St. Brendan Catholic Elementary School



2019 – 2020

Parent - Student Manual

WELCOME

We are happy to welcome you to St. Brendan Catholic Elementary School and to provide you with our Parent/Student Handbook. With this handbook, it is our intention to form one entity between church, home and school.

You will find within these pages the rules of our school and an explanation of our services offered. Most importantly, our focus extends to the educational, moral and ethical expectations for our students. Finally, you will find specific instructions in carrying out procedures at our school.

St. Brendan Catholic Elementary School strives to recognize each student as an individual and to help him/her develop to fullest potential within a parish community of living faith in Jesus Christ. It is our hope that the children's experience in our school engages them in becoming productive citizens in society.

We look forward to serving your family throughout this coming year, and pray for your continued trust and cooperation.

Blessings,

Fr. Miguel Sepúlveda
Father Miguel Sepúlveda
Pastor

Cristina Capote-Alonso
Cristina Capote-Alonso
Principal

SAINT BRENDAN THE NAVIGATOR

St. Brendan was the greatest traveler. He was born in Ciarraighe Luachra, near the present city of Tralee, Co. Kerry, Ireland. He was baptized by Bishop Erc, whom then undertook his education for several years before indulging the boy's desire to travel and study under the holy men. From an early age Brendan attracted disciples, and he established a number of monasteries in Ireland. The most famous was Clonfert, Co. Galway, which was founded around 560, towards the end of the saint's life. Clonfert became one of Ireland's greatest monastic schools and endured until the sixteenth century. Today, Saint Brendan's Cathedral in Clonfert is noted for its magnificent Romanesque doorway. Brendan also founded a convent at Annaghdown, Co. Galway, over which his sister Brig presided. Many landmarks of western Ireland are named after the saint, including Mount Brandon in Co. Kerry.

Brendan's reputation as a traveler rests, however, on the Navigatio Sancti Brendani, an account written by an Irish monk in the ninth or tenth century. More than 100 Medieval Latin manuscripts of this Voyage of Saint Brendan still exist, and there are versions in Middle English, French, German, Italian, Flemish and other languages. The story has been much embroidered from its original factual basis and it is impossible to separate fact and fancy. However, an epic modern voyage led by Tim Severin in the 1970s showed that it was possible to sail a coracle of wood and leather to America, and consequently that Irish monks might indeed have preceded Christopher Columbus by several centuries.

On the 3200-foot high summit of Mount Brandon are the ruins of small beehive-shaped chapel commanding views of up to 100 miles in distance. There, it is said, the saint had vision of the Promised Land. Brendan's first attempt to sail to the Promised Land was apparently unsuccessful, but he was not discouraged. He and his crew of monks prayed and fasted for forty days, and set off on a second voyage which lasted seven years and probably took them to Iceland, Greenland and even the American mainland. Many medieval cartographers included Brendan's island on their maps. In later life Brendan returned to his work in Ireland and died there in 578 at Annaghdown.



HISTORY OF ST. BRENDAN CATHOLIC ELEMENTARY SCHOOL

St. Brendan Catholic Elementary School is situated on nine and two-thirds acres of land located at 8755 SW 32nd Street in Miami, Florida.

St. Brendan Catholic Elementary School was founded in 1955 by Pastor, Monsignor Thomas O'Donovan. Four Sisters of the Holy Family responded to his invitation to conduct the newly established parochial school. They arrived on August 27, 1955 from Chicago, Illinois. Together with two lay teachers, the faculty of St. Brendan School was formed. The school opened its doors with six classes comprised of one kindergarten, two first grades, one second, one third and one fourth grade class. Totaling 275 students. The following year, St. Brendan Catholic Elementary increased its number of classrooms with the addition of another second and fifth grade. In September of 1957, another third grade classroom and a sixth grade classroom were added. A new wing was annexed on December 13, 1957 due to an increase in enrollment. On June of 1960 marked the year of the first graduating class consisting of 54 students. The school reached its peak enrollment in the school year 1963-1964 with a total of 1,027 students.
The school, under the leadership of Sister M. Honesta, first received accreditation from the Florida Catholic Conference on May 9, 1975.

St. Brendan Elementary implemented the Pre-Kindergarten 3, "Bambolinos" program, in 2003 due to the needs of the community for an early childhood program. Leading into the school year 2004-2005, the Pre-Kindergarten 2 "Piccolinos", program was established. The Early Childhood Program aims to bring out God's gifts in each child by nurturing spiritual, intellectual, physical and social growth. Currently, St. Brendan Catholic Elementary educates 780 students from Pre-Kindergarten 2 through eighth grade.

Striving to improve the educational, literacy, and scholastic status of the students, several programs have been implemented throughout the years. Some of these include: The St. Thomas Aquinas Accelerated Program, Felix Varela Program and the middle school Mathematics Dual Enrollment Program. The Accelerated Program was designed to challenge those students who excel in Language Arts. Our Felix Varela Program was established to offer a comprehensive elementary program for students with special needs. The curriculum is based on the Sunshine State Standards and on each Student's Individual Educational Plan. The middle school Mathematics Dual Enrollment Program is offered to those students in 8th grade that meet the requirements stated by the Archdiocese of Miami to receive the high school Algebra I credit.

Saint Brendan Catholic Elementary School holds membership in the National Catholic Association (NCEA), Dade Association of Academic Non-Public Schools (DAANS), National Council for Teachers of Mathematics (NCTM), National Association of Teachers of English, Instituto de Cultura Hispanica and the All-Catholic Conference in Athletics.

Mission Statement

St. Brendan Catholic Elementary School, in collaboration with our families, fosters the Spiritual, Social, Intellectual, Emotional, and Academic growth of our students. Our mission is to prepare and educate students to become compassionate individuals who live their faith by following the Gospel values of Our Lord, Jesus Christ. Through devotion to Mary and an active sacramental life, students will become socially responsible adults and witnesses of our Catholic Church.

Statement of Philosophy

As a Catholic parochial institution, Saint Brendan seeks to create an authentic Catholic community of faith among faculty, students, and parents. This faith community is strengthened and nourished by participation in liturgy, prayer and the study of Catholic doctrine. The school community seeks to focus its attention on the person of Jesus by means of a total school atmosphere of religious formation in an academically challenging environment. The parents, supported by school programs, join their children in this effort by their own participation in the sacramental life of the Church. Families are encouraged to deepen their faith so that it becomes "living, conscious and active" (The Bishop's Office in the church, #14).

Saint Brendan's faculty and staff are convinced of the uniqueness and personal value of each student. It is this appreciation of the student's self-worth that serves as the foundation for developing attitudes of positive self-esteem. Learning experiences are designed to develop student potential and readiness for responsible citizenship in a pluralistic society. The faculty collaborates with parents, the primary educators, by instilling a love of lifelong learning and fostering respect for oneself and others among students. Together the faculty and parents create a sense of self-discipline and personal responsibility for conscientious choices. The students of Saint Brendan Catholic Elementary School are encouraged to use their talents to build the kingdom of God on earth by a life of Christian service.

Thus, all members of the school community strive to become true witnesses for Christ, bringing the light of hope, justice, and peace to those who "seek and suffer" (To Teach As Jesus Did, #154).

SAINT BRENDAN CATHOLIC ELEMENTARY SCHOOL OBJECTIVES

1. To evangelize students, teachers, parents and the community at large through diversified, spiritual programs, so that Jesus Christ and His Gospel may be revealed in word and deed.

2. To instill in the students a knowledge and reverence for Catholic doctrine and a desire to live their faith authentically.

3. To encourage students to become witnesses of the compassionate Christ by taking an active part in school and community service projects for the needy and less fortunate.

4. To instill in the students the knowledge of Christian values and a respect for oneself and others, that will prepare them for solving the dilemmas facing today's society.

5. To create an effective learning environment, marked by mutual respect and cooperation that permits students to acquire mastery of basic skills.

