trip. Field trip forms accompany the teachers on all field trips.
- ◆ Field trip fees and the related transportation fees are non-refundable.
- ◆ Due to insurance restrictions, siblings are not permitted on field trips, either traveling with the school or meeting at the field trip destination. Parents who serve as chaperones must plan arrangements for the care of their other children.
- ◆ Field trip transportation fees and/or permission slips not received seven days prior to the field trip may prevent the student from attending the field trip.
- ◆ Students who do not attend the field trip and remain home will be considered absent. Students who do not attend the field trip but come to school will be placed under the supervision of another classroom teacher or administrative staff.
- ◆ Compliance with these policies is necessary and expected for a child to attend the field trip.

## FINANCIAL OBLIGATIONS

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

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

### FINANCIAL ASSISTANCE

Financial assistance is available for families who have been enrolled in the school for a minimum of one year if they can substantiate a serious need. This application for assistance is available through FACTS, on their website.



- ◆ Families applying for financial assistance are also required to submit a separate form and documentation to the school financial aid representative.
- ◆ Families who receive financial assistance will be required to comply with the requirements stated during the acceptance period.
- ◆ Financial assistance can be applied for during the annual access period only unless an emergency arises.
- ◆ Financial assistance is available for tuition only and does not include registration, book, or any other school related fees.
- ◆ Financial assistance is available for students in K-8 grade only.
- ◆ Decisions about financial assistance are made by the School Finance committee and administration only. Re-application is required as needed on an annual basis during the open access period.
- ◆ Parents receiving Financial Assistance will be required to volunteer their time/services in exchange for assistance.
- ◆ Saint Louis Covenant School participates in the state Family Empowerment Scholarship for Educational Options, Family Empowerment Scholarship for Students with Unique Abilities (formerly Gardiner and McKay), Florida Tax Credit Scholarship (income-based scholarship).

## **FOOD SERVICES**

### **SNACKS FOR PRESCHOOL**

Each family is asked to provide a daily snack/beverage for their child from a suggested list of snacks provided by the school. The snacks should be packed in easy to open containers or Ziploc bags as local Board of Health guidelines prevent employees from handling student food. Drinks should be unsweetened, natural fruit juices and not Kool-Aid type drinks.

**Note: Written notification of a child’s allergies should be given to the teacher and the school office on the first day of school and updated, as necessary.**

### **LUNCH SERVICES**

J.E.T. Catering Inc.

Jose (Pepe) Tabe, Owner

[stlouislunch@gmail.com](mailto:stlouislunch@gmail.com)

- ◆ Ordering your school lunches will now be exclusively online, using credit or debit cards for payment.
- ◆ No manual payments will be accepted at the school office.
- ◆ Cut-off dates for ordering are posted on each week’s menus. Please be aware that the cut-off date for online ordering and payment will be SUNDAY PRIOR TO the following calendar week.
- ◆ There is a link on the school website [www.stlcovenant.org](http://www.stlcovenant.org) Press on PARENT and then select LUNCH the bottom that will take you into the ordering program.

*PLEASE NOTE THAT ALL NEW FAMILIES MUST REGISTER TO BE ABLE TO ORDER LUNCH FOR YOUR CHILD(REN). EXISTING FAMILIES FROM 2021-2022 WILL NOT HAVE TO RE-REGISTER (EMAILS AND PASSWORDS WERE NOT DELETED) AND WILL ONLY HAVE TO INPUT THE STUDENTS’ NAME AND ASSOCIATE HIM/HER TO THEIR ASSIGNED 2024-2025 HOMEROOM.*

To register, please follow these steps:

- ◆ click on New User
- ◆ register your information
- ◆ make sure to enter your child(ren)’s name and grade(s) by clicking “Add Student.” When entering the student's profile, you will be asked for your campus code:

- ◆ CAMPUS CODE 184
- ◆ to place an order, click on “Order” at the top
- ◆ go to the menu you’d like to view
- ◆ make sure to select the student’s name for that order
- ◆ go to each date on the calendar and make the selections
- ◆ confirm order - ALL ORDERS MUST BE PAID IN ORDER FOR THE LUNCH TO BE PROCESSED AND SERVED.  
**UNPAID ORDERS WILL NOT BE PROCESSED.**

You will be able to view the menu, order lunches by child, print the order for your reference and make your payment. You also will be able to go back online and refer to your order(s) in case your copy is lost or forgotten.

- ANY QUESTIONS OR CONCERNS REGARDING YOUR CHILD(REN)’S LUNCH ORDER MUST BE DONE VIA EMAIL AT [STLOUISLUNCH@GMAIL.COM](mailto:STLOUISLUNCH@GMAIL.COM) AND/OR VIA DIRECT TEXT MESSAGE TO (305) 794-3479.
- ANY AND ALL MESSAGES SENT VIA THE ORDERING SITE ARE DISABLED AND WILL NOT BE RECEIVED.
- THE SCHOOL OFFICE DOES NOT ADDRESS LUNCH ORDER INQUIRIES.
- FOR QUESTIONS OR CONCERNS REGARDING ALLERGIES, PLEASE CONTACT JOSE (PEPE) TABE DIRECTLY VIA EMAIL OR TEXT.

WE ARE CURRENTLY A PEANUT-FREE LUNCH PROGRAM.

All our menu items use the freshest ingredients possible. For those of you concerned with nut allergies, all our menu items are nut-free except for some salad dressings.

**IF YOU DECIDE TO PARTICIPATE IN THE LUNCH PROGRAM AND YOUR PARTICIPATING CHILD(REN) HAVE ANY ALLERGIES, PLEASE NOTIFY US VIA EMAIL TO ADVISE.**

All lunches will range in price from \$4.00 to \$6.00. Parents that would like to purchase a second serving of the hot meal of the day will be able to order under a separate menu item entitled “extra serving” at an additional cost of \$2.00.

*Please make sure NOT to register your child until you have checked the school portal online and verified his/her (their) homeroom A or B.*

If you have any questions, please email [stlouislunch@gmail.com](mailto:stlouislunch@gmail.com) and provide a phone number in case the Lunch Program staff needs to reach you directly. Mr. Tabe’s cell phone number is 305-794-3479 should you need to reach him immediately.

### **LUNCHROOM POLICIES**

Students in After Care, and PK3 through 8<sup>th</sup> grade will eat lunch at school under the supervision of school staff. The school works in partnership with an established caterer to provide food/beverage for the students and staff. Details regarding ordering are available above and on the school’s website.

- ◆ Proper manners and good discipline are expected from all students during snack and lunch times.
- ◆ Parents are strongly discouraged from bringing "forgotten" lunches to school for their children. Parents may not bring lunches from outside food sources.
- ◆ Food may not be delivered to the classrooms or family centers by outside food sources.
- ◆ For parents preparing lunch for their students, care must be taken to provide healthy and nutritious food keeping in mind that candy/soda is not permitted.
- ◆ Students may not bring games from home for use in the Family Center.
- ◆ Students are expected to respect and obey all lunch rules.
- ◆ **At the conclusion of lunch, the Family Center will be cleaned by the students who use it.**
- ◆ Failure to comply with lunch rules may result in disciplinary action.

