



SAINT LOUIS
COVENANT SCHOOL

2026-2027
PARENT STUDENT HANDBOOK

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

7270 SW 120TH 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

IRENE MARINELLI
DIRECTOR OF EARLY CHILDHOOD EDUCATION

INTRODUCTION

We are blessed and honored to welcome you as a valued member of Saint Louis Catholic 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 Catholic Covenant School exists to create a group of adult believers whose faith experience impacts the formation of children as evangelizers and seekers of wisdom and Gospel values. As partners in faith, the school community is committed to academic excellence, a vibrant 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 th Street Pinecrest, FL 33156

STUDENT SCHOOL HOURS

PK2 Half Day	8:00 am-12:00 pm
PK3 and PK4 Full Day	8:00 am- 2:15 pm
K-3rd Grade	7:45 am- 2:30 pm
4th-8th Grade	7:45 am- 2:45 pm
*Early Dismissal Days	11:45 am (PreK Students with No Older Siblings) 12:00 pm (Kindergarten through 8 th Grade)

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 Vigues is the current pastor of Saint Louis Catholic Parish and Julie Perdomo serves as the current principal.

PHILOSOPHY

Our faith is central to all that we do in the Covenant School. Saint Louis Catholic 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 Catholic 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 Catholic

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 Catholic 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 Catholic Covenant School learn to build community through experiencing positive interactions 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 Catholic Covenant School are designed to challenge each student in all academic disciplines.

CURRICULUM

The curriculum at Saint Louis Catholic 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 Catholic 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 - Kindergarten), Performing Arts and Art (Kindergarten - 8th grade)

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 Catholic 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 of 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 use 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 PowerSchool 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 it is 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 weekends.

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 Catholic Covenant School follows the Archdiocesan Progress Report (Report Cards) policy. Electronic report cards are issued on a quarterly basis for students in grades PK3 – 8th 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

Pre-Kindergarten through Kindergarten

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

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

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

4	Exemplary
3	Consistent
2	Inconsistent
1	Needs Support

Grades First and Second

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

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

Effort and Conduct grade will be measured per subject area by the following:

4	Exemplary
3	Consistent
2	Inconsistent
1	Needs Support

Grades Third through Eighth

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

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

Effort and Conduct will be measured per subject area by the following:

4	Exemplary
3	Consistent
2	Inconsistent
1	Needs Support

HONOR ROLL

Saint Louis Catholic 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 Fifth Grade. The Covenant School follows this standard:

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

First Honors: 90-100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.

Second Honors: 85-100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.

Honor Roll Assembly Mass

An Honor Roll Assembly Mass will be held at the end of the first, second and third quarters to recognize students for their achievements. 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 4 through 8 may be recognized in the following categories:

Grade 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

- ◆ Two students from each subject area receive 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.

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.

Student Government Members

- ◆ Student Government 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 discretion of the principal.*

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 PowerSchool 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.

EIGHTH GRADE PROMOTION

The primary purpose of Eighth Grade Promotion Exercises from Saint Louis Catholic 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 Office of Catholic 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 Director of Student Services. A meeting with the parents will be held to discuss the academic progress of the student. Decisions regarding retention will be made with consultation from the Archdiocese of Miami Office of Catholic Schools.

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 to students. iReady Assessments are administered to students in Kindergarten through 8th grade in reading and mathematics and are administered three times per year. Terranova is administered to students in 2nd-8th grades in the spring of each year. The Assessment of Religious Knowledge is administered to students in 2nd-8th 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 leading up to the official tests.
- ◆ No homework will be assigned during testing days.

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 8th 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 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 Announcements

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:

Boys	Basketball	Girls	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 athletic activity, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any co-curricular or extra-curricular activities, including all athletics activities and school dances.**

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

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

After School Clubs are held as enrichment activities for our students. 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 Catholic 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.
- ◆ Volunteer coaches must annually sign a Volunteer Coaching Agreement.
- ◆ 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 Catholic 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.