6. To implement curricular experiences that provides students the opportunity to develop concern for moral, ethical and spiritual values.

7. To help students develop and implement the critical thinking skills of analysis, synthesis, evaluation and problem solving.

8. To deepen the students' appreciation of their cultural heritage as well as that of persons belonging to diverse social, cultural, and ethnic groups.

9. To promote high standards of professionalism among faculty and staff by providing for an encouraging and active participation in educational advancement programs.

10. To create a strong bond of mutual cooperation and dialogue between parents and faculty by means of the Home and School Association, Parent-Teacher conferences, and other sponsored programs.

Introduction

An interesting and challenging experience awaits you as a student or parent of the 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.

Accreditation Status

St. Brendan Catholic School is bound by the standards set forth by the Florida Catholic Conference (FCC), the accrediting agency for all of the Catholic schools in the state of Florida. Compliance with accreditation standards is verified through annual visits from the Archdiocese of Miami Department of Schools and through the submission of the Annual Report for Continuing Accreditation.

SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMMEND

Any student action that is not in keeping with the philosophy/objective of St. Brendan Catholic Elementary School is subject to the review of the administration and may lead to withdrawal from school.

The Principal and/or Pastor reserves the right to add, delete, or change any and all policies related to the school and this handbook at any time. Unforeseen situations may arise after the writing of this handbook, which may call for an amendment. Parents and students will be notified in writing of any changes.

The Principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Parental Communication with the School

Parents that have any concerns that they would like to bring to the attention of the school should follow the proper protocol procedures

1. Parents should bring the concerns to the classroom teacher. If the parent is still dissatisfied, then they may contact Assistant Principal: Mrs. Ileana Jardines ext. 2403 or *make an appointment to meet with the Principal, Mrs. Cristina Capote-Alonso.* – Principal's Secretary: Ext. 2405

When the Principal is out of the building, the Assistant Principal is in charge. In the case of both the Principal and the Assistant Principal being out of the building, a designee assigned by the principal will be in charge.

Academics

Curriculum

The school curriculum aims to develop the total child through; moral, ethical, Judea Christian development, intellectual and cultural information, social responsibility and physical fitness.

The following content areas are developed at St. Brendan Catholic Elementary School: Religion, Science, English, Reading and Literature, Mathematics, Social Studies, Spanish, Spelling and Vocabulary, Handwriting, Family Life, Health and Safety, Music, Computers, Art and Physical Education.

Religion Training: we hold the religious education as maximum priority in our basic education program. The cooperation of parents in this area is vital. Such cooperation involves participation in Sunday Mass, parental preparation of children for the Sacraments, special parish liturgies, adult education classes, and retreats.

Academic Evaluations

All students applying for admission will take their respective assessments to ensure the appropriate academic placement. However, taking the test will not assure acceptance to the school. Please be aware that test fees are applicable.

Pre-K 2 through Kindergarten:

A screening process will be used to determine appropriate developmental stages.

1st Grade – 8th Grade:

A grade appropriate assessment will be administered to validate the strengths and areas needing improvement of each student.

The Archdiocese of Miami establishes the grading policy scale used at St. Brendan Catholic Elementary School. Grades are given as follows:

Pre-Kindergarten 3/4: 4=Advanced 3= Proficient 2=Developing 1= Needs Time

Kindergarten-2nd Grading Scale:

- 4= Exceeding Grade Level Standards
- 3= Proficient in Meeting Grade Level Standards
- 2= Developing Grade Level Standards
- 1=Emerging in the development of Grade Level Standards

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

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

+	Area of Strength
S	Satisfactory Performance
-	Area of Weakness
NA	Not Assessed this Quarter

Categories will have the following weights: Summative Assessments: 40%, Class Activities: 35%, Project Based Learning: 25%.

3rd- 8th Grading Scale:

- A= 100-90

- B= 89-80
- C= 79-70
- D= 69-60
- F= 59

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

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

+	Area of Strength
S	Satisfactory Performance
-	Area of Weakness
NA	Not Assessed this Quarter

Categories will have the following weights: Summative Assessments: 40%, Class Activities: 35%, Project Based Learning: 25%.

Homework

Homework is assigned specifically to reinforce learning that has taken place at school and for fostering habits of independent studying/responsibility. Assignments will be developmentally appropriate according to students' levels or abilities. At no time should homework be an excessive exercise. Homework will be available every Monday through ParentPlus Portal.

Students should have a quiet, well-lit place to study at a table or desk away from the distractions of television, radio, etc. Homework should be done at about the same time each day. We encourage parents to supervise and guide their children's work to ensure completion. Parental involvement is essential in developing positive study habits.

Homework is due as assigned and late assignments may not be accepted without lowering the grade for each day late unless a student has a valid reason that is accepted by the school's administration. In case of emergency or illness, books may be picked up between 3:15 pm and 3:30pm in the front office by the parent.

Parent-Teacher Conferences are held as the need arises. Faculty members are always eager to discuss pupil progress with the parent. However, we ask that parents make these arrangements with the teacher via email, phone messages and/or notes. At no time during school hours are parents to present themselves to a teacher. Conferences and appointments may be scheduled before, after school hours, or during teachers' planning periods. Lunchtime is **NOT** the time to see teachers because of the limited time they have for lunch. All conferences will be documented and placed in the student's cumulative folder.

iPads

Students in grades 6th through 8th will be using iPads as an educational tool. Below please find the guidelines that will need to be followed:

a. In addition to the Archdiocese of Miami ("ADOM"), St. Brendan Elementary has its own iPad Acceptable Use Policy. In case of a contradiction with ADOM policy, the ADOM policy takes precedent.
b. St. Brendan Elementary reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy.
c. Students in violation of the Acceptable Use Policy are subject to disciplinary actions at the school administration's discretion.
d. In the event of confiscation, completion of all classwork and homework remains the responsibility of the student
e. St. Brendan Elementary is not responsible for the financial loss of any personal files or applications that are deleted
f. Students are required to have their iPads in their book bags when traveling from class to class. If they do not, it will result in a Detention.
g. The iPad is required to be at school every day, fully charged. Students must charge their iPads at home.
h. If an iPad is left at home or is not charged, the student remains responsible for completing all classwork and homework. Repeat offenses will result in disciplinary action
i. The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
j. If an iPad is lost, stolen, or damaged, IT Department must be notified immediately
k. All iPads are subject to routine monitoring by teachers, administrators and the technology staff. All wireless traffic will be routinely monitored as well. If the Acceptable Use Policy is violated, disciplinary action will be taken and the iPad may be remotely locked down, wiped, and/or confiscated.
l. Prohibited uses include, but are not limited to: accessing inappropriate materials, illegal activities, malicious use/vandalism, jail breaking and recording or taking pictures with the iPad
m. If a student is found to not be on the page that he/she is supposed to be on during class, the student will receive disciplinary action at the discretion of the teacher.

Interim Progress Reports

Interims are ordinarily sent out at approximately mid-way through each quarter. These reports are given to students in grades K- 8. The purpose of these reports is to make the parent aware of the student's academic standing and to provide an opportunity for improvement, if needed, before the end of the marking period. Additionally, parents of students in grades PK2-K will be updated regarding their child's progress through parent conferences, etc. Parents are always encouraged to contact their child's teacher if at anytime the student's grades may be in jeopardy. ParentPlus Portal is implemented at St. Brendan and allows parents to be actively involved in the progress of students.

Midterm Exams

Students in grades 6- 8 will be given a cumulative mid-term exam. These exams are listed on the school calendar. Students are not allowed to take exams early. If a student misses any exam, makeups will be given with a doctor's note. Report card grades will not be assigned until all exams have been completed.

Awards:

Principal's Honor: Students who receive a 93% or above in all Subject Areas.

Honor Roll Award: Students who receive an 88% or above in all Subject Areas.