**NOTE: IT SHOULD BE NOTED THAT THE SCHOOL CANNOT BE HELD RESPONSIBLE OR LIABLE FOR ANY STUDENT WHO MAY HAVE AN ADVERSE REACTION TO ANY FOOD OR BEVERAGE PROVIDED BY OFF-CAMPUS VENDORS. PARENTS WHO PARTICIPATE IN THE CATERING PROGRAM FOR THE CHILDREN WILL HOLD THE ARCHDIOCESE OF MIAMI AND SAINT LOUIS COVENANT SCHOOL HARMLESS.**

## **FUNDRAISING**

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

### **CRUSADER FUND**

The Crusader Fund is our annual giving program that will support the school and enhance the programs that define the Covenant experience. It is the school's primary fundraising initiative, and it will assist the school in achieving the goals of the Strategic Plan. Mini-Campaigns/events throughout the school year, such as our Pig Roast, Fishing Tournament, and Gala will focus on fellowship, but will also help us reach our goals faster. We invite you and your family to be a part of our future and make an annual gift to our Crusader Fund. **Each family is expected to participate at a meaningful level that is not a financial burden.** Your annual gift will make a difference and have a direct impact on the academic experience of our students. Please visit our school's website, [www.stlcovenant.org](http://www.stlcovenant.org) for more information or you may contact our Director of Development, Beatriz Wolf-Gutierrez via email at [bwolf@stlcatholic.org](mailto:bwolf@stlcatholic.org) or by phone at (305)238-7562 (x1502).

Each family will be contacted by the Development Director in order to secure a pledge as a commitment to the Covenant Community.

The school's Development Ministry will assist the Principal and/or Development Director in matters relating to fundraising ideas/events. No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

## **IMMUNIZATIONS**

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

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

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

## **LOST AND FOUND**

Items that are left at school will be held in the school office. Items left more than 7 days will become the property of the school and used/donated as needed.

# MEDICATION GUIDELINES

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

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

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

# NON-ACADEMIC POLICIES

## ALLERGIES

Parents of students with any major allergies are required to provide information regarding allergies to the classroom teacher and the office. Written notification of allergies and all doctor notes/recommendations should be given to the homeroom teacher and the office on the first day of school and should be updated, as necessary. If an EPI pen is part of a child's treatment, it must be given to the school office in order for the proper documentation to be completed before the homeroom teacher is provided the EpiPen with complete instructions for use as soon as the need is established. If the need arises for a student to carry the EpiPen throughout the day, the proper documentation and notifications must be followed, including notifying administration. Parents of students with allergies must be aware of ingredients in the catered lunch program and agree to hold Saint Louis Covenant School and J.E.T. Catering Incorporated, harmless should their child have an allergic reaction to any food or beverage offered at Saint Louis Covenant School.

## USE OF PHOTOS

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

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

### **USE OF SCHOOL NAME, LOGO, AND MASCOT**

Use of our school's name, logo and mascot is forbidden without the expressed written authorization of the school's administration. All promotional items created for Saint Louis Covenant School, its events or activities must have prior written approval.

### **COOPERATION WITH LEGAL AUTHORITIES**

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers who contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse.

It is the policy of Saint Louis Covenant School to have school personnel whose presence is required to attend legal proceedings, represented by its attorney. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and/or other costs incurred by Saint Louis Covenant School will be charged to and become the responsibility of the parents.

### **CUSTODIAL RIGHTS**

Saint Louis Covenant School exists for the education and formation of the children entrusted to its care. It cannot and will not become involved in domestic issues like divorce, separation, custody battles, etc. between parents. If a determination is made between the Pastor and Principal that these issues are disruptive to the spiritual, educational, pastoral, or administrative components of the school, the student may be removed until such time as the family is able to resolve the issues and participate in school life without disruption. Saint Louis Covenant School, in accordance with Florida Statute 61.13 (3) will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

**Note: It is the policy of Saint Louis Covenant School to have school personnel whose presence is required to attend legal proceedings, represented by its attorney. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and/or costs incurred by Saint Louis Covenant School will be charged to and become the responsibility of the parents.**

### **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

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

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

### **PETS AND ANIMALS**

Animals are not permitted inside the school building, including small pets, unless approved by administration.

## **TOYS**

Saint Louis Covenant School is well-equipped with classroom materials and supplies that meet the educational and developmental needs of the children.

- ◆ Toys and other related items from home are not permitted at school unless the teacher requests these items.
- ◆ Parents are requested to support this policy and not allow their children to suffer the disappointment of not being permitted to enter the classroom with these items.
- ◆ A toy that resembles a weapon is never permitted at school or on school grounds. If a student brings an item resembling a weapon, it will immediately be confiscated, and the student may face disciplinary action.
- ◆

# **PARENT MINISTRIES**

## **PHILOSOPHY**

As part of our school's mission and covenant, school parents are asked to serve our Saint Louis Parish and School community by participating in ministries. Working in the covenant community through ministry involvement we begin to further comprehend the purpose of community -- to know, love and serve Jesus Christ. For the 2024-2025 school year, each family in the Covenant School is expected to serve on at least ONE parish ministry, as well as ONE school ministry.

## **\*PARISH MINISTRIES\***

Each family is asked to **select one** of the following parish ministries below. Members will be contacted by the Parish Ministry Head for the ministry selected. Any questions regarding these ministries should be directed to the Parish office.

## **EMMAUS RETREATS**

The Emmaus retreat is a call to encounter the person of Jesus Christ in our lives as Christians and members of a faith community wherever one may be on their individual faith walk. There are four different groups: Men's & Women's, in both English and Spanish. This ministry is open to those who wish to attend the retreat as a first-time participant, or those who have attended Emmaus retreats in the past and wish to serve on an upcoming retreat.

## **FESTIVAL FOR THE POOR**

The Festival for the Poor is an annual weekend event involving the entire Saint Louis Catholic Community, both parish and school. The purpose of the event is building community and raising funds for the special needs of the broader community of Miami-Dade County. This ministry is open to those who wish to be actively involved in the planning and success of our Festival for the Poor.

## **LIFE IN THE SPIRIT SEMINAR**

The Life in the Spirit Seminar consists of a weekend retreat and additional evening prayer meetings held throughout the year. The seminar teaches us the power of the Holy Spirit in our lives. There are two different groups: English and Spanish. This ministry is open to those who wish to attend the retreat as a first-time participant, or those who have attended these retreats in the past and wish to serve at ministry events (i.e. Five Nights of Fire).

### **\*COVENANT SCHOOL MINISTRIES\***

Each family is asked to **select one** of the school ministries below. Members will be contacted by the School Ministry Head(s) for the ministry selected. Any questions regarding these ministries should be directed to the Covenant School Ministry Head(s).

### **CLASS PARENTS MINISTRY\***

#### ***\*NOT AVAILABLE AS A SELECTION TO INCOMING NEW FAMILIES***

This ministry working with the teachers and administration is engaged in the following activities:

- ◆ Plan class celebrations as directed by the teacher
- ◆ Assist the teachers in preparing parent volunteer schedules
- ◆ Plan and assist with special events as directed by administration such as Summer Parties, Teacher Appreciation Week, and Father's Day Breakfast

### **COVENANT REFLECTION**

This ministry, under the guidance and in cooperation of administration, works with the Principal and Pastor to animate the mission of the school for the purpose of creating unique and spiritual formats for the Covenant Reflection meetings held throughout the year.

- ◆ Coordinate the aspects of the Covenant Meetings and socials, following administrative guidelines
- ◆ Arrange for volunteers for the meeting sign in tables and prepare labels for attendance

### **DEVELOPMENT**

This ministry, under the guidance of our Development Director, is charged with the task of ensuring that we have the means by which to continue to flourish for many years to come by promoting our annual fund, the Crusader Fund. As well as supporting other ministries including our parish's Festival for the Poor Ministry.