NATIONAL JUNIOR HONOR SOCIETY

Membership into the Saint Louis Catholic Covenant School chapter of NJHS is based upon outstanding performance in the five pillars of NJHS: character, scholarship, leadership, service, and citizenship. Students are invited to apply for membership after the first semester of their seventh or eighth grade year. The first qualifier is to acquire a minimum cumulative average of 93% or higher in all core subjects. The second qualifier is that a student must have a detention-free discipline record. If a student is selected, they must maintain this minimum requirement in order to remain a member in good standing. Upon receiving an invitation to apply for membership, the student will be asked to complete an application in which they will provide examples of the five pillars of NJHS. The second part, an essay, will be completed in school once the first part is received. An anonymous faculty council will review all of the applications, including the essay, and using a rubric will score each applicant based on the five pillars of the NJHS. Applicants may be interviewed, if necessary. The NJHS advisors and/or an administrator will notify students as to whether or not they have been selected. Those selected will be given a letter informing them that they have been selected to become a member of the Saint Louis Catholic Covenant School chapter of the *National Junior Honor Society*. Saint Louis Catholic Covenant School will hold a formal induction ceremony in which selected members will receive their certificate and pin. Students who are not selected will be given information about possible consideration for membership in the future.

AFTER CARE

Saint Louis runs an after-school program for all students. The program consists of various clubs offered to PK3-8th grade students and After Care extended day supervision to PK2-8th grade students. After Care is available Monday through Friday 3:00 pm – 5:30 pm. Clubs are from 3:00 pm-4:00 pm on Monday-Thursday. A quarterly registration fee will be assessed for participants in clubs and the after-school 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~~.

CLUB PICK-UP

Parents must park and walk to pick up their children by the Media Center doors. ~~main school office/PreK gate~~. A staff member will be there to facilitate the pick-up process. 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 Director of After Care Programs and a signed authorization must follow. There will be no drive-up pick-ups allowed. Students not picked up by 4:10 pm will be taken to After Care and the daily charge will apply.

AFTER CARE PICK-UP

Parents must park and walk to the main school office to sign out their child. A staff member will be there to facilitate the pick-up process. 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 Director of After Care Programs and a signed authorization must follow. There will be no drive-up pick-ups allowed. Students picked up past 5:30 pm will incur the late fee of \$40 per child per 15-minute intervals (5:31pm is considered late). No exceptions.

REQUEST FOR MEETING SPACE

Requests for ministry meetings or other space use must be made through the school office. All requests for meeting spaces must be made via email/phone call to Andrea Marrero, amarrero@stlcatholic.org.

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 Catholic 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 PowerSchool 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:

The school must be notified when a student is being picked up by a driver who is not listed as an authorized driver in the student's authorized pick up list. For one time occasional pick ups, parents must send an email to the homeroom teacher as well as the school attendance email attendance@stlcatholic.org. Failure to notify the school may result in the student not being dismissed until permission from a parent is obtained. Last-minute phone calls are not sufficient notice for the school to release a student to another person.

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 on the basis of 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.

ADMISSION REQUIREMENTS FOR NEW FAMILIES

Saint Louis Catholic 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 Catholic 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 Parish.
- ◆ Eligible students must demonstrate that they can meet the academic, conduct, spiritual, effort, and attendance requirements of Saint Louis Catholic 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: \$75.00 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 Catholic 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 5th. 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.

- ◆ The following tuition and fee schedule are approved for the 2026-27 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 2026-2027 School Year:

Preschool (PK2 - Half Day)	\$8,350.00 per school year (\$835 per month for 10 months)
Preschool (PK3 & PK4 - Full Day)	\$10,820.00 per school year (\$1,082 per month for 10 months)
Kindergarten through Fourth Grades	\$11,560.00 per school year (\$1,156 per month for 10 months)
Fifth through Seventh Grades	\$12,200.00 per school year (\$1,220 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 Director of Marketing & Development.

SECTION 504 POLICY STATEMENT

Saint Louis Catholic 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 Catholic Covenant School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

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

Dr. Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

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

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.

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. Students may not be dropped off for arrival before 7:25 am when arrival staff is available for supervision.