Students who receive Honor Roll will be recognized at the end of each Quarter.

Awards Criteria for grades: 1st – 2nd
For students in grades 1st through 2nd, the Awards Assembly at the end of the school year will consist of the Conduct, Effort, and Perfect Attendance.

Awards Criteria for grades 3rd-7th
For students in grades 3rd through 7th, the Awards Assembly at the end of the school year will consist of Honor Roll, Principal's Award, Conduct, Effort, Service, and Perfect Attendance.

Principal's Award
This award is given to distinguished students receiving outstanding academics, outstanding conduct, and effort. It is the highest overall average within the grade level.

Effort Award
This award is presented to the student who has consistently demonstrated outstanding effort throughout the year.

Conduct Award
This award is presented to the student demonstrating outstanding conduct throughout the school year.

Perfect Attendance Award
This award is presented to any student who does not have any tardies or absences throughout the quarter.

Valedictorian

At the Graduation Ceremony, there will be a Valedictorian Award for the student with the highest overall (GPA) grade point average. Students with the highest overall grade point average per subject area will also be presented with an award.

Student of the Month Award

Each month, one student from each classroom is selected as the student of the month. Students may be selected based on the chosen theme for the month. The selected students

are recognized at Mass and awarded with a certificate. Students are invited to a luncheon with their parents following Mass.

Academic/Enrichment Clubs

National Junior Honor Society	Academic Olympics	Student Council
Campus Ministry	Mission Club	Altar Servers
Yearbook Club	Sports Programs	St. Thomas Aquinas
Robotics Club		

National Junior Honor Society

The National Junior Honor Society chapter of St. Brendan Catholic Elementary is a duly chartered and affiliated chapter of this prestigious national organization Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 6th, 7th, and 8th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade of 93 or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidates' leadership and service. A history of leadership experiences and participation in school or community service is required. Students must participate in at least two student activity organizations each year and must have a minimum of ten hours of documented community service.

To evaluate a candidate's character, the Faculty Council uses two forms of input: First; school disciplinary records are reviewed; secondly, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all five criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects.

Student Council: Candidates applying for positions in the Student Council must have an 85% average or above in each subject.

Once a student has been elected as a member of the Student Council, he/she must maintain the election criteria. If a Student Council member receives a grade below and 85%, he/she will be placed on probation for the following trimester. If after the trimester the member does not raise the grade above an 85%, he/she will be removed from the Student Council.

It is very important that all members attend the meetings scheduled for the year in order to assure successful planning and execution of the yearly events. A member that misses three meetings may be issued a written warning. If the member then misses a fourth meeting he/she may be removed from the Student Council.

Student Council will consist of twenty members, headed by an all-eighth grade Executive Office. This includes the President, Vice-President, Secretary and Treasurer. Under the Executive Officers will be the Homeroom Representatives entering grades 6^{th}, 7^{th} and 8^{th}. Each entering 6^{th} and 7^{th} grade class will have two representatives. The entering 8^{th} grade class will have four representatives.

The election of Homeroom Representatives will take place in September. The students in each homeroom will vote for their representatives. All the students in the 8th grade will vote for the officers.

ADMISSION AND REGISTRATION

Registration forms for the new school year are sent home with every eligible student in December. It is necessary that parents complete and return the forms immediately with the child/children along with the appropriate fees. If your child is not returning to St. Brendan Catholic Elementary School please inform the school administration.

As our school's mission encompasses the Catholic Christian formation, it is essential that the families demonstrate and understand the specific Christian nature of our school. Therefore, the school will accept only those children whose parents desire is to take part in that mission through participation in regular mass attendance and parent volunteer hours in church/school related functions. With this in mind, we must remind you that by being the primary role model to your children, you must also comply with said regulations stated in this manual. In matters of admission and registration, the decisions of the Pastor and Principal are final.

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses the Sacrament of Matrimony celebrates the relationship of Christ to the Church. St. Brendan Catholic Elementary School and its companion parish strongly support the Sacrament of Matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition or church employees in any divorce, custody, or other legal proceeding, which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

Eligibility Requirements for Admissions:

1. St. Brendan Catholic Church active parishioners
2. Active parishioners from other parishes
3. Waiting list on a first come first serve basis

Procedures for Registration:

1. Obtain application package from school office.
2. Complete the following documentation and return to the office before the provided deadline: (TBA)
    a. Birth Certificate
    b. Baptismal Certificate
    c. First Communion Certificate (if applicable)
    d. Up to date Student Health Certificate and Immunization records.
    e. Parishioner number or letter from the respective pastor of your parish regarding parish involvement.
    f. Copy of last report card (if applicable)
    g. Copy of Standardized Test scores (if applicable)

3. Registration fee.

St. Brendan Catholic Elementary School maintains health records in accordance with the Florida Department of Health in compliance with Florida Statues. All directives issued annually by the Florida Department of Health concerning immunizations and other health matters are implemented. At registration, each student must present a school entry health examination form (Form 3040) based upon an examination performed within one (1) year prior to enrollment, as well as an original and current Florida Certification of Immunization (Form 680). Immunizations are required for poliomyelitis, diphtheria, rubella, pertussis, mumps, tetanus, measles, H. Influenza type B, varicella, and hepatitis B and other communicable diseases as determined by the rules of the Florida Department of Health and Rehabilitative Services. These requirements are mandated by state law and students may be kept from attending classes or dismissed from the school for non-compliance.

AGE REQUIREMENTS

Pre-Kindergarten 2- a child must be two (2) years of age on or before September 1st.
Pre-Kindergarten 3- a child must be three (3) years of age on or before September 1st.
Pre-Kindergarten 4- a child must be four (4) years of age on or before September 1st.
Kindergarten – a child must be five (5) years of age on or before September 1st.
First Grade- a child must be six (6) years of age on or before September 1st and have successfully completed one full year of Kindergarten.

After School Program

St. Brendan Catholic Elementary School After-School Program consists of a group of carefully selected, well-qualified individuals that are committed to providing the students

with a quality program. Our goal is to provide a program that will have a significant impact on the students and will work to help them achieve self-confidence.

The After-School Program requires registration, Emergency Cards and payment of fees. Students registered in the After-School program cannot be picked-up until AFTER 3:30pm on regular dismissal times and at 1:00pm on early dismissal days.

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.

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

II. Scope
   a. This policy prohibits bullying that occurs either:
      i. on school premises before, during, or after school hours;
      ii. on any bus or vehicle as part of any school activity; or
      iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints
   a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of)

any incident of bullying, the incident must be promptly reported to the school administration. The administration 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.

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

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

False reports or accusations of bulling 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 made in bad faith.

Buckley Amendment / Confidentiality Agreements

Teachers, Staff and the Administration of St. Brendan Catholic Elementary School will maintain confidential information entrusted to them so as long as no one' life, health, or safety is at stake. In these cases, parents will be promptly notified of teacher concerns. For the full Buckley Amendment document, please visit our website at www.stbrendanmiami.org, where a link will be provided for you.