- ◆ Throughout the year this ministry will:
- ◆ Plan, coordinate, and execute our Crusader Fund's annual Gala event including a silent auction
- ◆ Create/Promote mini campaigns to help raise awareness and support for our Crusader Fund
- ◆ Collaborate with our parish's Festival for the Poor ministry as needed

### **FAITH IN ACTION**

This ministry involves the school in outreach and service activities and serves as a liaison between the school and the parish. Its primary function is to foster a "servant's heart" for our families by participating and coordinating the following:

- ◆ Contacting Humanities, Homeless, and Respect Life ministries in the parish to determine their needs
- ◆ Contacting charities agreed upon by administration
- ◆ Schedule monthly collections or service projects

### **FATHERS' FELLOWSHIP**

The Father's Fellowship ministry is formed for the purpose of creating the environment wherein the school Fathers come together in fellowship with each other to foster their faith and serve the school community as needed. The Father's Fellowship ministry will assist administration with the following events:

- ◆ Plan and assist with special events as directed by administration, such as Pig Roast and Bike Day
- ◆ Plan and implement our School's Fishing or Golf Tournament (alternating years)
- ◆ Host and plan a Mother's Day Breakfast

### **HOSPITALITY MINISTRY**

The Hospitality ministry represents the "spirit of friendship" for the school. As a ministry of Saint Louis Catholic Church, the school seeks to model the spirit of hospitality fostered in the parish.

- ◆ Host a Back-to-School Breakfast for Teachers/Staff
- ◆ Host a Back-to-School Event for parents (i.e., Bingo/Karaoke) and other events as directed by administration
- ◆ Assist with our School's Open House and Grandparents' Day

### **MEDIA & LITERACY**

This ministry will work with the Media Specialist and the School in order to instill a love of reading in our students through various special events. This ministry will also assist with the photographing of all school events for purposes of documenting the history of the school and in preparation of the annual yearbook.

- ◆ Assist with preparation of the book fair, Literary Luncheon, and other Media Center events
- ◆ Photographing and documenting all school events

### **NEW FAMILY FELLOWSHIP\***

#### **\*NOT AVAILABLE AS A SELECTION TO NEW FAMILIES**

The New Family Fellowship Ministry fosters the Covenant relationship throughout a new family's first year at Saint Louis Covenant School.

- ◆ Assist in mentoring a new family to our school by offering support
- ◆ Disseminate information essential to new families

### **SPIRITUAL LIFE**

The Spiritual Life ministry represents the "heart" of the school. Through this ministry, families are brought closer to God through prayer, fellowship, and witness. The ministry's philosophy is foundational to all that the school hopes to achieve.

- ◆ Establish weekly prayer meetings at morning arrival.
- ◆ Coordinate special prayer requests for individuals/situations in need.
- ◆ Arrange for a Spiritual Life Prayer Breakfast for school families.
- ◆ Schedule the visitation of the Blessed Mother Statue to homes.

### **SPORTS & RECREATION**

The Sports & Recreation Ministry provides our school and parents the opportunity to promote athletics in a loving, Christian way with emphasis on our calling to be disciples. While competition is encouraged, it is with the understanding that God created our bodies for His glory and honor. Good sportsmanship and Christian behavior will be the hallmarks of this ministry.

- ◆ Provide volunteers for our teams and other sporting events
- ◆ Assist Coach Allen with the coordination of Field Day
- ◆ Organize and host "Mother & Son Kickball Game"

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

### **PARENT VOLUNTEER WORKDAYS**

Because we are a "Covenant" community working together to advance the faith formation of our children and one another, each family is expected to involve themselves in daily school life and a school ministry.

- ◆ Parents of preschool aged children may be scheduled to work in their child's classroom depending on the needs of the teachers and the class enrollment.



- ◆ Parents of primary grade children, while not scheduled to work in the classrooms for a full day, may be scheduled to assist when and where needed on a monthly basis in the classrooms, lunchrooms, Science Lab, Art Studio and Media Center when necessary
- ◆ Middle school parent volunteers will be scheduled to volunteer their time in the middle school by the Class Parents Ministry.
- ◆ Parents are required to volunteer time on a school ministry and to contribute to the overall collaborative team effort.
- ◆ **Parent volunteers are asked to follow the instructions given by the classroom teacher. Use of cell phones to take and share pictures and/or videos is not permitted unless permission is given by the classroom teacher.**

**Note: In keeping with the Archdiocese of Miami’s policies, all volunteer parents/custodians, etc., must submit a volunteer application from, be fingerprinted with approved background screening, sign a Code of Conduct form and complete Virtus training before they can volunteer in school activities including classroom volunteering and field trips.**

Parents who do not participate in the life of the school through failure to volunteer in the classroom, special area or lunchroom or provide volunteer time for home assignments, serve on a school ministry and/or fail to attend the required Covenant Reflection meetings/Masses may jeopardize their current and/or future enrollment in the school.

Teachers and/or the class parents will query all parents concerning their availability prior to writing their monthly schedules. Mothers and Fathers are each encouraged to volunteer their time in their child’s classrooms. Parents, who do not take this commitment seriously and fail to participate as required, may jeopardize their child’s future enrollment. Grandparents, aunts and uncles, sister/brothers or other relatives may not replace the parents in this commitment but are welcome to volunteer in addition to the parents depending on the needs of the teacher.

## **PRESCHOOL POLICIES AND PROCEDURES**

**PREKINDERGARTEN/EARLY CHILDHOOD DIRECTOR: Cristina Naranjo**

**These preschool policies and procedures are intended to clarify those points pertinent to the preschool program but do not supersede the policies established in the 2024-2025 Parent/Student Handbook.**

### **PK ADMISSION**

Children must be 2 years of age on or before September 1<sup>st</sup> to be enrolled in the PK2 program. Children must be 3 years of age by September 1<sup>st</sup> to be enrolled in the PK3 program and 4 years of age by September 1<sup>st</sup> to be enrolled in the PK4 program. PK3 and PK4 students must be completely toilet trained to enter our programs.

### **PK BITING POLICY**

Biting, unfortunately, is not an unexpected behavior for toddlers. Some young children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

*When Biting Does Occur:*

The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

*For the child that was bitten:*

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Report" form is filled out documenting the incident.

*For the child that bit:*

1. The teacher will give age-appropriate, positive instruction about refraining from biting people.
2. The child will be placed in a supervised and timed "time-out". Two minutes for PK2, Three minutes for PK3. Four minutes for PK4.
3. The parents are notified.
4. The incident is documented by the teacher and continual observations will be made to help prevent a repeated occurrence.

*When Biting Continues:*

1. The child will be shadowed by an early childhood staff to help prevent any biting incidents.
2. The child will be observed by the classroom staff, counselor, or administrator to determine what is causing the child to bite (teething, communication, frustration, developmental, environmental, etc.)
3. The child will be given positive attention and approval for positive behavior.

*When biting becomes excessive:*

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child continues to inflict 3 bites or more in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child's teacher will request a parent conference to implement an age-appropriate behavioral plan.
3. If after a plan of action has been implemented and the child continues to inflict bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a second parent conference with teacher and administrator to discuss and review next steps.

**PK COMMUNICATION**

Information regarding calendar events, news, and updates are communicated to parents using Rediker Plus Portals. Parents are encouraged to email their child's teacher regarding questions or concerns related to their child. **Conferencing during arrival and dismissal is not permitted.** Parents may contact their child's teacher to schedule a parent teacher conference.

**PK ATTENDANCE**

Although attendance in preschool is not compulsory, regular attendance and punctuality is expected and encouraged. If a child is absent, a written note or absence form should be provided to the teacher upon the child's return to school.

**PK STUDENT ILLNESS**

Children who have symptoms of unexplained rashes, vomiting, diarrhea, yellow/green discharge from the nose, or a fever within 24 hours of the start of the school day should refrain from attending school. Teachers are instructed to send home any child displaying any of the above-described symptoms during

the school day. Children should be fever free and symptom free (without the use of any medication) for 24 hours before returning to school.

### **PK ARRIVAL**

Preschool parents must park and walk their children through the east gates to the preschool area (near the circular drive and front office) and drop them off directly to their classrooms. Classroom doors open every morning at 7:30 a.m. Parents are not permitted to enter the classrooms during arrival except for parents who have signed in as volunteers. Instruction begins promptly at 8:00 a.m. Any preschoolers that arrive after the gates are closed, must report to the school office, and wait with their parents until a staff member is available to escort child to their classroom. All preschool students must arrive by 9:00 a.m. each day in order to be granted admittance to preschool for the day unless prior notification has been given to the child's teacher and only for special circumstances (such as doctor's appointments).