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 the child to their classroom.**

Kindergarten and First Grade

Students may be walked to the doors located in the Early Childhood 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 72nd avenue, drop their child off at the Main Plaza and exit the property through the perimeter road by the field to 72nd Avenue.

DISMISSAL

Dismissal for PK2 Half-Day Students:

Parents enter the property via SW 72nd Avenue and proceed into the parking lot by turning right at the entrance and traveling to the north traffic circle for dismissal. Parents may not begin lining up for half-day dismissal before 11:40 am.

- ◆ PK2 half-day students will be dismissed at 12:00 pm 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.

Dismissal for Full Day Students

Dismissal for Full Day Students will be determined by your oldest child's grade level. Families may not enter the parking lot to line up for dismissal prior to 2:00 pm.

Red Dismissal 2:15 pm : Families with the Oldest Child in Preschool (no siblings in Kindergarten through 8th grade)

Parents enter the property via SW 72nd Avenue and proceed into the parking lot by lining up along the sidewalk adjacent to the faculty parking lot and traveling around the established Red Dismissal route to the covered walkway in front of the school office for dismissal beginning at 2:15 pm.

- ◆ 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.
- ◆ Cars who arrive after 2:20 pm will be directed to the Yellow Dismissal (K through 3rd grade).
- ◆ All vehicles must have appropriate safety seats. Students will not be dismissed to anyone, including parents, without appropriate safety seats for each child.

- ◆ Students will be loaded into their vehicles by school staff and drivers will move forward to the space next to the field to get out of their vehicles and secure their child's seatbelt. The school staff is not responsible for placing children in their safety seats or securing their seat belts.

Yellow Dismissal 2:30 pm: Families with Oldest Child Kindergarten-3rd grade (no siblings in 4th through 8th grade)

Parents enter the property via SW 72nd Avenue and proceed into the parking lot and turn right to the designated Yellow Dismissal lane. Once signaled they will travel 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 in the Green Dismissal (4th-8th grade) will remain in the building and be dismissed with the older students.

Green Dismissal 2:45 pm: Families with Oldest child in 4th - 8th grade

Parents enter the property via SW 72nd Avenue and proceed into the parking lot and turn right to the designated Green Dismissal lane. 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. If your child(ren) will be dismissed to anyone who is not listed as an authorized pick up, you must email your child(ren)'s homeroom teacher in advance.

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 after care 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 by 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 for a student to leave school early, the parent or someone previously designated by the parent as the parent's designee must report 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. On early dismissal days where the school begins dismissal at 12:00 pm, students cannot be signed out after 11:00 am.

ATTENDANCE/ABSENCES

Students are expected to be present and engaged in instructional/learning experiences for a minimum 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 in the Crusader Newsletter and PowerSchool 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.
- ◆ Teachers may not be able to provide all assignments before a planned vacation. Any assignments provided in advance may be due on the student's first day back in order to receive credit. Any additional assignments given during the student's absence will be due according to the teacher's established timeline and discretion. Students and/or parents must request assignments from teachers directly.
- ◆ 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.
- ◆ 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 athletic practices, athletic games, tryouts, etc.

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 tardies.
- ◆ 16 tardies 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 Director of Student Services, a plan of action may be developed to assist the family.
 - Student may be required to attend a 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 communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

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

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 (see section on Medication Guidelines)

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 PowerSchool may not register in general school records in an emergency, office personnel will rely on this information as contact data. If a family has a change, they are expected to contact the main office to verify that the school has the most updated information. Parents are asked to log into their FACTS account and make the necessary changes to address, phone numbers, and email addresses.

CODE OF CONDUCT

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

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

Any behavior deemed unacceptable by teachers or administration may result in consequences, including detention, work detail, probation, Principal's Warning, suspension, administrative withdrawal, 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.

The Principal and Pastor are the final recourse in all disciplinary situations.

4th - 8th GRADE DISCIPLINE POLICY

Saint Louis Catholic Covenant School uses the LiveSchool Positive Behavioral Interventions and Support (PBIS) system to promote a positive school culture. Students may earn positive points for demonstrating responsibility, respect, and other school expectations. Teachers may also document negative behaviors in LiveSchool when students fail to meet classroom or school expectations. Parents will be emailed weekly reports to show the

positive points earned, negative points earned, and teacher feedback. Additionally, parents have access to monitor their child's points by logging into LiveSchool at any time.

