



# 2025-2026

## Student & Parent Handbook

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### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

Promote Spiritual Knowledge by:

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

Develop Emotional Knowledge by:

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

Cultivate Life Readiness by:

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

### **MSPCS GOALS:**

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

# STUDENTS

## CODE OF CONDUCT & DISCIPLINE

\*See Addendum #01

### GENERAL GUIDELINES

- Each class develops their own student appropriate guidelines.

### PRESCHOOL

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

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

- Offer a stimulating, organized, well equipped, and well-designed classroom to avoid problems.
- Set rules with the children at the beginning of the school year.
- Set clear limits and be consistent.
- Redirect whenever possible.
- Include the children in the problem solving process.
- Model socially acceptable behavior and manners along with positive reinforcement and acknowledgement of good behavior.
- Remove the child from the area, discuss the improper behavior, what a better choice would be next time.
- If a child hurts another child, the teacher will attend to the injured child first. The students involved in the incident will be interviewed and consequences will be given as deemed necessary – parents will be informed.
- If continued misbehavior is seen a phone call from the teacher may occur. If misbehavior continues, then a call from the Head of School. Implementation of strategies to correct behavior may include, but are not limited to:
  - Observation of the child by the director and/or other qualified professionals.
  - Reinforcing classroom rules with the entire class - Teachable moments.
  - Recommendation of an evaluation by a behavioral therapist.
  - Conference with parents, teachers and director, to discuss goals, implementation of goals, and measuring progress.
  - Follow-up meetings (face to face or phone) to discuss progress.
  - Using the many resources and techniques we have available. Trying different techniques can take time.
- Staff may not use any form of corporal punishment or ridiculing a child or their family.

- Parents' Role in the Guidance Process:
  - Share any relevant information with the teachers to help understand any underlying issues.
  - Be open when the teacher and give notification of a concern or if a continuing pattern of misbehavior is observed.
  - Follow through on any recommendations made by the staff including evaluation by a behavioral therapist. Contact should be made within two weeks of a recommendation.
  - Work as a team with staff to provide consistency in expectations and help the child understand what behavior is acceptable and not acceptable.
- Child's Role in the Guidance Process:
  - The children will be involved in creating the class expectations.
  - The children will have a reasonable opportunity to resolve their own conflict before a teacher steps in.
  - The children will have an opportunity to make an effort to change any unacceptable behavior.
  - The children will be asked to reflect on what they can do to make their peer feel better.
- Student Discharge: After attempts have been made to meet the individual needs of the child, any child that has demonstrated inability to benefit from the type of care offered by our school, or whose presence is detrimental to the group, or whose negative actions/misbehavior continues, shall be discharged from the school.

## **ELEMENTARY**

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

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

*Show respect to others.*

*Follow directions the first time without question.*

*Be prepared for class each day.*

*Be punctual and attend class each day.*

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

Bullying - \*See Addendum #01

## **MENTAL HEALTH**

- MSPCS will attempt to develop a rich and mentally healthy environment for our students.
- MSPCS believes that when we incorporate SEL (Social Emotional Learning), we are addressing mental health.
- MSPCS incorporates SEL in so many areas. Not only do teachers integrate it in their lessons (it is a strong part of our Language Arts curriculum), they also do lessons on various topics.

## **RESPONSIBILITIES**

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

## **TECHNOLOGY AGREEMENT**

*\*See Addendum #03*

## **PARENTS**

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

- All parents and students will be expected to come to parent-teacher conferences and/or student-led conferences. One is required at the preschool with the second one optional. Two are required at the elementary school. Conferences are listed on the school calendar.
- Parents may request additional meetings with teachers throughout the school year.
- To protect the instructional time of our students, parents should call or send an email prior to meeting with their child's teacher.

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

### **NONCOMPLIANCE WITH PARENT EXPECTATIONS**

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

### **PARENT ASSOCIATION**

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

### **RESPONSIBILITIES**

- The primary responsibility and duty to educate rests with the parents. At home, more than any other place, parents teach children by example and by showing respect and dignity toward others.
- Parents must notify the school with a written note or email (phone calls will only be accepted in emergency cases) about students who will be picked up by anyone other than the usual person. This person must be on the family's list in FACTS. Should a person not be on the list, it is the parents responsibility to provide the school with a note or email stating the date and name of the person picking up their child/ren.