### **PK DISMISSAL PK2 PART-TIME STUDENTS**

Dismissal begins promptly at 12:00 p.m. for all part-time students. Parents and/or authorized adults picking up preschoolers enter the property from the main entrance on S.W. 72 Avenue. Please make a right turn into the last lane of parking and drive around through to the second/middle lane of parking, stopping at the end of the row (before entering the traffic circle). At 11:45 a.m. the dismissal line of cars will be moved up to the traffic circle driveway where they will stop at the first cone for the loading process to begin. The designated pick-up sign must be displayed with the child's name visible. All preschool students will be kept behind the gate until their car pulls up. Preschool staff will load the preschooler into the backseat of the car and the driver must pull up by the sidewalk to secure the child's seat belts. The school staff is not responsible for placing children in their safety seats or securing their seat belts. **Absolutely no cell phone use during pick-up, especially while in the traffic circle. Pedestrian traffic is only allowed at the side gates and not at the loading zone gate.**

If a child will be picked up by anyone other than an authorized adult, an authorization form must be provided to the teacher in the morning at drop off. This includes playdates with other classmates.

### **PK DISMISSAL- PK3 AND PK4 STUDENTS**

Children enrolled in PK3 and PK4 will be dismissed at 2:30 p.m. from the main school building following the regular dismissal procedures (see the *Parent/Student Handbook*). School staff are not responsible for placing children in their safety seats or securing their seat belts.

### **FOOD**

Preschoolers are encouraged to eat a healthy breakfast each morning but will not be permitted to enter the classroom with uneaten food in their hands. A daily snack time is part of the preschool schedule. All snacks and drinks should be packed in containers that are made of plastic or metal (**no glass containers**) and that can be easily opened by themselves or with minimal assistance. An additional snack should be provided for children staying for a full-day and/or extended care. Lunchtime is part of the daily schedule for full-day students. For more information regarding lunch and allergies, refer to the *Parent/Student Handbook*.

### **LITTLE DISCIPLES**

Each Thursday at 11:00 a.m., PK2 students participate in Little Disciples held in their classrooms. Immediately following at 11:30 a.m., Little Disciples is held for PK3 and PK4 students who perform the Bible story they have read and learned that week. PK3 and PK4 parents are invited to attend this event

when their child's class is performing. Teachers will inform parents when it is their class's turn to perform. Siblings are welcome to attend if they are always supervised and do not disrupt the performance. Little Disciples will be held in the preschool courtyard.

### **WIZKIDZ EXTENDED CARE AND AFTER CARE**

Aftercare is available to half-day preschool students from 12:00 p.m. to 2:30 p.m. Monday through Friday. This program operates in two preschool classrooms and is staffed by members of the preschool staff. Parents may opt to have their child participate in this program on a daily or quarterly basis. All children must be picked up no later than 2:45 p.m. unless arrangements have been made for extended care. Preschoolers who are not picked up by 12:10 p.m. are placed in after care and their parents are assessed the daily rate at the end of each quarter.

- ◆ Preschool students who need care beyond 2:45 pm may register for After Care from 3:00 pm to 5:30 pm.
- ◆ All fees for after care/extended care are assessed on a quarterly basis using FACTS Forms.
- ◆ Parents are encouraged to communicate with their child's teacher if their child will be participating in after care and/or extended care, particularly for those who do not participate regularly.

### **PK AREA GATES**

All school gates leading to the Preschool Classrooms/Children's Courtyard are kept closed and locked and are only open during arrival until 8 a.m. All visitors to the preschool area during school hours must sign in at the Main Office and obtain a visitor badge in order to enter.

**Please help keep the preschool area secure. Upon exiting, make sure the gate closes securely and do not allow any persons to enter the preschool area without a volunteer sticker/badge.** Report any persons without a proper volunteer/visitor sticker/badge inside the gated area to the Main Office, or any school staff member.

### **SIBLINGS**

Due to insurance regulations, only students officially enrolled in our school may attend classroom functions such as parties and volunteer time. Siblings are NOT permitted in the classrooms or at school activities during school hours unless approved in advance by the administration.

### **PK SPECIAL OCCASIONS**

There are special events where teachers will need additional help from parents. Parents will be contacted/reminded by room parents regarding special events for help as the event date approaches.

### **PK BIRTHDAYS**

Birthday celebrations should be coordinated with the child's teacher and are generally held during the class snack time. Siblings in the school may not be pulled from their classrooms for any birthday celebrations in preschool. Birthday celebrations are to be simple- no favors, decorations, etc.

### **TOYS**

No toys will be permitted unless specifically asked for by a child's teacher. It is recommended that parents check their child's backpack daily to ensure that no unwanted items are traveling to school.

### **UNIFORMS**

All preschool students must adhere to the school's uniform policy as outlined in the Parent/Student Handbook. In addition, a complete change of clothing must be provided to the homeroom teacher in the event of accidents or spills (shirt, shorts, underwear, and socks, and these do not need to be an official

uniform, in a Ziploc bag labeled with the child's name). This will be always kept in the child's cubby. **Clothing must be replenished the next day if a child's emergency clothes are used and sent home to be washed.**

### **PK VOLUNTEERING**

Preschool parents are asked to volunteer for two hours each month. As a rule, one of the child's parents must honor the volunteer commitment, not a grandparent or relative. Volunteering in the preschool classrooms begins in November for PK3 and PK4 and in January for our PK2 classes. Teachers rely on the help of an extra set of adult hands when planning their activities. Parents that must cancel their volunteer commitment are asked to find a replacement. Parent volunteers must arrive on time, sign in at the main office, and obtain a volunteer badge. Parent volunteers are encouraged to participate in the class activity and refer any discipline issues to the teacher. Parent volunteers are never to call a parent of another child in the class to discuss any disciplinary or emergency incident. The teacher is responsible for that. The teacher must specifically request the volunteer to take pictures of the class or activity and share with the parents of the class. **Otherwise, no photographs are to be shared as we have some families that do not allow their child's picture to be posted. Cell phones should be turned off or placed on silent** during volunteer time. If there is an emergency call, parent volunteers must step quietly outside the classroom so as not to disrupt the class activity.

\*REQUIRED INFORMATION FROM FLORIDA DEPARTMENT OF CHILDREN AND FAMILY SERVICES (See appendices)

## **RELIGIOUS FORMATION**

### **OUR CATHOLIC IDENTITY**

Saint Louis Covenant School was formed out of a strong desire to form a partnership with families called a "covenant" for the purpose of creating a vibrant spirituality amongst its stakeholders. Important to the mission of this school is the inculcation of Gospel values and character formation. The school recognizes that it serves the evangelizing mission of the Church and in answering that call, proactively creates a strong faith environment. Saint Louis Covenant School operates in the Archdiocese of Miami and is recognized by the bishop as a Catholic school.

### **THE TEACHING AND PRACTICE OF RELIGION**

Saint Louis Covenant School holds as its primary purpose of educating its students in the Catholic faith. Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The Religious Formation Program is the core of the school's educational mission. Its purpose is to lead the students to a conscious, living, active, and mature Catholic faith. This is accomplished primarily through the formation of a faith community in which Christian values provide a way of life for students and teachers. The effectiveness of the Religious Formation Program assumes a close working relationship between the parents, who are the primary educators, and the teachers. The religious formation of the student is a joint project of home and school. Parents, therefore, should not only be well informed of the Religious Formation Program, but they should become directly involved in it.