CLASSROOM/TEACHER LEVEL INCIDENT- LIVESCHOOL DEMERIT POINTS

When a student does not meet classroom or school expectations, a demerit behavior entry may be recorded in LiveSchool. Examples of demerit point behaviors include but are not limited to:

- Chewing Gum
- Dress Code Violation
- Disruptive Behavior- Classroom, Hallway, Cafeteria, Bathroom
- Unprepared for class
- Failure to complete assignments
- Failure to Observe Classroom Rules (excessive talking, off-task behavior, horseplay, etc)
- Tardy to Class
- Use of Make-Up, Nail Polish, Excessive Jewelry, etc. (first time)

CLASSROOM/TEACHER LEVEL INCIDENT- DETENTION/EMAIL TO PARENTS

Certain behaviors are considered serious violations of school expectations and will result in an automatic detention. Additional disciplinary action may be assigned when appropriate based on the circumstances and behavior history. Parents will be notified if a detention is earned via email and via LiveSchool weekly recap. Examples of negative behaviors that will result in a detention include but are not limited to:

- 10 or more negative behavior points in one week
- Cheating or academic dishonesty
- Disrespect of a Classmate
- Disrespect of a Staff Member
- Forgotten/Missing iPad
- Repeated uniform infractions
- Inappropriate Use of Technology (games, off-task behavior)
- Unauthorized use of cell phone
- Use of Profanity
- Inappropriate displays of affection

ADMINISTRATION LEVEL INCIDENT- REFERRAL/ADMINISTRATION CONTACT TO PARENTS

Certain behaviors require immediate administrative involvement due to their seriousness. These incidents will be referred directly to school administration for investigation and determination of appropriate disciplinary action (detention, parent conference, probation suspension, referral to law enforcement, etc). Parents will be notified of administrative referral by phone call or parent conference. Examples of negative behaviors that will be referred to administration include but are not limited to:

- Physical aggression, fighting, bullying, cyberbullying
- Sexual harassment
- Vandalism/Destruction of Property
- Theft
- Inappropriate language involving racial slurs, sexual content, extreme profanity
- Being in an unsupervised location/leaving school property
- Possession of a weapon or threatening another person with a weapon or violence
- Possession, use, or distribution of tobacco, vaping devices, alcohol, drugs, or other intoxicating substances
- Incidents that require camera footage
- Repeated behaviors for which student has already served a detention.

The following disciplinary terms are defined for your information:

BEHAVIORAL PROBATION Students who accumulate 3 or more detentions 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 making up all quizzes and tests upon returning to school.

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 Catholic 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.

ANTI-BULLYING POLICY

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

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

1. **Definition**

Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

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:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. **Reporting Complaints**

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

4. **Disciplinary Action**

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

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

BULLYING/HARRASSMENT INVESTIGATION DISCLOSURES

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

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 Catholic 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 Director of Student Services, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;

5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

VIDEO SURVEILLANCE

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

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

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.

COMMUNICATION

CHECK THE POWERSCHOOL 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 PK2-3. Each family should routinely check their children's backpacks and the Parent/Student PowerSchool 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 PowerSchool 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/Guardians acknowledge and consent to the receipt of these messages when providing their email addresses.

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. Parents/Guardians acknowledge and consent to the receipt of these messages when providing their phone numbers.

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 Catholic 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.
- 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 designs are not permitted.

- Boys' hair must be neatly-groomed and kept above the eyebrows, may not be past the ear lobes and may not touch the shirt collar. Boys's hair may not have exteme volume and must be combed at all times. 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.
- Students must be clean-shaven while at school. Mustaches, beards, goatees, and visible facial stubble are not permitted. Students are required to shave before reporting to school. Failure to comply may require the student to shave before returning to school.
- 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)
- Girls' skirts must be knee-length (at or below the knee)
- Excessive jewelry is not permitted. Students may only wear a simple watch (not a smart watch), and/or a simple Christian symbol, such as a cross or medal, on a short chain around the neck, or scapular.
- Smart Glasses (and similar devices) are not permitted without the permission of the Principal.
- Students may not have exposed 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 is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

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, smart glasses, smart watched, 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 quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

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

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.
- ◆ 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.
- ◆ Saint Louis Catholic 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

Important: 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

- ◆ Ordering your school lunches is 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 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 2025-2026 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 2026-2027 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 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.