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

## ROOM PARENTS & PARENT VOLUNTEERS

- The room parent is an individual who coordinates special activities and events between the teacher and the other parents in the classroom. Room parents may also help coordinate school fundraising efforts with the Parent Association. Parents with multiple children can only be room parents in one classroom unless needed in other rooms.
- Requirements: Be an active Parent Association member who regularly attends monthly meetings, serves on at least one committee, and organizes/participates in school functions/events.
- Room Parent Selection:
  - Classroom teacher will select a room parent within the first two weeks.
  - Classroom teacher will inform the selected room parent(s) prior to Open House.
  - Parents do not self-select, pass along, or hold elections to become a room parent.
- Expectations:
  - The teacher must approve all classroom activities.

- Coordinate with the teacher all classroom events.
  - Agree on a means of communication with the teacher (such as email or hard-copy notes/reminders) to discuss upcoming classroom events in a timely manner.
  - Work diligently to involve all parents as possible in classroom activities.
  - If asking parents for money, supplies, food, etc. - all donations are voluntary. This should be made very clear in all correspondence with parents.
  - List of events including day, time, duration and location should be given to the teacher **prior to scheduling** for approval from the teacher and Head of School.
- Other Responsibilities:
  - Assist the teacher with activities as requested.
  - Recruit parent volunteers for planned activities.
- Guidelines:
  - Building Community:
    - The teachers, administration and staff of MSPCS value parent participation and acknowledge that volunteers enrich the school community.
    - Parent participation sets an important tone in the community and is invaluable in supporting the school and its mission.
    - Show respect and trustworthiness at all times to the children, their families, staff and property.
  - Punctuality and Professionalism:
    - The school runs on a very structured schedule enabling teachers and students to maximize time on learning. Be sure to arrive 5-10 minutes early to any event you will be assisting with.
    - Always dress as a positive role model.
    - Conduct yourself in a friendly, courteous manner and show impartiality toward students.
    - Remain neutral in your speech and actions with respect to diversity, i.e., religion or politics, at all times when you are at school.
    - Set an example for the children; please mute your cell phone, and avoid bringing coffee, gum and snacks where the children will see you.
- Student Confidentiality:
  - MSPCS is a safe environment that nurtures and supports students to reach their maximum potential.
  - A safe environment requires that all student information is kept confidential and not shared with the community (for example, conversations, social networking sites, etc.).
  - No discussions about students should take place outside the school or in front of other students.
- Considerations:
  - MSPCS employees work hard to establish routines and expectations with the children and drop-in visits are not appropriate and can cause disruptions.
  - Call or email your child's teacher or administration to arrange a separate conference to discuss your child.

- Facilities:
  - The school is very tight for space.
  - The teachers' lounge is for teachers and staff only.
  - If you or your committee require space to work (correcting, organizing catalogs, etc.) it must be pre arranged with the office/Head of School for a work location.
- Discipline and Physical Contact:
  - Direct all discipline issues to the appropriate staff member, starting with the classroom teacher.
  - Parents should never touch or speak unkind to children. You may not leave the building with a child.
  - If parents would like to take their child from school early, they must follow school procedure.
- Feedback:
  - We value the incredible dedication of the MSPCS Volunteers and recognize that you will have your own unique perspective on your experience.
  - Periodically, the Parent Association and/or staff may solicit your feedback to continue to improve the volunteer roles in our school.
  - MSPCS appreciates your effort to provide constructive and honest feedback.
- Tips for Classroom Volunteers:
  - Be warm and friendly.
  - Get to know the children's names and show interest in what they are doing or telling you.
  - When working with children, encourage them to do their own thinking. Give them time to answer. Silence often means they are thinking and organizing what they want to say or write.
  - If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
  - Don't distract teachers while they are teaching.
  - Refrain from talking to the teacher about your child.
- The professional staff at the school is responsible for everything that goes on in our building including student instruction, safety and discipline. Volunteers supplement and support the program, but may not discipline students, gain access to materials in the students' permanent record files, diagnose student needs, evaluate achievement, counsel students, or discuss student progress with parents.

## GENERAL INFORMATION

### **ACADEMICS and EDUCATIONAL PROGRAM**

- The Head of school or designee makes the final decisions regarding student room assignments and all other parent requests.
- There are four quarters in each academic year.