Cafeteria Procedures

Cole Catering will be servicing St. Brendan Elementary for lunch. All lunch purchases will be with the use of the student Identification Card which could be replenished at www.myschoolaccount.com If a student forgets lunch or the identification card, the cafeteria will provide a meal for them. It is the parent's responsibility, upon notification that they are to repay for the meal by the next day. If the funds are not available the second day after notification your child(s) will receive an alternative lunch from the cafeteria. **Absolutely no "Fast Food" deliveries will be permitted in the school.**

In addition, the following procedures need to be exercised to ensure that the lunch period runs smoothly:

1-**The lunch period will begin with a prayer of Grace in the individual classrooms**. The students will then proceed to the cafeteria in a quiet and orderly manner. Teachers MUST follow the lunch schedule at ALL times.
2-The designated supervisor and/or teacher in charge will maintain a reasonable level of sound among the children. Students are permitted to speak to their neighbors provided that their conversation is kept to a low level.
3-When seated at the table, students must sit straight with both feet on the floor. Children should not be allowed to wander from table to table and/or get up frequently to discard papers, etc. The students should discard any items at dismissal time.
4-**After the children have finished eating, a member the designated teacher in charge will end the lunch session with a prayer.** Then students will be dismissed to their respective teachers in silence. The dismissal procedure will be by tables where at that time, the students may discard their items neatly in the appropriate waste bins and quickly form an orderly line. Each grade is also responsible for the clean-up of their area.
5-The designated teacher in charge will also appoint students to perform certain needed functions and supervise them until the tasks are completed. These needed functions will include clean up towards the end of the lunch period such as wiping tables clean, placing of chairs, picking up paper from floors, etc.
6-Any student involved in a food fight during the lunch period may be subject to suspension for a period of one day.
7-No student should leave the lunch period without the permission of the person in charge. At NO time should a student be allowed to use the Parish Center bathrooms by the kitchen hallway. ONLY in cases of emergencies, will students be allowed to use the bathrooms outside the Parish Center with the supervision of a teacher.

Calendar

A copy of the school calendar may be found in the Parent Plus Portal. The dates on the calendar are subject to change; therefore, please check all weekly/monthly notices sent home. A reasonable attempt will be made to provide sufficient notice of any modifications.

Catholic Formation

The educational program at St. Brendan Catholic Elementary School is centered on our Catholic faith. All students, regardless of religious affiliation, will be required to attend and participate in religion class and school Liturgies. All catholic students are to attend the Holy Mass on Sundays regularly, and, in addition, are expected to receive the sacraments of Reconciliation and Eucharist on a regular basis.

Celebrations/Parties/Dinners/Picnics
St. Brendan Catholic Elementary School will not sponsor any celebration, dinner, parties and or events held outside our campus. All celebrations held outside St. Brendan

Catholic School will be sponsored by parents upholding all standards of morals, ethics, and local laws.

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. 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).

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

Classroom Celebrations and Birthday Parties

As an educational institution it is paramount that we emphasize teaching time and minimize celebration time. Students' birthdays are not to be celebrated in school with special treats from the parents at any grade level. Any deliveries of flowers, balloons, etc. will be held in the office until the end of the day.

Middle School Dances

St. Brendan Catholic School will allow the 8th grade committee or the Home and School Board to organize various dances throughout the school year. The following guidelines will be enforced: Limousine services will not be allowed to either pick up or drop off students.

- Supervision by faculty & staff and parents should include but not limited to
    - Dress code
    - Music (Edited)
    - Food/Beverages
    - All Common Areas (i.e.: dance floor, exit doors, school campus, and overall safety of all students.)
    - Only St. Brendan Middle School students will be allowed to participate. (NO EXCEPTIONS)

Code of Ethics

Teachers and students will work together to determine the classroom rules that will be practice for orderly classroom management. Parents are expected to help students comply, as they are the primary educators in their children's formation. Students are expected to practice good etiquette at all times.

Conduct Referrals, Uniform Infractions, Detentions, Suspensions, Expulsions, and Evaluations

The discipline of students is to reflect a respect for authority. It is never to be penal for the sake of punishment. However, there are circumstances that necessitate stronger forms of discipline because of disruption of school order. Please note that consequences will be developmentally provided. Consequences are to be determined by the school Administration.

Conduct Referrals

In order to assist parents in "keeping on top" of what is happening in school, teachers may send a Conduct Referral Notice to the parent when students have not followed the guidelines/policies of the school (i.e., discipline, safety, etc.). These notices are intended to keep parents informed of any potential problems before they become bigger difficulties. After the teacher and the student have signed the Conduct Referral, it will be sent home whereby the parent/s will sign and return it the next day to school. This may also be placed in the student's file. After one (1) Conduct Referral has been issued to the student, he/she may be subject to detention. This will allow parents and teachers to work more closely together for the benefit of the child.

Uniform Infractions

In order to be consistent with the school's uniform regulations a student may be issued a uniform infraction notice whenever he /she is not in compliance. For proper uniform regulations refer to the uniform policy section of this manual.

After the student has received two (2) uniform infractions the next violation may result in a detention.

Detentions:

1. **Saturday detentions** may be scheduled as deemed necessary from 8:00 am -12:00 pm every month beginning in the month of September.

First Time Suspension:

A student suspended for the first time may be suspended for one school day.

Second Time Suspension:

A student of a second suspension may be suspended for two school days and the student will not be re-admitted to class without a conference with the Principal.

The student will be responsible for completing homework with a lowering of a letter grade. All correspondence regarding suspension will be kept on file in the student's record

The following may be reasons for suspension:

- Continued misbehavior in the classroom as deemed by the teacher
- Use of abusive or offensive language at any time
- Fighting or being involved in a fight
- Disrespectful behavior towards faculty and staff

Expulsion:
A student may be expelled from Saint Brendan Catholic Elementary School if a third suspension is required or immediately in the case of the above stated reasons. The parents will be informed of the reasons. Records will be transferred upon proper notice from appropriate school authorities as long as all fees are up-to-date.

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The following may be grounds for automatic expulsion:

- Possession of materials such as drugs, matches, firearms, cigarettes, vape pens, e-cigarettes, vape mods, or sharp-edged instruments or knives.
- Skipping school or leaving school property without permission.
- Visible tattoos or body markings.
- Continuous inappropriate misbehaviors.
- Sexual language to another student or school employee
- Threats of violence or violent and aggressive behavior to a student or school employee
- Consistent bullying of another student (whether physical, verbal, or cyber) after having been reminded of school policy

Computer Use

The school may provide its administrators, faculty and students with access to computers and 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 like Instagram, Snap Chat, Facebook; or any other Social Media site.
   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 cyberbulling.

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 (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, communications on social networks such as Instagram, SnapChat, and Facebook. 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 social networks 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.

In addition to the Archdiocese of Miami ("ADOM"), St. Brendan Elementary has its own iPad Acceptable Use Policy. In case of a contradiction with ADOM policy, the ADOM policy takes precedent.

1- St. Brendan Elementary reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy.
2- Students in violation of the Acceptable Use Policy are subject to disciplinary actions at the school administration's discretion.
3- In the event of confiscation, completion of all classwork and homework remains the responsibility of the student
4- St. Brendan Elementary is not responsible for the financial loss of any personal files or applications that are deleted
5- Students are required to have their iPads in their bookbags when traveling from class to class. If they do not, it will result in a Detention.
6- The iPad is required to be at school every day, fully charged. Students must charge their iPads at home.

7- If an iPad is left at home or is not charged, the student remains responsible for completing all classwork and homework. Repeat offenses will result in disciplinary action

8- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.

9- If an iPad is lost, stolen, or damaged, the IT Department must be notified immediately

10- All iPads are subject to routine monitoring by teachers, administrators and the technology staff. All wireless traffic will be routinely monitored as well. If the Acceptable Use Policy is violated, disciplinary action will result and the iPad may be remotely locked down, wiped, and/or confiscated.

11- Prohibited uses include, but are not limited to: accessing inappropriate materials, illegal activities, malicious use/vandalism, jailbreaking and recording or taking pictures with the iPad

12- If a student is found to not be on the page that he/she is supposed to be on during class, the student will receive disciplinary action at the discretion of the teacher

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 expulsion.

Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that 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. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigation involving sexual or physical abuse.

Counseling Services

Our school is required to have a counselor on staff to provide instruction and to provide individual counseling when warranted. Any parent who does not want their student to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year.

The counselor assists students with any challenges that the student may be struggling with. The teacher along with parental consent to the Principal may submit referral.

Custodial Rights / Legal Proceedings

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absences, lateness, truancy, early dismissal, disciplinary issues, school records, etc., Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent UNLESS a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

It is the policy of the Archdiocese to have school personnel whose presence is required to attend legal proceedings represented by an attorney. Whenever school personnel are compelled to participate in divorced or custody proceedings, any and all legal fees and or costs incurred by the school will be charged and become the responsibility of the parent.