All our menu items use the freshest ingredients possible. **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.

Students who arrive to the lunchroom at their designated lunch time that DO NOT have a paid lunch order in the system will be given a ham and cheese sandwich, chips, and water. Parents will be charged via the lunch site for this lunch provided. THE HAM & CHEESE SANDWICH, CHIPS, AND WATER MEAL WILL BE THE ONLY LUNCH SELECTION AVAILABLE TO STUDENTS THAT DO NOT HAVE A PAID ORDER IN THE SYSTEM FOR THAT DAY. NO EXCEPTIONS CAN BE MADE. This will be the policy in place for up to (2) instances of either lunches forgotten at home and/or where the system does not show a placed and paid order. After the second instance, the Director of Student Services will contact the family. Repeated instances may result with a report to the Department of Children and Families and the Archdiocese of Miami Office of Safe Environment.

If you have any questions, please email 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 PK2 through 8th 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 CATHOLIC 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 Cook-Off, Fishing

Tournament, Gala, and Golf, 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.** Families may be contacted by our Director of Development & Marketing to secure a pledge as a commitment to our Covenant School. 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 for more information or you may contact our Director of Development & Marketing, Beatriz Wolf-Gutierrez, via email at bwolf@stlcatholic.org or by phone at (305)238-7562 x1502.

The school's Development Ministry will assist the Principal and/or Director of Development & Marketing 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 and located 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 Catholic 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 Catholic Covenant School.

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 Catholic 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 Catholic Covenant School will be charged to and become the responsibility of the parents.

PARENTAL CUSTODY AGREEMENTS AND COURT PROCEEDINGS

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

A. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact

with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

B. Parent Responsibility for Timesharing and Custody Matters

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

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

C. School Access and Release to Parents

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

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

D. Court Orders, Injunctions, and Documentation

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

E. Testifying in Divorce or Custody Proceedings

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

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

F. Conduct Expectations and Campus Safety

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

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

PETS AND ANIMALS

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

SCHOOL SUPPLIES AND DAILY PREPAREDNESS

Students are expected to arrive at school each day prepared with all necessary supplies to support their learning. Saint Louis Catholic Covenant School partners with 1st Day School Supplies to provide families with a convenient and detailed grade-level supply list; however, families may also choose to purchase supplies independently. Supplies are part of the tuition now, this needs to be reworded. Teachers may request additional supplies throughout the year as needed. All students are required to bring a backpack to school. Please note that rolling backpacks are not permitted on campus. If a student has a medical condition that necessitates the use of a rolling backpack, a formal request for accommodations must be submitted to the school office for approval. Students are encouraged to bring a reusable water bottle to stay hydrated during the school day. Water bottles must be 24 ounces or smaller, leak-proof, and free of external straws to minimize spills and distractions in the classroom.

TOYS

Saint Louis Catholic 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.

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 INTELLECTUAL PROPERTY PROTECTIONS

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

PARENT MINISTRIES

PHILOSOPHY

As part of our school's mission and covenant, school parents are asked to serve our Saint Louis Catholic 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 2026-2027 school year, each family in the Covenant School is expected to serve on at least ONE school ministry, as well as encouraged to participate in ONE parish ministry and event.

PARISH MINISTRIES

Parent Participation in Parish Ministries

As part of our mission to form a strong partnership between home, school, and parish, we expect all parents at Saint Louis Catholic Covenant School to actively participate in parish life. In keeping with our Catholic identity, parents are expected to engage in parish ministries as a way of living out their faith, modeling Christian service for their children, and strengthening our shared community.