### **RELIGION CURRICULUM**

The curriculum for religion will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the dioceses as appropriate. All supplementary materials used in the Religion curriculum will conform to Catholic moral teaching and doctrine. Saint Louis Covenant School shall provide structured opportunities for students to participate in community services that will benefit the parish and/or local

communities. Students at Saint Louis Covenant School will be immersed in prayer and will learn different prayers at different developmental stages.

Every teacher in a Catholic school understands that he/she shares in the evangelizing mission of the school. By accepting employment within the school, the person, regardless of his/her church affiliation, understands that in action and in word, he/she has the responsibility to promote the teachings of the Catholic Church.

### **PERPETUAL ADORATION**

Visits to the Perpetual Adoration chapel are encouraged for the students at Saint Louis Covenant School. Students may only go to the Adoration chapel with school personnel during school hours.

### **PROGRAMS CONCERNING HUMAN SEXUALITY**

#### **FAMILY LIFE**

The Archdiocese requires that all schools institute an approved Family Life Program. The school will respect the special role of the family in this area. Parents are:

- ◆ Invited to review the materials to be used in the course.
- ◆ Invited to speak with those who will be teaching the program.
- ◆ Encouraged to discuss each of these topics at home with their children both before and after it is discussed in class.
- ◆ Informed that they have the right to request exemptions if they feel strongly about this.

If a family, after serious consideration and discussion, requests to have their children exempt from classes that deal directly with sexual education, the Administration will respect their request. This request must be made in writing to the Administration.

#### **SPIRITUAL LIFE**

Spiritual life is the cornerstone of life at Saint Louis Covenant School. We are a relationship- centered family of believers whose goal is to foster Gospel values in our children, staff, and families. Woven like fabric into our lives is an evolving desire and thirst to know, love, and serve Jesus Christ. Students in the Covenant School will find that their faith is the thrust of the school's curriculum and will participate in daily personal and community prayer, weekly student liturgy and ministry to the poor and homeless. Prayer meetings, prayer vigils, liturgy and outreach ministry activities are also available for our school parents. Each parent is expected to be present at weekly Sunday liturgy and participate in the Eucharist. Families are encouraged and expected to be active in parish life through involvement in ministry work, special liturgies, parish missions, and school ministries.

#### **SACRAMENTAL PREPARATION**

The students of Saint Louis Covenant School receive the sacrament of Reconciliation and First Communion during second grade providing they have been in a formalized religious education program for the preceding two years. The sacrament of First Holy Communion is celebrated annually in the spring either in April or May. The students of the school receive the sacrament of Confirmation during the eighth grade. The sacrament of Confirmation is celebrated annually in the spring and the date is subject to approval by the archdiocese. The procedures and protocols for these sacraments have been carefully and prayerfully developed. The Pastor, along with the school and religious education leaders are the guiding voices and authority in the established practices. The cooperation and support of the school parents is critical. Challenges to these established practices will not be entertained.

#### **STUDENT LITURGY**

Mass is a celebration of the living presence of the Risen Lord in the midst of His own people and is the prayer of the Body of Christ and the community. The Mass helps us find the sacred in the ordinary. The students at Saint Louis Covenant School celebrate mass on Wednesday at 8:30 am. Parents are encouraged to celebrate this liturgy with us. Only parents, siblings, guardians, grandparents, or previously approved person may attend. All

must register upon arriving at church and wear the provided name tag in a prominent place on the front upper body.

# **SAFETY**

## **GENERAL**

Providing a safe and healthy environment for all students and employees is very important at Saint Louis Covenant School. This process began with the development of the physical plant. Every effort was made to create a safe, healthy, and happy environment for the students, families, faculty, and staff of the school.

- ◆ Exterior doors are to always remain locked.
- ◆ An off-duty police officer from Pinecrest Police Department is on campus throughout the day.
- ◆ The main entrance to the school office has a buzzer to allow access.
- ◆ The east school doors are closed at the sound of the 7:45 am bell.
- ◆ Anyone entering the school building after 7:45am, parents, volunteers, or visitors
- ◆ enter the school through the main school office door, identify themselves sign in, and obtain the Visitor/Volunteer badge if their business will keep them in the building.
- ◆ Volunteers/visitors leaving the building need to sign out and return the Visitor / Volunteer badge. Cooperation and support of all students, faculty, staff, and parents is essential in order to maintain a high level of safety.

**It is extremely important for the safety of our students that parents supervise their children, including siblings, whenever they are on school/church grounds. Running, climbing trees, screaming, pulling plants or flowers, and general disorderly behavior are not permitted. While we encourage fellowship, we cannot have it at the expense of safety. Your cooperation is expected.**

## **CHILD PROTECTIVE INVESTIGATIONS**

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

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing [abusereporting@theadom.org](mailto:abusereporting@theadom.org).

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

## **CLOSED CAMPUS**

Saint Louis Covenant School is a closed campus.

- ◆ Students are not permitted to leave the school premises at any time during the school day unless picked up by parents or other authorized personnel with written permission from the Main Office.
- ◆ Students remain on campus for lunch.
- ◆ Students who leave the premises without permission may face withdrawal.

## **CRISIS PLAN**

Saint Louis Covenant School has a Crisis Plan. It is reviewed annually, and safety procedures are practiced with the students. The principal coordinates with the Archdiocese of Miami, the Pinecrest Police Department, and other official organizations to assist us in keeping our practices up to date.

## **EMERGENCY LOCKDOWN**

In the case of any threat to the school or community, the school may enter into a “lockdown” state. Lockdown means that all entrances to the school buildings are locked with the students safely inside. During lockdown, the school faculty and staff supervise the school children. Only Police or Emergency Personnel are allowed into the building. Once the emergency passes and a safe environment exists, the main reception door will re-open. **It is particularly important for parents/guardians to realize that students will not be released during the lockdown situation as that may compromise the safety of the students.** Although this can present a high level of stress, it is extremely important that calm thinking prevails, and safety procedures and guidelines are followed. The school will advise parents through a telephone response system whenever a lockdown has occurred and/or changes in dismissal procedures.

## **FIRST AID**

Teachers/staff are not trained to treat physical illness or injury, nor are they permitted to put anything, including soap, on an injury sustained at school without parental authorization.

Any accident occurring on school property, or on any school-sponsored trip, must be reported to the Principal/Assistant Principal/ Counselor. The seriousness of the accident will determine the immediacy of additional assistance to the school, i.e., Fire Rescue, Police, Medical emergency staff. The teacher or school personnel supervising the student at the time of the accident must contact the office for the parents to be notified immediately. If the school is unable to reach anyone, the school administration will determine if paramedics should be contacted, and the student taken to the emergency room. An Accident Report Form will be completed and filed in the office.

## **EMERGENCY SCHOOL CLOSING**

If it becomes necessary to close the school for severe weather conditions or any unusual circumstances, Saint Louis Covenant School will dismiss and resume classes in accordance with the public announcements of the Archdiocesan Department of Schools. Archdiocesan schools will generally follow the pattern of the local public school system. It is the responsibility of each family to keep apprised of this information by following announcements made via the local television networks and the Parent Portal.

# **STUDENT SERVICES**

## **SCHOOL COUNSELOR: Mary Jesurun**

At Saint Louis Covenant School, the School Counselor is a member of the school's staff and provides, in a professional capacity, consultative feedback to teachers regarding the management of the classroom.

### **Counseling Services**

The school strives to provide a guidance curriculum that meets the emotional and social needs of students. The curriculum covers bullying, communication skills, culture of kindness, self-control/self-discipline, organizational skills, peace-making/problem-solving skills, human sexuality, substance abuse prevention, social justice, and other topics in age-appropriate ways. All guidance lessons incorporate a living, active faith and promote healthy human relationships.