Curriculum

St. Brendan Catholic Elementary School follows the curriculum mandated by the Archdiocese of Miami Department of Schools. The curriculum meets or exceeds the Florida Sunshine State Standards and is in accordance with the Florida Catholic Conference standards. A copy of the curriculum may be made available for review in the school office.

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 anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

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 expulsion 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.

Electronic Acknowledgments

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

We would like to have school parents physically execute the handbook acknowledgment page and request that this page be retained by schools for a period of five years.

Field trip consent/releases and other communications requesting electronic signatures should still be sufficiently detailed to fully describe the particular activity. We want to avoid an argument that any aspect of the activity was outside the scope of the consent.

Emergency Contact Information

Each parent is asked to complete two emergency cards annually. One for the office and one for the teacher's classroom to be used as the need arises. It is essential that precise information be entered on the student emergency contact card so that we are able to notify you if necessary**. Please make sure that all telephone numbers, emails, addresses and other pertinent information (i.e. allergies, illnesses, emergency contacts, guardians) is up to date on the cards.** If at anytime throughout the year the information changes, please contact the school receptionist to make the necessary changes. It is imperative to your child's welfare that our records remain up to date.

In the event that an incident occurs and you need to be contacted, the office will use the emergency card to inform you of the situation at hand. Please be aware that if the child is to be picked up due to illness and/or other event, that you do so without delay so as to not cause any inconvenience to those involved.

Emergency Rescue Services will be contacted if deemed necessary by the school personnel and they will determine the extent of the emergency.

Emergency Procedures

While it is impossible to foresee every type of emergency that might occur, St. Brendan Catholic Elementary School has an emergency plan that provides guidelines and procedures for different situations.

When emergency conditions have been declared by the county (such as severe weather conditions), St. Brendan Catholic Elementary School will dismiss and resume classes in accordance to Miami Dade County Public Schools and the public announcements for Archdiocesan Parochial Schools. Parents should tune in to local television/radio broadcasts pertaining to the events.

Family Life

The Archdioceses requires that all school have a family life program in grades K-8th. The Family Life program facilitates educating our children on living as Catholics in today's society. In doing so, we follow carefully the spirit and guidelines put forth by the National Council of Catholic Bishops in their statement "Always our Children". St. Brendan Catholic Elementary School is committed to providing the NCEA AIDS curriculum to our children. If you have any questions or concerns regarding this, please contact our school office.

Father Felix Varela Program

We offer a comprehensive elementary school program for students with learning differences in grades 2^{nd} – 8^{th}. An innovative and integrated curriculum, coupled with small class size and low teacher-to-student ratio, enables students to experience academic success.

The Program is based the Florida State Standards and on each student's learning profile; an individual instructional plan is designed to maximize his/her learning. This instructional plan incorporates best practices, which are based on current research, and is re-assessed on an ongoing basis.

Learning comes alive through classroom and small group participation, as well as interactive, hands-on, multi-sensory instruction in a stimulating and motivating environment. At the Father Felix Varela Program, students are given the opportunity to achieve their fullest potential.

Curriculum Accommodations

In keeping with the philosophy and mission of the school, we recognize that some students require special learning accommodations within the regular school classroom. In order to provide educationally sound and academically appropriate curriculum accommodations for these students, the following procedures should be followed:

- The student must be formally evaluated by an outside testing agency of the parents' choice.
- The results of the evaluation and any prescribed remedies must be made available to the school.
- If remedies that require modifications are prescribed, a staffing will be held to formulate a plan of action.
- The plan will be evaluated on a regular basis to insure its effectiveness.

Curriculum accommodations are made for the student that needs reduced the amount of work required and/or increases the amount of time allowed to complete the work.

Students on a modified curriculum will have their report card duly noted for the subject(s) in which modifications are being made.

If it is determined that the school, despite its best efforts, is unable to meet the needs of the student, the family will be requested to seek alternate placement for the student.

Field Trips

Field trips planned with an educational objective may be sponsored by school authority provided that they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or on the individual student. Ordinarily, vehicles equipped according to state or county regulations for the transportation of school children are to be used.

A parental consent form, signed by the parents/guardians requesting that their child be allowed to participate in an education field trip, should be obtained for any child to participate in a field trip. A sample form may be found in the appendices.

The original forms should be submitted to the main office prior to the trip. Procedures must be in place to check for forgery of parental signatures. The teacher should carry a copy of this request form for the students while on the trip.

Field trip forms should be kept in the school for one year after the trip takes place.

In cases where an accident occurs on a field trip, a copy of the parental consent form should be kept with the accident report in the student's file.

Field trips that extend beyond school hours are discouraged for elementary schools. Overnight field trips are forbidden for elementary school.

No siblings may be taken on field trips.

Parent Drivers

Must be 25 years old
VIRTUS and trained and fingerprinted
Have the mandatory level of auto insurance coverage
Florida child restraint requirements:

- All children under the age of 18 must be buckled up while riding in any car, pickup truck, or van on Florida's roads, no matter where they are sitting in the vehicle.
- Children through the age of 3 must be secured in a federally approved child-restraint seat.
- Children ages 4 through 5 must be secured by either a federally approved child-restraint seat or a safety belt.
- Drivers are responsible for buckling up the child.

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 disenroll the student if any financial obligations are not met.

Fundraising

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

General Procedures and Policies

Closed Campus

St. Brendan Catholic Elementary School is a closed campus whereby students are not allowed to leave the school premises at any time during the school day unless picked up by a parent or authorized individual. All students will then be picked up from the school office only under those circumstances. In addition, all students/staff must remain on the school campus for their lunch unless notified due to a special event (i.e. field trips, retreats).

Arrival/Dismissal

St. Brendan Catholic Elementary School will not be responsible or liable for any students dropped off before 7:30am.

The teachers, administrative staff and other personnel of St. Brendan Catholic Elementary School do not assume their duties until 7:30 a.m. on scheduled school days. Accordingly, St. Brendan Catholic Elementary School cannot and will not be responsible for the care or safety of children who are dropped off or otherwise arrive at school prior to this time. It is therefore critical to the care and safety of our children that you make arrangements necessary for your diligent attention to this extremely important matter

PreK-2 and PreK-4:

Students will begin the day promptly at 7:55 a.m. and end at 2:25.p.m.

All PreK-2, PreK-3 and PreK-4 students may be dropped off punctually by having an accompanying parent/guardian walk them inside the Nazareth House.

At the end of the day, students may then be picked up by the aforementioned individuals by walking to the Nazareth House where students will be lined up with the teacher. Please note that no student will be released to an individual that has not been authorized to do so in the student records.

Those students that have not been picked up by their scheduled times will be kept in the After School Care Program until the assigned adult arrives. ***Please be aware that an After School Care charge will be administered at that time.***

Kindergarten – 5th grade: Dismissal is at 2:45pm

Grades 6 – 8: Dismissal is at 3:10pm

Arrival

Students are expected to be on time for school each day. The school day begins promptly at 7:55 a.m. ***Students are tardy if they are not in their classrooms when the bells rings and prayers are said.*** It is imperative that the student arrives on time so that the learning process is not interrupted throughout the day.

Students in Kindergarten – 8th Grade are to be dropped off in car line. ***The front of the school (32nd Street) is not a vehicle drop off area, nor is the street between the school and rectory, nor on the Columbus High School parking lot.*** It is expected of you, the parents, to adhere to these policies to ensure the safety of our children.

Tardiness

Tardiness is extremely detrimental to the education of each and every child. A child who arrives late to school misses out on important announcements, morning prayers, material introduced, and disrupts the routine of the class and all other students within the classroom setting. Every effort should be made to ensure that each child arrives to school and is in class on time.