Whether through liturgical service, outreach programs, faith formation, or volunteer opportunities within the school and parish, your involvement supports the spiritual and communal growth of our families.

Each family is asked to **select at least one** parish ministry/event to participate in. 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.

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 [Playdates](#), [Holiday Events](#), and Teacher Appreciation Week.

DEVELOPMENT

This ministry, under the guidance of our Director of Development & Marketing, 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 Community Festival 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 Community Festival 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

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 Crusader Family Cookoff and Bike Day
- ◆ Plan and implement our School's Fishing [and/or](#) Golf Tournament

MOTHERS' FELLOWSHIP

The Mothers' Fellowship ministry is formed for mothers seeking to grow in friendship, faith, and service. The ministry offers a welcoming space for women to connect.

Through regular gatherings—including a book club, prayerful reflection, and meaningful conversations fostering authentic relationships that strengthen our families and enrich our school community. This ministry will work with the Administration 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 the 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 fellowship events
- ◆ Assist with Hospitality events to foster school community fellowship

COVENANT FAMILY FELLOWSHIP

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

- ◆ Assist in mentoring a new family to our school by offering support
- ◆ Disseminate information essential to new families
- ◆ Assist in planning and execution of our annual Convocation Mass and Parent Social
- ◆ Assist in planning and execution of New Family Breakfast

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
- ◆ Assist with weekly classroom visitation of Blessed Mother Statute
- ◆ Plan and assist with school wide Rosaries

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 the Athletic Director with the coordination of Field Day

PRESCHOOL POLICIES AND PROCEDURES

DIRECTOR OF EARLY CHILDHOOD EDUCATION: Irene Marinelli

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 2026-2027 Parent/Student Handbook. Saint Louis Covenant Preschool is a childcare facility operating under an exemption pursuant to the laws of the State of Florida, and is not subject to licensure or regulation by the Department of Children and Families.

PK ADMISSION

Children must be 2 years of age on or before September 1st to be enrolled in the PK2 program. Children must be 3 years of age on or before September 1st to be enrolled in the PK3 program and 4 years of age on or before September 1st to be enrolled in the PK4 program. PK3 and PK4 programs are expected to be toilet trained and able to manage their toileting needs with minimal assistance.

PK COMMUNICATION

Information regarding calendar events, news, and updates are communicated to parents using PowerSchool Portal. 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.

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 uniform must be provided to the homeroom teacher in the event of accidents or spills (shirt, shorts, underwear, and socks; in a Ziploc bag labeled with the child's name). This will always be 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. If a child does not have an emergency uniform, the school will provide one. Parents will be charged via FACTS for the uniform provided to your child.**

PK STUDENT ILLNESS

Children who have symptoms of pink eye/conjunctivitis (discharge, crusting, or redness in one or both eyes), unexplained rashes, vomiting, diarrhea, yellow/green discharge from the nose, persistent productive (loose) cough, 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.

A physician's note is required after 3 or more consecutive days of absence. Children with contagious illnesses may return only with written physician verification that contagion has passed.

PK ARRIVAL

Preschool parents must park and walk their child(ren) 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 the 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). Students may not arrive past 10:00am without prior documented administrative approval.

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 the student or with minimal assistance. An additional snack should be provided for children staying for clubs or After 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*.

NAP/REST TIME

Full-day students will need a labeled, nap mat. The school will provide a cot for each child to lay on. Nap mats will be sent home on the last day of the week for washing and must be returned the first day of the following week. Nap mats may not be shared between students.

PK DISMISSAL PK2 HALF DAY STUDENTS

Dismissal begins promptly at 12:00 p.m. for all Pre-K 2 half day students. Parents enter the property via SW 72nd Avenue and proceed into the parking lot by turning right at the entrance and traveling to the north traffic circle for dismissal. Parents may not begin lining up for half-day dismissal before 11:40 am.

- ◆ PK2 half-day students will be dismissed at 12:00 pm directly to their vehicles.
- ◆ All vehicles must have appropriate safety seats. Students will not be dismissed to anyone, including parents, without appropriate safety seats for each child.
- ◆ 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 space next to the staff parking lot to get out of their vehicles and secure their child's seatbelt. The school staff is not responsible for placing children in their safety seats or securing their seat belts.
- ◆ 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.
- ◆ 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 day.