### **Consulting the School Counselor**

Parents may consult the School Counselor regarding their child's progress academically, socially, emotionally, or physically. Appointments to see the School Counselor may be scheduled through email or telephone. The School Counselor may be in the classroom at the teacher's/ Principal's or parents' request for the observation of the



classroom dynamics. Working together, the School Counselor, teacher and administrators may consult parents regarding school-related concerns and may collectively call for a conference with parents, Administration, and the School Counselor. As part of the school staff, the School Counselor may visit with a student to determine the nature of an emotional, academic, or behavioral situation at school. If follow-up sessions are necessary, a signed parental permission form will be required. Students may self-refer or be directed by their teacher or the Administration for student services from the School Counselor.

### **CHILD STUDY TEAM**

#### **CHILD STUDY TEAM ADMINISTRATOR: Annie Baixauli, Assistant Principal**

The Child Study Team consists of the Assistant Principal, School Counselor (as required by the Florida Catholic Conference), Preschool Director (when necessary), Intervention Teacher and any other school professional who works directly with the child identified as having difficulties.

#### **Principles and Procedures**

The Child Study Team at Saint Louis Covenant School was developed as a result of the increasing demand for private Catholic schools in Florida to meet the needs of children who are identified with behavioral, emotional, psychological, academic and/or achievement related problems. The Child Study Team has as its primary goal to provide teachers, school officials, parents, and the students themselves a mechanism for addressing behavioral and/or learning related issues which may impede a student's school performance and academic success. This mechanism serves to create alternative strategies for managing a student's special needs through the resources of Saint Louis Covenant School. Accommodations and strategies are listed on an Individual Learning Plan (ILP) or Accommodations Plan. The ILP and Accommodation Plan are used to provide teachers with ongoing consultation and support on in-class interventions with the direct intention to redirect students back to their educational curriculum.

The Child Study Team encourages multi-level interventions that are dependent upon the child's special needs, the child's response to initial interventions, the family resources and response to school concerns, and the resources available within the school.

The four levels of intervention include the following:

- ◆ Teacher – Student Level (Classroom observation at the request of the teacher)
- ◆ Teacher – Student – Parent Level
- ◆ Teacher – Student – Parent – Administration Level (Child Study Team)
- ◆ Teacher – Student – Parent – Administration – Other Professional Level

The primary mechanism for referring a child is teacher directed, although parents may make direct referrals as well. The Child Study Team meets regularly to discuss issues brought to the attention of the team by teachers, parents, or other school personnel to:

- ◆ evaluate the factors thought to be impacting the child's school performance.
- ◆ problem solve and provide consultation to teachers about potential interventions.
- ◆ follow up on the progress of the initially identified concerns.
- ◆ refer a student for enrollment and/or continued enrollment in the Wisdom Seekers Program.

The *Child Study Team* is also a vehicle for identifying when assistance from outside agencies including physicians, psychologists, speech and language professionals, occupational therapists, or other mental health agencies/professionals is warranted.

## **REFERRALS FOR PSYCHO-EDUCATIONAL TESTING AND OTHER SERVICES**

A list of both private and public providers for psycho-educational testing and other services may be provided to families as needed. The school does not endorse or recommend any one provider but provides a list of outside agencies who have worked with the school in the past. The school encourages families to consult with their pediatrician and/or insurance for further guidance.

## **REQUESTS FOR PSYCHO-EDUCATIONAL TESTING/COUNSELING ASSESSMENT**

Requests made to teachers to complete paperwork related to psycho-educational testing, counseling or medication will be honored with a Parent Consent for Mutual Exchange of Information Form. Once completed, the paperwork will be sent directly from the school to the agency/evaluator/physician and will NOT be returned to the parent(s) for submission.

## **VISITING THERAPISTS**

All therapists providing services to students on campus during school hours must provide current Virtus training and fingerprinting clearance before therapy sessions begin. Parents must provide written consent by signing a Parent Consent for Mutual Exchange of Information Form. Scheduled therapy times must be approved by the homeroom teacher once parent consent has been obtained.

## **MODIFICATION/ACCOMMODATION OF SCHOOL CURRICULUM**

Modification or accommodation of school curriculum may not be initiated by a teacher or parent without the results of a student's professional test results and official recommendations by a licensed psychologist. Psycho-educational evaluations are considered valid within three years of completion. The results of the psycho-educational evaluation must be submitted to the school office for a review with Administration and involved faculty to determine if suggestions, recommendations, and accommodations can be implemented. Upon review of the recommendations, the Administration will advise both the parents and necessary teachers as to the appropriate curriculum, and/or classroom setting, accommodations. In addition, behavior modification strategies may also be suggested. Accommodations and strategies are listed on an ADOM Individual Learning Plan (ILP) or Accommodations Plan. The ILP and Accommodations Plan are used to provide teachers with ongoing consultation and support on in-class interventions with the direct intention to redirect students back to their educational curriculum. Teachers may not accommodate or modify curriculum without permission from Administration and/or the School Counselor and an established learning plan.

## **LEARNING LAB INTERVENTION**

Learning Lab is an intervention program that provides educational support and resources for students identified as needing additional academic support. Students are referred for the program based on the results of a psycho-educational evaluation, in-class performance, standardized testing results and/or the recommendation of the Child Study Team. Interventions are provided by professional teaching staff and include the following multi-tiered levels of support:

- ◆ Tier 1: in-class small group intervention
- ◆ Tier 2: pull-out small group intervention
- ◆ Tier 3: targeted intervention during special area classes

Parental consent is necessary in order to provide services to students. For additional information regarding Learning Lab, contact Intervention Teachers Angelina Feliciano at [afeliciano@stlcatholic.org](mailto:afeliciano@stlcatholic.org) or Maria Fernandez [mfernandez@stlcatholic.org](mailto:mfernandez@stlcatholic.org).

# **SCHOOL AND COMMUNITY**

## **SCHOOL ADVISORY COUNCIL**

The Pastor/Principal call the School Advisory Council into being. The role of the members of the School Advisory Council is to serve in an advisory role supporting the Pastor and the school Principal to enable the school to reach its goals and objectives. The School Advisory Council Committee, which is advisory in nature, responds to policy proposals and recommendations initiated by administration demonstrates support for the educational program and is a valuable vehicle for assessing future educational and facility needs and financial matters. Additionally, the members reflect major concerns of parents to the council and may report concerns of the council to parents. The School Advisory Council Committee is a means of developing a unified trust in the educational mission of the Roman Catholic Church. The Pastor and Principal select members of the Advisory Council Committee and the school community may recommend members. Council meetings are generally held on a quarterly basis.

## **PARENTAL COOPERATION**

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

# Preschool Appendix A

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:  
The Office of Child Care Regulation  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019



## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

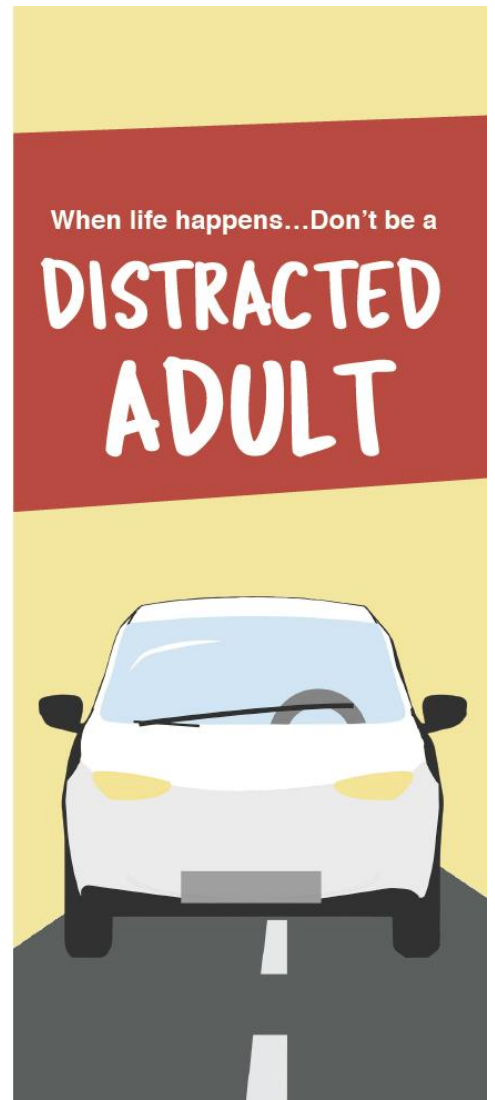
Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## ! PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.