A student is considered "tardy" once the bell rings and morning prayers are said over the P.A. If tardy, the student must report to the school office to pick up a late pass. Tardiness tends to be a detriment in the development of good habits. We urge all parents to prevent their child from developing a careless attitude about being late.

Students will be considered as present half day when their arrival is prior to 11:30 a.m. Arrival of a student after 11:30 a.m. will give them a status of absent. If a student leaves before11:30 a.m., he/she will be considered absent. No student will be released from the school office after 2:30pm.

Dismissal

The dismissal system for cars and buses has been designated to ensure the safety of students and orderly progress of vehicles. Lack of cooperation will result in NO registration for the next school year. It is the parent's responsibility to inform the designated drivers of the school's policies for dismissal. Dismissal times vary according to grade level:

1. Pre-Kindergarten 2-4 (PK-2, PK-3, and PK-4) will dismiss from the Early Childhood Center (The Nazareth House).
2. Grades K – 8th will dismiss through driveway K – 5 at 2:45pm. Grades 6-8 at 3:10pm

Students must be ready with their book bags to board the cars as they approach the pick up area. No opening of car trunks is allowed. Parents will not be allowed on school grounds to wait or pick up students. School grounds include the driveway, the school plaza, and the Columbus High School parking lot.

Students may not leave the school premises by means of the Columbus High School parking lot. There are no special passes provided for arrival or dismissal from school.

Students who have not been picked up by 3:10pm in the lower grades and 3:30pm in the upper grades will be placed in the after school program. These students will be charged a fee for the service. (See After school Policy Section)

Any person, who gives a ride home to a student from a school other than Saint Brendan Catholic Elementary, must arrange to meet them at a designated location off campus. These procedures have been established to ensure the safety and well being of all students since this is our primary responsibility.

During severe weather the school will follow the guidelines suggested by the weather report. If necessary dismissal will be interrupted/prolonged until further notice is provided that it is safe to proceed with dismissal. Then dismissal will resume as always.

Absences

Parents must call the school office before 8:30 a.m. when a student will be absent. Homework may be accessed from Parent Plus Portal by the parents and books may be picked up after 3:30pm.

After three (3) consecutive days of absence, a medical excuse from the child's doctor should be presented stating the reason for the absence; i.e., chicken pox, pink eye, etc. It is Archdiocesan policy that "when students return to school, a written excuse signed by the parent of guardian will be required" including; date, full name of student, grade, day(s) absent, reason for absence, and parent's or guardian signature. The written excuse should be presented in the school office and to the teacher, in order for the child to be admitted to the classroom; this is in addition to the daily phone call to the school office. ***Please note: Middle School Students must make their own arrangements in making up any work or test missed while being absent.***

There are two types of absences, excused and unexcused. An excused absence is given to a student for serious reasons. The following constitute reasons for an excused absence: illness or hospitalization verified by a doctor's note. The note from the doctor who treated the student must state the cause of absence and that the student may return to school without posing a threat to the health of others. Death in the immediate family or a school sponsored activity. Court appearance provided the student brings in a copy of the court document stating that this appearance is required. **As per the State of Florida, students may be retained, if he/she has more than eighteen (18) or more days absent in a school year**. Students must maintain 90% attendance during a school year.

Graduate at Graduation

A graduate of St. Brendan Catholic Elementary School will enter high school with a love for learning and all the necessary tools needed to succeed. With a foundation of proper instruction and assessment, students will be empowered to meet the challenges of higher academia, able to make wise choices and decisions founded on the teachings of Jesus, and with a conscientiousness of duty to be ready to take their place in community with others working for the betterment of society.

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.

Home and School Mandatory "Participation Hours"

Parent involvement in the education of the students is an essential component of academic success. Saint Brendan Catholic Elementary School works to establish strong bonds of communication. In an effort to provide an opportunity for family involvement and secure funds to enhance the quality of the educational resources at St. Brendan Catholic Elementary School, we have implemented the system of mandatory "participation hours***". Each family will be required to volunteer 20 hours per school year.*** There are many opportunities for the parents to become involved in school activities; i.e., school festival, field day, fashion show, Elocution judging, driveway, lunch supervision, special events or during any other event the school deems necessary**.** In the event that a family does not work the required 20 hours in the school year, the family will not be eligible for parishioner scholarship for the following school year.

We look forward to working with each family to improve our school together. The Home and School Association, along with a designated faculty/staff member will keep record of hours worked.

Immunizations

The Archdiocese requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has 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 completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Library

All students will be given the opportunity to go to the media center to check out books, do research, learn public speaking skills, etc. Students are responsible for returning books before or on the due date. Parents will be charged current replacement value for books that are lost or damaged. Fines will be imposed for overdue books.

Lockers

Students in grades 6th-8th grade will be responsible for all items in his/her locker and will not allow any other student to use his/her locker. Anything found in the locker will be the responsibility of the student to which the locker was assigned. Under no circumstances will any stickers, photos, or any decorations be applied to the inside or outside of the locker. Only school related books and supplies may be kept in the locker. St. Brendan Catholic Elementary School will not be held liable or responsible for any missing books or supplies.

Medication Guidelines

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

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

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

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

Office Hours

The school office is open for business from 7:30am until 4:00pm daily; however, the office is closed on all school holidays. You may contact individual teachers by using the teacher's school e-mail address.

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.

Parental Cooperation

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

Parish Involvement

Families at St. Brendan Elementary are encouraged to register as active members of St. Brendan Catholic Church.

Participation in School Athletics or Organizations

The school's extra-curricular programs offer a variety of activities designed to meet the needs of students and develop their talents. These programs will develop spiritual, intellectual, and physical aspects of each student. The moderator will inform students of days and times of meetings. Students are responsible for notifying parents of scheduled meetings. Students remaining on school grounds after scheduled meetings will be taken to the After School Care Program and charged accordingly. Some of the various clubs and activities are listed below:

The school recognizes the following sports, activities and clubs including, but not limited to, the following:

School Clubs/Activities: Knocking on Someone's Door, National Jr. Honor Society, Student Council, Mission Club, Altar Servers, Choir, Campus Ministry, Safety Patrol, Lectors, Yearbook, Door to the Arts, Drama Academic Olympics, STREAM Club

Athletics: Baseball, soccer, basketball, cheerleading, track, volleyball, flag football, soccer, track and field, cross country, softball.

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the**

Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.

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

Peanut Allergy Policy:

In order to ensure the safety of students with Peanut Allergies, please notify homeroom teachers a minimum of 72 hours in advance when you will bring cupcakes, doughnuts, or cookies to celebrate your child's birthday. The teacher will have sufficient time to notify parents of students with peanut allergy or any other allergy. This will allow those parents to provide an alternative snack for their child on that day. **Under no circumstances can parents nor teachers distribute party bags and or candy.**

All allergies must be listed on all Emergency Cards. If an Epipen is necessary, it must be provided to the school office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

Philosophy of Discipline

Discipline is maintained in a classroom or school when students work cooperatively with the Principal, the teachers and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and the school hours. Students should live their Christian life at all times.

The faculty and staff of Saint Brendan Elementary School believe that discipline is fundamental to life and that the most worthwhile discipline is self-discipline. Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. A parent or child chooses one behavior over another and takes upon himself/herself the consequence of the chosen behavior.

Children must accept the controls presented by lawful authority. Children who fail to comply with school regulations will receive consequences according to the judgment of the teachers and administrators. Permissiveness and severity are extremes we hope to avoid.

The disciplinary guidelines are deemed as necessary for the orderly operation of the school, personal safety, for establishing an atmosphere conductive to learning and for the accomplishment of the purpose of the school.

Physical Education

All students are required to participate in the Physical Education classes in full uniform. If a student does not participate in Physical Education for more than three (3) consecutive days, a doctor's certificate should be provided stating the reason for non-participation. If the student forgets shoes, uniform shorts or T-shirt, the student may receive a non-dress out mark. When a student receives the third non-dress out mark in one quarter, his/her report grade may be subject to drop one letter grade.