- General education classes are: Language Arts, Mathematics, Science, and Social Studies.
- Specialist classes are: Bible/Chapel, Music, Physical Education/Health, Spanish, Library and Art.
- Social/Emotional learning is focused on: building each other up, working independently, working collaboratively, helping others, acknowledging oneself and others, using feedback and redirection to improve skills, perseverance, and overall conduct.
- We do not offer a special education department. Should a child have learning differences, it will be discussed with the Head of School and a plan will be developed.
- We do have our WIN (What I Need) groups to offer teaching to help fill in the gap and/or strengthen and/or stretch students.

## **ACCIDENTS and INJURIES**

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

## **AGE REQUIREMENTS**

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

## **DROP-OFF/ PICK-UP**

- Drop-off starts at 8:00 am at the Circle drive through area. Your child/children will be greeted by an MSPCS Teacher or an Adult Employee and your child will be escorted into the Fellowship Hall. Teachers must be back inside the school by 8:20 am. After 8:20 am, parents must walk their child into the main office to get a tardy slip before entering the classroom.
- Pick-up starts at 3:00 pm. Your child will be escorted by a Teacher or an Adult Employee from the Fellowship Hall to your vehicle.
- Parents who wish to park and pick up your child/children can proceed to the Fellowship Hall.

## **ATTENDANCE/Tardies- ELEMENTARY**

- Students are expected to be in school for all school days.
- In the RARE event that a child needs to be picked up early, parents need to notify the office in advance so they are aware and are able to notify the teacher prior. Students will be called to the office once parents arrive to pick them up. This will allow for maximum instructional time in the classroom.
- Students are expected to be on time to school. Attendance and tardiness are recorded on the student's permanent record.
- Students may be dropped off starting at 8:00, with everyone at school by 8:25. A school employee will be on duty to welcome students and help to get them out of the vehicle.
- Core Lessons begin in the classroom promptly at 8:25 am.
- It is the parent's responsibility to ensure that their child/children arrive at school no later than 8:25 am. Any child arriving after 8:25 am will be marked Tardy and should be walked to the office as there will be no one on duty outside.
  - If a child is tardy, he/she will be given a tardy pass in the Main Office and then will go to his/her classroom teacher.
  - An excessive amount of days tardy (more than 3 per quarter) will result in an email from your child's teacher.
  - On the fourth tardy, a meeting with the Head of School (phone, email or in person) to discuss the excessive tardies..
  - In extreme cases, the Head of School reserves the right to place upon parents whose children excessively arrive tardy an agreement that students will not be allowed to enter school on the day when arriving late.
  - The student will be marked absent on days when they are not allowed in school due to arriving late.
  - Should a student arrive after 10:00 am, he/she will be marked  $\frac{1}{2}$  day absent.
- For the safety of children, we do not permit students to be dropped off and left without supervision. Parents must walk their child/children to the Main Office and sign their child in.
- Elementary departure time is 3:00 PM each day except for Wednesday's when the departure time is 2:00. Early Sign-Outs cause disruption to the academic performance of all students. Students should not be picked up within the final 30 minutes of the school day unless it is authorized by the Head of School or designee (ie., emergency, sickness). This is the time teachers prepare them for the evening and end of day, assign their homework and have them (in some grades) fill out their planners.
  - Students will be picked up in their designated drop-off/pick-up area.
  - Teachers/Adults will go back into the school at 8:20am.
  - Students may not remain on school premises after school hours for more than fifteen minutes unless they are participating in extracurricular or school sponsored activities.