During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

---

Child's Name:

---

Date:

# Preschool Appendix B

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

**My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:**

**Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.*



## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

**For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>**



### What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



### How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

*This brochure was created by the Department of Children and Families in consultation with the Department of Health.*



**INFLUENZA VIRUS**

**"The Flu"  
A Guide  
for Parents**

## Preschool Appendix C

### Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

#### Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**\*\* If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE\*\***

# Technology Appendix A

## SAINT LOUIS COVENANT SCHOOL

### iPad USE POLICIES & PROCEDURES

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## **1. OVERVIEW**

At *Saint Louis Covenant School*, the focus of the iPad Program is to provide tools and resources necessary to the 21<sup>st</sup> Century learner. As part of our goal of providing excellence in education, a seamless integration of technology throughout our educational program is required. Access to technology is increasingly essential for the future, and one of the learning tools of the 21<sup>st</sup> Century learner is the iPad. The integration of iPads throughout the curriculum is a way to empower students to maximize their full potential and to prepare them for High School, College, and, in turn, the workplace.

*Saint Louis Covenant School* recognizes that learning takes place when there is a continuous, dynamic interaction among students, educators, parents, and the community. Technology immersion does not diminish the vital role of the teacher. In fact, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with the iPads integrates technology into the curriculum anytime, anyplace.

This *Policies and Procedures Handbook* is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of iPad resources. If a person violates any of the terms and conditions named in this handbook, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad:

- ◆ Students will receive instruction from school staff on the proper use of the iPad.
- ◆ Students will be able to take the iPad home during the school year.
- ◆ Students are expected to treat the iPad as a valuable piece of equipment.
- ◆ Students must take all precautions to prevent theft; for example, do not leave the iPad unattended (i.e., in a car).
- ◆ Students must take precautions to prevent damage to the iPad (i.e., Do not leave where there is danger of coming in contact with extreme heat/cold or moisture).
- ◆ The iPad comes with pre-loaded apps, and they must NOT be removed.
- ◆ Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- ◆ Students must not use the iPad to purchase goods and services via the Internet (Parents/Students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad).
- ◆ Students are to use the iPad in accordance with Saint Louis Covenant School's Acceptable Use policies and to maintain the iPad in accordance with the procedures and information provided.
- ◆ Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- ◆ School-Issued iPads are the property of SAINT LOUIS COVENANT SCHOOL and must be returned at the end of the academic year, upon withdrawal, suspension, expulsion, or at the request of the teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- ◆ Officials of the school have the right to review all materials stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The Policies, Procedures, and information that is provided in this handbook apply to ALL iPads used at *Saint Louis Covenant School*, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## **2. RECEIVING YOUR iPad & iPad CHECK-IN**

### **2.1 Receiving Your iPad**

iPads will be distributed at the start of school during a student iPad Orientation session. Students and parents must read the iPad Policies and Procedures Handbook thoroughly and return the signature page to the office in order to receive the iPad.

## 2.2 iPad Check-In

iPads will be returned to the school during the final week of school. Students who withdraw or are expelled must return the iPad at the time enrollment is terminated.

## 2.3 Check-In Fines

**Individual School iPads must be returned to *Saint Louis Covenant School* at the end of each year.**

Students who withdraw, or are expelled, or terminate enrollment at *Saint Louis Covenant School* for any other reason must return the iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, the cost of the iPad will be charged to the Credit Card on file with *FACTS*. Student/Parent will also pay the cost of any insurance deductible, if applicable, for any damage or repairs needed on the iPad. Failure to return the iPad can also result in a theft report with the Pinecrest Police Department.

The student/parent will be fully responsible for any theft or damage to the iPad and will be held accountable for the replacement or repair of this device. YOU are responsible for keeping this device clean and in good working condition. YOU must return the iPad in satisfactory condition. The student/parent may be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **3. TAKING CARE OF YOUR iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be reported via email to [helpdesk@stlcrusaders.org](mailto:helpdesk@stlcrusaders.org) for an evaluation of the equipment.

### 3.1 General Precautions

- **ALL** users MUST follow this policy and the *Acceptable Use Policy* for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of *Saint Louis Covenant School*.
- iPads must never be left unattended or in an unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their school-issued iPad in the protective case, provided by the school, AT ALL TIMES.

### 3.2 Carrying iPads

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

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

### 3.3 Screen Care

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in your backpack that will press against the screen.
- Do NOT leave the iPad laying on the floor.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning products on the iPad or case.

## **4. USING YOUR iPad AT SCHOOL**

iPads are intended for use at school each day for educational purposes. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible for bringing their iPad to all classes, unless specifically instructed to do so by their teacher. School staff and administration have the right to check any material stored on a student's iPad at any time.

### **4.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (two or more times as determined by any staff member) leaves their iPad at home, they may be subject to disciplinary consequences.

### **4.2 iPad Undergoing Repair**

"Loaner iPads" may be issued to students when they leave their school- issued iPads for repair in the office. They must be treated with the same care as their regular school-issued iPad.

### **4.3 Charging Your iPad**

iPads **MUST** be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. Only charge your iPad with the Apple charger provided.

### **4.4 Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang-related symbols or pictures will result in disciplinary actions, such as, further restrictions placed on your iPad and the standard S.T.L background will be restored.

### **4.5 Sound, Music, Games, or Programs/Apps**

- Sound must be **ALWAYS** muted unless special permission is obtained from the teacher for instructional purposes.
- Music may be allowed on the iPad and may be used at the discretion of the teacher.
- All software/apps provided by the school **MUST** remain on the iPad. Data storage will be through apps on the iPad and the student's Google for Education account ending with @stlcrusaders.org.

### **4.6 Printing**

Printing **will not** be available from the iPad at school.

### **4.7 Home Internet Access**

Students are allowed to set up additional wireless networks on the iPads. This will assist them with iPad use while at home.

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

### **5.1 Saving Your Work**

Students must save work to *Google Drive*. Storage space is available on the iPad – but it will not be backed up unless done so by the student/parent. It is a student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are **not** an acceptable excuse for not submitting work.

## **6. SOFTWARE ON iPad**

### **6.1 Originally Installed Software/Apps**

The software/apps originally installed by *Saint Louis Covenant School* **MUST** remain on the iPad in usable condition and be always easily accessible. From time to time the school may add software/apps for use in a particular course. This may be done remotely through our Mobile Device Management (MDM) system. Some of the licenses for a particular software/app may require that the software be deleted from the iPads at the completion of the course. Periodic checks of iPads may be made to ensure that students have not removed required software or app. Improper use of technology may be an automatic **MAJOR INFRACTION** (See Student Code of Conduct in Handbook).

### **6.2 Inspection**

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

### **6.3 Procedure for Re-loading Software**

If technical difficulties occur or illegal software or non-Saint Louis Covenant School installed apps are discovered, the iPad will be restored from back-up to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image, and a fee may be assessed.

### **6.4 Software Upgrades**

Upgraded versions of licensed software/apps are available from time to time.

## **7. ACCEPTABLE USE**

The use of *Saint Louis Covenant School's* technology resources is a privilege, not a right. The privilege of using technology resources provided by the school is not transferable and terminates when a student is no longer enrolled at the school. This policy is provided to make all users and their parents/guardians aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, and appropriate disciplinary action shall be applied. *Saint Louis Covenant School's* AUP, as well as this handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### **7.1 Parent/Guardian Responsibilities**

- Parents/ Guardians will discuss with your children the values and standards that your children should follow on the use of the Internet and technology, in general, as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Parents/guardians will discuss with your children the contents of this Policy and Procedures Handbook.
- Parents/guardians will conduct periodic checks of their child's iPad to ensure that students are adhering to the policies and procedures set by the school and any additional ones set by the parents/guardians.