When a student is ill, the parent should write a note explaining the illness. If a student does not have a note, he or she will be required to participate. Physical Education is for the benefit of the students; a healthy body goes along with a healthy mind. Please discourage students from continual notes for absences in Physical Education.

During the winter months or during hot weather or anytime depending on the temperature, the students may be held indoors for their P. E. classes.

All students may wear their PE uniform to school on the day they have Physical Education classes.

After School Sports

In an effort to uphold All Catholic conference standards, the Athletic Department, in coordination with the Administration, will be monitoring academic progress for those students who participate in After School sports. The rules are as follows:

1. A student's academic eligibility will be determined each marking period based on his/her performance on the previous marking period except for the first quarter. Final decisions may be determined by the athletic director and the Administration.
2. Academic eligibility is based on the student's performance in the core subjects (Religion, Reading/Literature, Mathematics, English, Social Studies and Science); special classes will also be averaged.
3. Students who participate in the sports program must be able to handle both the scholastic and athletic programs. They are expected to maintain at least a "C" academic average and good behavior in all subjects. Students receiving grades lower than these herein specified may be placed on probation for the athletic program.
4. Students that represent St. Brendan Catholic Elementary School are expected to conduct themselves according to the Code of Conduct listed in this manual. This will be a determining factor for students to remain on the team.
5. An athlete who has been ruled ineligible may re-establish his/her eligibility once he/she has met the academic requirements for the previous marking period. A student must be informed of his/her ineligibility and should be prohibited from further participation within three (3) days from the date on which the grades are distributed to the parents.

6. All eligibility requirements will be enforced at the discretion of the Administration and Athletic Director. The Administration may waive the eligibility requirement in extraordinary cases.
7. If the student is suspended or absent, he/she will not be allowed to play sports on the day or days of the suspension and/or absenteeism.
8. Students participating in after school sports will be responsible for purchasing the team uniform and for the fee associated with the sport.

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 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 provision of private tutoring services, regardless of where they may occur.**

Promotion

Academic Probation

Students placed on academic probation are encouraged to demonstrate academic improvement, in accordance with the standards of St. Brendan Catholic Elementary School. The primary goal of academic probation is to provide opportunities for students and parents in conjunction with the school faculty and administration, to develop values, attitudes, knowledge of skills and good study habits. The academic probation will facilitate an open communication between classroom teachers and the student's home. Parents, teachers, administrators and students will be asked to sign and agree to the terms of the probation, with the sole purpose of enhancing and improving the situation.

Retention

A conference with the parents, teacher(s), and Principal is required to retain a student. Prior to the conference, the teacher should be in contact with the parents. Teachers will advise parents of the student's progress. The parents, teacher(s), and Principal conference shall take place no later than May of the current school year. **Students may be retained, if he/she has more than eighteen (18) or more days absent in a school year**. Students must maintain 90% attendance during a school year.

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures,

including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Restrooms

Students in grades 1st and 2nd should be accompanied by another student when going to the restroom and or drinking water. Students are not permitted to take anything into the restrooms, especially, pencils, pens, markers, cell phones, or any kind of food or drink. Students must understand that proper bathroom etiquette must be observed at all times.

Sacramental Preparation

The sacramental life of you and your child is very important to us as a Church community. It is vital that parents set an example of sincere Christian living by developing a religious atmosphere in the home by creating a faith centered life which includes but not limited to weekly participation at Sunday Mass, Church Ministries, as well as community service work.

Students in grade 2 will be prepared to receive the Sacraments of Reconciliation and Holy Communion. Students in grade 7 will be prepared to receive the Sacrament of Confirmation.

School Property

It is the responsibility of every student at Saint Brendan Catholic Elementary to use and maintain school property in good condition. Any student found damaging property or abusing of its use, may be suspended or even expelled. All damage, even though it is accidental, will be acknowledged by the person involved and reimbursement made to the school.

Children should be taught to respect school property and the property of their peers. If they find money or articles that have been lost on school grounds they should take these articles to the office***. Parents are financially responsible for any damages caused by their children.***

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 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 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.

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, electrontic 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.

Section 504- Policy Statement:

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

The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers, (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:

Donald Edwards, Ed. D
Archdiocese of Miami
Associate Superintendent of Schools
9401 South Biscayne Boulevard
Miami Shores, FL 33138

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

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 expulsion 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.

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 expulsion from school.

Student/Parent Conduct

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

Ten Commandments of Character Education

1. Students are expected to greet all individuals with "Good Morning," "Hello," or "Welcome to St. Brendan." And use "Please" and "Thank you" accordingly.
2. Answer any adult with "Yes Ma'am" or "No, Sir," or the answer WITH the adult's name. Never say "yeah," "huh," or "what?" Students are to use proper language at all times. NO VERBAL OR PHYSICAL FORMS OF PROFANITY WILL BE TOLERATED.
3. Use "pardon me" or "excuse me" when you have not heard something. Use this also when stepping in front of anyone, whether an adult or your own peers. In addition, when called from a distance, go to the person calling you. Do not answer while walking away or yell from another room.
4. Stand up: When an adult enters the room or classroom and greet them appropriately. Students are expected to respect all persons of authority (i.e., teachers, administration, staff members, custodial, cafeteria and security) at all times.
5. Step back from the door to allow an adult or younger student to enter first. Hold the door open if you arrive before the adult or younger student. Gentlemen also hold the door, and let the ladies enter first. Students are to walk quietly in line or in an orderly fashion throughout the hallways, so as to not disturb classes in session.
6. Offer to help carry books, packages, etc. for individuals, unless you are managing your own heavy objects. Do the same at home/community for other individuals.
7. Never read items on teachers' desks. Respect all people's private property by not opening others' mail, reading personal notes, opening book bags. This is illegal as well as showing a great lack of respect.
8. When eating:

- Elbows off the table
- Take small bites and chew with mouth closed
- Swallow before speaking
- Don't play with food
- Keep place neat
- Remove trash, food leftovers, and plates before leaving cafeteria.
- Chewing gum is not allowed at anytime.

9. There shall be no forms of cheating / plagiarism allowed. Even when one student allows another student to participate in the sharing of information, those students will also be considered cheating or plagiarizing. Both students will receive a zero on the assignment.
10. Students are expected to help maintain their school grounds free of litter and debris. For example, picking up papers, pencils, from the floor as they walk in the hallways keeping in mind that we are all responsible for "our home".

Testifying in Divorce or Custody Proceedings

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

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

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. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled 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.

3. 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 expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

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.

Tuition Obligations

Tuition payments must be made through the FACTS Management Tuition System. All families are responsible in creating their own FACTS account every school year. FACTS Management System will charge each family a $38.00 set up fee on a yearly basis to set up the individual accounts. Payments through the FACTS Management System may be processed in the following ways:

1. Payment in full due by August 10th, 2018
2. Payment in 2 installments- ½ in August and the remaining balance in January
3. Payments are divided into 10 monthly payments from August-May

Monthly tuition may be arranged on the 1st, 5th, or the 10th, of each month. These automatic payments must be made from a checking/savings account. Students who have an outstanding tuition and/or fees balance at the time of re-registration will not be admitted for the following school year.

Late Payment / Uncollected Funds

Tuition must be paid on the first through the tenth of the month, beginning with August 1st and ending on May 1st. There is a $35.00 handling fee for any payment that cannot be processed or is late.

A $35.00 fee will be added to the regular tuition payment if it is received after the 10th of the month. Accounts are NOT current if handling fees are outstanding.

A student may not receive a report card nor be allowed to take midterm exams if tuition or any school fees (after school, tardies, or late fees) are not current. A student will be permanently removed from the class roster if tuition payments are outstanding.