- Elementary school students who are not picked up by 3:15PM will be sent to the aftercare program and parents will be charged \$1.00/min. for this service.
- Optional aftercare from 3:00PM (or 2:00 PM on Wednesday) is available for a fee.
- Parents are responsible for picking their child/ren up at 3:00. Pick-up after 3:15 will incur a cost of \$1.00 per minute, with a maximum of \$50.00 per day. If pick-up is after closing - which is 6:00 PM, it is \$5.00 per minute
- Early Dismissal
  - Parents must call the main office to arrange a pick up of their child. Please plan ahead.
  - Leaving school early should be for emergency situations such as, but not limited to: the student's illness, death in the family or religious holidays\*.
  - Repeated early dismissals will result in a meeting with the Head of school.
- Half-day absences
  - Students who arrive 1 ½ hours after the start of school or leave 1 ½ hours prior to dismissal will be recorded as missing a half-day.
- Absences from school
  - Parents must notify the appropriate building's main office if their child will be absent prior to 9 am regarding a student's absence.
  - Teachers will send an email when students are absent from school without prior knowledge or when a child is continually absent.
  - Parents must submit a written doctor's note for their child's absence for three (3) or more consecutive days of absence.
  - After three (3) such emails, a meeting with the Head of School will occur to resolve the issue.
  - After six (6) such emails, a second meeting with the Head of School will take place to discuss and put an attendance plan in place.
  - After ten (10) such emails, a meeting with the parents/guardian will take place to determine the conditions for placement for the following year.
  - Severe health issues where a student is absent for more than ten (10) days will be evaluated on an individual basis.
  - There will be no absence recorded when the student represents the school at events organized or sponsored by the school.
  - There will be no absence recorded when students attend a non-school organized event and represent or promote the school.
  - Family trips and sick days\* will be recorded as absences.
  - Should a child miss more than a quarter of the days they are enrolled, they may not advance to the next grade, unless approved by the Head of School and due to extenuating circumstances.

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

  - Please be reminded that if they are absent one day, they have one day to make up the work. If they are absent for two days, they have two days to make up the work etc. After that, it could be counted as late or not accepted, depending on the classroom policy.

## **DROP OFF/ PICK UP-PRESCHOOL**

We have two entrances: the main entrance and the south entrance (glass door). Here's how drop-off and pick-up will work:

- **MAIN ENTRANCE:** Open from 8:00 am - 9:05 am (If your child is signed up for the 9-3 program, you can bring them as early as 8:45 am). Use this entrance to drop off your child in their classroom.
- **SOUTH ENTRANCE:** Open from 8:45 am - 9:05 am for families who prefer to drop off their children from their vehicle (three teachers will be assisting with this process).

Both entrances will close at 9:05 am, as all classrooms start classes at 9:10 am. After 9:10 am, you will only be able to drop off your child by the main entrance. Please be mindful to leave the building by 9:05 am so our teachers can begin their lessons on time. This year, we are emphasizing the importance of punctuality. It's very important that your child arrives at school on time so they don't miss anything and can start their day with their classmates.

**DISMISSALS:** The main entrance will be open from 2:55 pm - 3:15 pm for you to pick up your child from their classroom. Please aim to arrive during these times, as our teachers and students are preparing for dismissal. If you need to pick up your child earlier, please contact the office at least 30 minutes in advance so we can have your child ready. For aftercare pick-up, please use the main entrance.

## **ATTENDANCE - PRESCHOOL**

- Per DCF requirements, students MUST get signed in and out daily. The school provides an electronic system and will be checking students in and out daily as they are dropped up/picked up.
- Class begins in the classroom promptly at 9:10.
- Any child arriving after 9:10 will be marked Tardy
- An excessive amount of days tardy (more than 3 per quarter) will result in a meeting with administration (phone, email or in person) to correct the amount of days late.
  - In extreme cases, the school administration reserves the right to place upon parents whose children excessively arrive tardy an agreement that students will not be allowed to enter school on the day when arriving late.
  - The student will be marked absent on days when they are not allowed in school due to arriving late.
  - Should a student arrive after 10:00 am, they will be marked  $\frac{1}{2}$  day absent.
- It is imperative that parents establish a routine with children to lessen the occurrence of separation anxiety.
- Pick-up
  - Students are expected to be picked up at the end of their day. There will be a 15 minute grace period, however, after the 15 minute grace period, parents will be charged \$1.00 per

minute, with a maximum charge of \$50.00 a day. If pick-up is after closing - which is 6:00 PM, it is \$5.00 per minute