Absolutely no cell phone use during pick-up, especially while in the traffic circle.

If a child will be picked up by anyone other than an authorized adult, an updated authorization form and/or an email to the teacher must be provided. This includes playdates with other classmates.

PK DISMISSAL- PK2 Full day, PK3, AND PK4 STUDENTS

Children enrolled in PK2 Full day, PK3, and PK4 will be dismissed at 2:15 p.m. from the main school building following the regular dismissal procedures (see pgs. 16 and 17). School staff are not responsible for placing children in their safety seats or securing their seat belts. All vehicles must have appropriate safety seats. Students will not be dismissed to anyone, including parents, without appropriate safety seats for each child.

AFTER CARE

Aftercare is available to PK2 half-day students from 12:00 p.m. to 2:15 p.m. Monday through Friday. 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 3:00 p.m. unless registered for After Care. ~~arrangements have been made for extended care.~~

- ◆ Preschool students who need care beyond 3:00 pm may register for After Care from 3:00 pm to 5:30 pm.

- ◆ All fees for After Care/Extended Day 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, 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.

PK SPECIAL EVENTS

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. At least one parent from each family is expected to volunteer (either setting up or day-of assistance) for one special event.

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 administration.

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, balloons, etc. Only parents are to attend these celebrations unless previously approved by administration.

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 that are not enrolled in Saint Louis are welcome to attend this activity, if they are always supervised and do not disrupt the performance. Little Disciples for PK3/PK4 will be held in the Resurrection Room.

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 around November for PK3 and PK4 and around January for PK2. 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. If the teacher requests pictures, please make sure to photograph all the students in the class. **Without teacher approval, no photographs are to be taken or 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.

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.

*PLEASE REVIEW THE REQUIRED INFORMATION FROM FLORIDA DEPARTMENT OF CHILDREN AND FAMILY SERVICES (See appendices).

RELIGIOUS FORMATION

OUR CATHOLIC IDENTITY

Saint Louis Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing 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 Catholic 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 Catholic 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/Director of Early Childhood Education. 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 Catholic 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 PowerSchool Portal.

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.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and Saint Louis Catholic 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 Catholic 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.

STUDENT SERVICES

Director of Student Services: Marisol Estrada

CHILD STUDY TEAM

The Child Study Team (CST) is a multidisciplinary group developed to address the needs of students experiencing academic, emotional, behavioral, or psychological challenges. The Child Study Team consists of the Director of Student Services (as required by the Florida Catholic Conference), Intervention Teachers, and other staff working directly with the student. When necessary, the Director of Early Childhood Education (Pre-K) or the Assistant Principal (K-8) may be consulted as part of the Child Study Team process.

Purpose and Process

The Child Study Team serves as a structured system for identifying and responding to student concerns through multi-tiered levels of support. 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 (Director of Student Services)
- ◆ Teacher – Student – Parent – Administration – Other Professional Level (outside provider)

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. When the team meets, they

- ◆ evaluate the factors thought to be impacting the child's school performance.

- ◆ Collaborate with teachers and parents to implement intervention strategies.
- ◆ follow up on student progress.
- ◆ identify when assistance from outside agencies including physicians, psychologists, speech and language professionals, occupational therapists, or other mental health agencies/professionals is warranted.
- ◆ review evaluation results and documentation from physicians or licensed psychologists to determine whether accommodations are needed to support the child's academic success.
- ◆ establish an Individualized Learning Plan or Accommodations Plan if appropriate.

To make a referral for the Child Study Team, contact Director of Student Services Marisol Estrada at mestrada@stlcatholic.org.

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 review by the Director of Student Services and involved faculty to determine if suggestions, recommendations, and accommodations can be implemented. Upon review of the recommendations, the Director of Student Services will advise both the parents and necessary teachers as to the appropriate curriculum, classroom setting, and/or accommodations. In addition, behavior modification strategies may also be suggested. Accommodations and strategies are listed on an Archdiocese of Miami Individual Learning Plan (ILP) or Accommodations Plan. The ILP and Accommodations Plans 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 Administrator and an established learning plan. To request accommodations for your child, contact Director of Student Services Marisol Estrada at mestrada@stlcatholic.org.