In order for a student to complete the school year and be promoted to the next grade level, financial responsibilities must be fulfilled by May 1st, including after school care program, library fees, sports fees, any other unpaid fee.

Deadlines

In the interest of fairness to all students and parents, deadlines in all areas must be respected and met. If a deadline has passed, a student or parent is in an indefensible position. Students and parents have a right to be informed of deadline dates; the responsibility of meeting those deadlines rests with the student or parent.

Uniform Regulations

All uniforms for St. Brendan Catholic Elementary School are to be purchased at AA Uniform Company located at 8807 SW 132 Street Miami, Florida 33176. The prime responsibility for good grooming rests with the student and the parent. Nevertheless, the school shares that responsibility, since it believes that good grooming represents a difference in character and motivation and should distinguish the Saint Brendan Catholic Elementary student from pupils attending other schools. Students are expected to come to school looking clean and neat and dressed in a manner that is in accordance to the school uniform regulations.

Parents are requested to check the child/children's attire each morning. Students are required to wear the prescribed full school uniform each day including the first day of school at all times otherwise stated for special activities. All uniforms must be in good condition. Items in poor condition must fix or replaced immediately. In the event that a student is not in complete uniform, the parent may be called and the child may be sent home. Parents are requested to sew nametags on all school clothing. Abuse of the student dress code could lead to disciplinary action. The school will dispose of all lost clothing if it is not claimed in the school lost and found after two (2) weeks.

There are no exceptions to this dress code. Students not in full school uniform must come to school with a note, addressed to the Principal, explaining the reason(s) and signed by the parent.

A black belt is part of the school dress code. Boys **MUST** wear the black belt **AT ALL TIMES**. Students will be asked to remove unauthorized clothing and articles.

SAINT BRENDAN CATHOLIC ELEMENTARY SCHOOL DRESS CODE REQUIREMENTS FOR THE SCHOOL YEAR 2018-2019

Girls	Boys
Pre-Kinder 2 - Pre-Kinder 4 • Red Polo Dress with Plaid bottom with embroidery • Navy biker short under dress	**Pre-Kinder 2 - Pre-Kinder 4** • Short sleeve Red/Navy striped polo with embroidery • Navy pull on shorts with SBE embroidery

Kinder-5th Grade • Split Front Jumper in Plaid with embroidery • **K-3rd**: White Round Collar with Navy Pipping • **4th-5th**: White Round Collar Blouse	**Kinder-5th Grade** • Short sleeve White with Navy tipping or solid navy with embroidery • Navy Pants with SBE embroidery • **K-2nd ONLY**- Navy Shorts with SBE embroidery
6th- 8th Grade • Plaid Skort (Mandated for Church) • White Button-Down embroidered shirt, short or long sleeve • Blue Vest EVERYDAY • Navy pants with SBE embroidery	**6th-8th Grade** • Short/Long sleeve oxford shirt in light blue striped or white with embroidery • Blue Vest EVERYDAY • Navy pants with SBE embroidery • SBE Tie (Mandated for Church)
The length of the girls' skirts should be dignified and modest, no shorter than mid-knee length.	

Shoes	
Girls	**Boys**
Pre Kinder 2- 2nd Grade • Black Mary Jane	Pre Kinder 2- 2nd Grade • Black Velcro Uniform Sneaker
Grade 3rd -8th • Black Penny Loafers	**Grade 3rd -8th** • Black Penny Loafers
Socks	
Girls	**Boys**
• White/Navy Blue SBE socks with logo	• White/Navy Blue SBE socks with logo

All Students / All Grades Winter Options
• Navy Full Zip Jacket with embroidery • ¼ Zip Dri-Fit Jacket with embroidery • Navy SBE Applique Crewneck Sweater • Fleece Navy with embroidery • Navy Cardigan with embroidery • Navy Open-bottom sweatpant
P.E. Uniform for Boys and Girls (Pre-K2 - 8th Grade)
• Navy Mesh Short with logo • P.E. T-shirt with logo – navy, red or white • Sneakers ONLY- **NO CONVERSE STYLED SHOES or HIGH TOPS** • White/Navy Blue SBE logo socks

BOOK BAGS & BOOKS

Students in Grades Kinder through 8th are required to have a sturdy book bag for the protection of books, etc. These bags must be kept clean and free of any writing, drawing, etc. Students are expected to cover their books and label them according to teacher instructions.

HAIR STYLE & JEWELRY

BOYS: Hair must be neatly styled and cut above the eyebrows and collar. No irregular multi-layered or fad haircuts such as script haircuts will be permitted. Only traditional or crew cut/business style haircuts are allowed. Hair must be trimmed neatly and evenly in a simple style. Facial hair is not allowed and the students are expected to be clean-shaven and well groomed. The school holds the right to send a student home for the infraction. Earrings are not allowed.

GIRLS: Hair must be neatly styled. Excessive jewelry and hair adornments are not allowed. No fad haircuts are permitted. Absolutely no hair dyes or extensions of any type will be permitted.

Small braids (Caribbean style) either in the front, side or within the hair are not permitted upon return from vacation. Students who disregard the hairstyle code will be sent to the office and the parent(s) will be called. In the case of an out of standard hairdo, the parent(s) has the choice of correcting it and bringing the student back to school the same day.

Girls may wear a single pair of stud earrings only. Dangling, hoop or double loop, or fad earrings are not permitted. **No double ear piercing**.

Students may wear a watch and a necklace with a religious medal or crucifix. Any jewelry that the Principal or Assistant Principal believes to not be appropriate for school use will be removed.

Colored Nail Polish is not permitted in any grade level.

If a student disregards the standards of dress, grooming or hygiene, the parents will be contacted and the student may be sent home.

Students with a visible tattoo, body marking or piercing will not be allowed in school. The parent will be contacted and the student will be sent home.

ARTICLES/ SERVICES PROHIBITED IN SCHOOL

Cell phones, APPLE WATCHES, radios, IPods, MP3 players, Nintendo's DS, cameras, etc., are not allowed to be used during class unless otherwise approved by a teacher and/or administration for special events. If these items are visible, the administration or designee will confiscate them and return them at the end of the day to the student's parent only.

Cellular phones , SMART watches, Air Pods, Headphones are **NEVER** to be used during school time (7:30 am-3:45 pm). Cell phones are to remain OFF and UNACCESSIBLE during the school day (7:30am-3:45 pm). Students participating in After School Sports/Clubs (After 3:45pm) may use cell phones to communicate with parents if necessary- with the approval of their COACH OR AFTER SCHOOL DIRECTOR.

Limousine services will not be allowed to either pick up or drop off students using the driveway system.

LOST AND FOUND

Please label all student property with students' names. Lost articles will be kept in the school office for a 3 week period and then donated to charity. ***St. Brendan Catholic Elementary School is not responsible for any valuables brought to school.***

Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize and 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.

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 website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

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

Use of School Telephone

Students will be allowed to use the office/classroom telephone only in cases of serious emergencies or illnesses. Therefore, please make sure to communicate with your children concerning any activities or alternate arrangements prior to the event whenever possible.

Visitors

Parents or other anyone entering the school MUST report to the office to obtain a Visitor's Pass if they have business in the school during school hours. Volunteers must wear their identifications badges at all times while on school grounds.

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 expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Withdrawal

Parents are asked to inform the school Principal (written) when transferring a child to another school. It is necessary to include in the letter to the Principal the name of the new school, the address, provide the withdrawal date and the reason for the withdrawal. This notice must be given thirty (30) days in advance whenever possible. At this point, all accounts must be settled including tuition for the month. It is beneficial to leave a forwarding address with the school office. When all financial responsibilities are settled, the student will be given his/her report card. Copies of cumulative and medical records are sent, upon request, to the new school as long as all tuition and fees are up-to-date. ***Fees paid during the school year are non-refundable.***

St. Brendan Catholic Elementary School

Parent-Student Handbook Acknowledgement Form

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)