### **7.2 School Responsibilities**

- STL will provide Internet and email access to its students.
- STL will provide Internet blocking of inappropriate materials as able.
- STL will provide training on how to appropriately use the iPad.
- STL will provide staff guidance to aid students in doing research and help assure student compliance of all policies and procedures.

### 7.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey all school rules, including those concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school property. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions.
- Students will help *Saint Louis Covenant School* protect its computer systems/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are finished working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to report it to administration immediately. **DO NOT DELETE OR FORWARD THE E-MAIL.**
- Students will return their school-issued iPad to the school at the end of each year. Students who withdraw, are suspended, or expelled, or terminate enrollment at Saint Louis Covenant School for any other reason MUST return their school-issued iPad on the date of termination.

### 7.4 Students Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing school or Archdiocese policies or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms
- Messaging services during school hours.
- Internet/computer games/apps
- Changing of iPad settings (exceptions include personal setting such as font size, brightness, etc.).
- Spamming-sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in illegal fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the school’s web filter through a web proxy.

### 7.5 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students/Parents will be responsible for damages to their iPads. School-issued iPads are covered through Apple Care+. Parents are responsible for any deductibles.

- **iPads must be charged and ready for school each day.**
- Only labels or stickers applied by Saint Louis Covenant School may be applied to the school-issued iPads.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.

- iPads that malfunction or are damaged must be reported **via e-mail to helpdesk@stlcrusaders.org**. The school will be responsible for repairing school-issued iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired and will be billed to the student/parent. Students/Parents will be responsible for full replacement cost, if necessary.
- iPads that are stolen or lost must be reported immediately to the office and the *Pinecrest Police Department*.

## 7.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating and thus is a violation of the *Saint Louis Covenant School's* Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the School/Archdiocese.

## 7.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the *Saint Louis Covenant School's* Student/Parent Handbook.

## **8. PROTECTING & STORING YOUR iPad**

### 8.1 iPad Identification

School-issued iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- ✓ Student Name
- ✓ Serial number

### 8.2 Storing Your iPad

When students are not using their iPads, they should be stored in their backpack or kept with the student. Nothing should be placed on top of the iPad. iPads must never be stored in a car.

**DO NOT LEAVE YOUR iPad IN A PLACE THAT IS EXPERIENCING EXTREME HOT OR COLD CONDITIONS. EXTREME HEAT WILL DAMAGE THE UNIT ITSELF AND EXTREME COLD WILL CAUSE SEVERE SCREEN DAMAGE.**

### 8.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom/family center, unlocked classrooms, bathrooms, and hallways. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges.

## **9. REPAIRING OR REPLACING YOUR iPad**

### 9.1 School-Issued iPads

AppleCare+ will cover ONLY school-issued iPads for technical support and repairs due to hardware failure. AppleCare+ includes up to two incidents within a three-year period of accidental damage from handling. This includes cracked screens, spills, and liquid submersion affecting the functionality of the unit. AppleCare+ does not cover cosmetic damage or damage that does not affect the functionality of the unit. Parents will be responsible for a \$50 (plus Sales Tax) service fee. Equipment that has been lost or stolen is not

covered. This Plan only covers school-issued iPads that are returned to *Saint Louis Covenant School* in its entirety. Parents will be responsible for reimbursing the full cost of the iPad in the event an iPad is lost or stolen.

## **10. STUDENT INTERNET AND COMPUTER ACCESS**

### ***(Acceptable Use Policy)***

Students are expected to use computers/iPads and the Internet as an educational resource. The following procedures and guidelines govern the use of computers/iPads and the Internet at School.

#### ***Student Expectations on the Use of the Internet***

##### **ACCEPTABLE USE:**

- Students may use the Internet to conduct research assigned by teachers.
- Students may use the Internet to conduct research for classroom projects.
- Students may use the Internet to gain access to information about current events.
- Students may use the Internet to conduct research for school-related activities.
- Students may use the Internet for appropriate educational purposes.

##### **UNACCEPTABLE USE:**

- Students shall not use school computers/iPads to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers/iPads, including downloading and copying of copyrighted material.
- Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers/iPads.
- Students shall not use school computers/iPads to participate in on-line auctions or on-line gaming.
- Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers/iPads for commercial advertising or political advocacy of any kind without the express written permission of an administrator.
- Students shall not publish web pages that represent the school or the work of students at the school with the express written permission of an administrator.
- Students shall not erase, rename, or make unusable anyone else's computer files, programs, etc.
- Students shall not copy, change, or transfer any software documentation provided by the school, teachers, or another student without permission from an administrator.
- Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's/iPad's memory, file system, or software.
- Students shall not configure or troubleshoot computers, networks, printers, or other associated equipment, except as directed by the teacher or an administrator.
- Students shall not forge electronic mail messages or web pages.

##### **ENFORCEMENT**

- Saint Louis Covenant School will monitor all Internet communications, Internet usage, and patterns of Internet usage. Students have NO right of privacy to any Internet communications or other electronic files. Any electronic files on the system are subject to search and inspection at any time.
- The school uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school.

- Due to the nature of the filtering technology, the filter may at times filter pages/sites/apps that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site/app with legitimate educational value.
- The school's staff and administration will monitor students' use of the Internet/iPads through direct supervision and by monitoring Internet/iPad use history to ensure enforcement of the policy.

### **CONSEQUENCES FOR VIOLATION OF THIS POLICY**

**Access to the school's computer system/iPads/Internet is a privilege not a right. Any violation of the school policy and rules may result in:**

- Loss of computer/iPad privilege
- Detention
- Short-term suspension
- Long-term suspension or expulsion in accordance with school policy and the *Archdiocese of Miami (ADOM)*
- Other discipline as school administration and the *ADOM* deems appropriate.
- Legal action.

## **11. SAINT LOUIS COVENANT SCHOOL'S Student Pledge for iPad Use 2024-2025**

- ✓ I will use my iPad in ways that are appropriate, meet expectations, and are educational.
- ✓ I will use appropriate language when using emails, journals, blogs, or other forms of communication. I will NOT create, or encourage others to create, discourteous or abusive content. I will NOT use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other people.
- ✓ I understand that my iPad is subject to inspection at any time without notice.
- ✓ I will follow the policies outlined in the ***iPad Policies and Procedures Handbook***.
- ✓ I will take GREAT care of my iPad.
- ✓ I will NEVER leave my iPad unattended.
- ✓ I will NEVER loan out my iPad to other individuals.
- ✓ I will know where my iPad is ALWAYS
- ✓ I will CHARGE my iPad BATTERY DAILY and arrive at school with my device charged.
- ✓ I will ALWAYS keep food and beverages away from my iPad.
- ✓ I will NOT use the iPad camera to take and/or distribute inappropriate or unethical material.
- ✓ I will NOT disassemble any part of my school-issued iPad or attempt any repairs.
- ✓ I will protect my school-issued iPad by only carrying it in the case provided. I will NOT remove my iPad from the case provided by STL.
- ✓ I will NOT place decorations (such as stickers, markers, etc.) on my school-issued iPad or provided case.
- ✓ I will NOT deface the serial number iPad sticker on any iPad.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to STL's administration.
- ✓ I will be responsible for ALL damage or loss caused by neglect or abuse.
- ✓ I agree to return the school-issued iPad, case original power cords (or exact replacement) in good working condition must be returned with the iPad.



2024-25 PARENT-STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM



SAINT LOUIS  
COVENANT SCHOOL

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

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

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

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

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

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

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

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