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 Authorization to Release Records 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 an Authorization to Release Records Form and Parent Disclaimer/Acknowledgement of Therapy Service Provider Form. Scheduled therapy times must be approved by the Director of Student Services and homeroom teacher once parent consent has been obtained. For more information about therapy services on campus, contact Director of Student Services Marisol Estrada at mestrada@stlcatholic.org.

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 in-class small group intervention and pull-out small group 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 or Elizabeth Morales at emorales@stlcatholic.org.

Director of Student Services: Marisol Estrada

Student Services

The Director of Student Services supports students' social, emotional, and personal growth by providing guidance, resources, and age-appropriate learning opportunities throughout the school year. Services may include individual and small-group support, classroom guidance lessons, consultation with families and teachers, and referrals to community resources when appropriate. Topics may include building healthy relationships, communication skills, conflict resolution and problem solving, organization and self-management, bullying prevention, digital citizenship, kindness and empathy, human sexuality, substance abuse prevention, Catholic Social Justice, and other student wellness concerns. All services are grounded in the school's Catholic faith and promote respectful, healthy relationships and the dignity of every person.

Consulting the Director of Student Services

Parents may consult the Director of Student Services regarding their child's academic progress, emotional well-being, behavior, or peer relationships. Meetings can be scheduled by phone or email. Teachers and administrators may also request classroom observations as needed.

The Director of Student Services may meet with students individually to assess specific concerns. If continued sessions are needed, written parental consent is required. Students may also self-refer or be referred by school staff. When necessary, the Director of Student Services joins with teachers and administrators to hold conferences with families to develop collaborative support plans. The Director of Student Services plays a key role in the Child Study Team. The Director of Student Services works closely with the CST to monitor student progress, provide ongoing consultation to teachers, and assist with implementing strategies outlined in a student's ILP or Accommodations Plan when deemed necessary. The Director of Student Services also supports students who receive services from outside professionals on campus.

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 discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

Device Care and Responsibility

Students are entrusted with a school-issued device and its accompanying accessories and are expected to use and care for them responsibly at all times. Since these devices are collected, inspected, and reassigned each school year, students are expected to handle them with care and help ensure they remain in good condition for future users. Students/Parents are financially responsible for any damage resulting from negligence, misuse, or intentional actions, as well as for any lost device or accessory. If a device or accessory is lost, damaged, or not functioning properly, it must be reported immediately to the student's homeroom teacher or to the IT Department at helpdesk@stlcatholic.org. Prompt reporting enables the school to provide timely support, minimize disruptions to learning, and prevent additional damage. The damaged devices and accessories fees list is sent out by homeroom teachers at the beginning of each year (and again if there are any updates).

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on

campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

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

Consent

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

Consequences for Violations

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

ARTIFICIAL INTELLIGENCE

Artificial Intelligence refers 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 risks and ethical implications. Saint Louis Catholic 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 Gen 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 reflects 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.

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)

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
CF/PI 175-12, May 2019

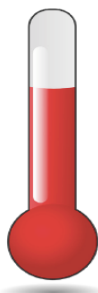


FACTS ABOUT HEATSTROKE:

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.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

When life happens...Don't be a
DISTRACTED ADULT



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:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

Preschool Appendix B

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.



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

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.

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

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/>

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.myflfamilies.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 Catholic Covenant School*, the focus of the iPad Program is to provide tools and resources necessary to the 21st 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 21st 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 Catholic 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, anywhere.

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 Catholic 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 and accessories are the property of SAINT LOUIS CATHOLIC 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 Catholic 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 Catholic Covenant School at the end of each year. Students who withdraw, or are expelled, or terminate enrollment at *Saint Louis Catholic 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@stlcatholic.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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 2026-2027

- ✓ 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.

2026-27 PARENT-STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM



SAINT LOUIS
COVENANT SCHOOL

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

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

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

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)