- Early Dismissal
  - Parents must call the main office to arrange a pick up of their child. Please plan ahead.
  - Leaving school early should be for emergency situations such as, but not limited to: the student's illness, death in the family or religious holidays\*.
  - Repeated early dismissals will result in a meeting with the Head of school.
- Absences from school
  - Parents must notify the appropriate building's main office if their child will be absent prior to 9 am regarding a student's absence.
  - Teachers will send an email when students are absent from school without prior knowledge or when a child is continually absent.
  - Parents must submit a written doctor's note for their child's absence for three (3) or more consecutive days of absence.
  - After three (3) such emails, a meeting with the Preschool Director will occur to resolve the issue.
  - After six (6) such emails, a second meeting with the Preschool Director will take place to discuss and put an attendance plan in place.
  - After ten (10) such emails, a mandatory meeting with the Head of School, Preschool Director and Parents/Guardian will take place to determine the conditions for placement for the following year.
  - Severe health issues where a student is absent for more than ten (10) days will be evaluated on an individual basis.
  - There will be no absence recorded when the student represents the school at events organized or sponsored by the school.
  - There will be no absence recorded when students attend a non-school organized event and represent or promote the school.
  - Family trips and sick days\* will be recorded as absences.
  - Should a child miss more than a quarter of the days they are enrolled, they may not advance to the next grade, unless approved by the Head of School and due to extenuating circumstances.

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

- Please be reminded that if they are absent one day, they have one day to make up the work. If they are absent for two days, they have two days to make up the work etc. After that, it could be counted as late or not accepted, depending on the classroom policy.

## **CASUAL DAYS**

- Generally occurs on Friday for Elementary students, and is a fund-raiser. Students participating will need to pay the fee.
- On approved casual days - students may wear other school appropriate clothes or their W T-Shirt.
- Parents/Guardian will be called to bring in alternate clothing for any attire worn by a student that is inappropriate or distracting by the building administrator.
- Students choosing not to participate in Casual Day need to wear their regular school uniform.

## **CHALLENGED MATERIALS POLICY**

*\*See Addendum #04*

## **CLASSROOM SIZE/RATIO:**

- Kindergarten and 1st grade can have around 20 students with one teacher.
- After 16 students in Kindergarten or 1st grade, the class can have a Teachers Assistant.
- Grades 2-5 generally can have around 16 students.
- Smaller class sizes is a benefit that we emphasize at MSPCS.
- Our class sizes are small which allows your child to receive more personal attention and expertise from our teachers and staff.

## **CLASSROOM PARTIES & BIRTHDAY CELEBRATIONS**

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

## **ENROLLMENT**

### **REGISTRATION**

- All application and/or registration fees are non-refundable.
- When the class size reaches their capacity; a waiting list will be started. The selection process is created by the date when a family enters the waitlist and the timing of any needed assessments that need to be done are asked for. \*Exception for MSPC members and MSPCS families with multiple children.
- Current MSPCS student's families, who are in good standing, will be offered the re-enrollment.

registration forms before new families are given access.

- Once the deadline has passed for current families to return the form and pay all of the appropriate fees; there will be no guarantees of placement for their children in the coming academic year.
- Families with multiple children who wish to enroll their children will receive special consideration when one child's class has availability and the other has a waitlist.
- The children of MSPC members are given priority registration.
  - MSPC Member: A Miami Shores Presbyterian Church member is defined as a parent, a grandparent or legal guardian who is in the active role of the Miami Shores Presbyterian Church. The church will verify members standing at MSPC.
- New families will be accepted in order of date and time, after they complete the required entrance exams.
  - All students new to MSPCS will take an entrance assessment and or meeting prior to completing the registration packet. The fee is \$100 in the elementary school and can be paid by money order or cash. No credit card payments are accepted.
  - The elementary assessment is the NWEA Measures of Academic Progress (MAP), for both reading and mathematics.
  - The Head of School or representative will conduct an interview with all new prospective students and parents to the school.

## **FEES AND HOLDS**

- All registration fees must be paid at the time of returning the registration forms.
- There is a \$40.00 fee for a returned check. Upon the second returned check parents must pay with credit card on FACTS or bring in cash or a cashiers check to the office.
- If tuition payments are not made on time, an additional fee may be added.
- Children of parents who are considered "delinquent" after 30 days may no longer be able to attend school until all fees are paid in full and verified by the school's accounting department.
- If an account is delinquent more than twice in a school year, payment for any incidental expenses (field trips, water bottles, uniforms, late pick-up, after school clubs etc.) must be paid up front. If there is a late pick up, the fee must be paid at the time of pick up and can not be charged to FACTS, but can be paid in cash or with a check.
- The school reserves the right to place a hold on elementary student report cards and/or preschool progress reports and other official documents until the account is paid in full.
- 5th grade students with an outstanding balance will not be able to participate in graduation and will not receive a certificate of completion/graduation from MSPCS.
- Students who have not returned their books by the due date will be charged a late fee of .05 cents

a day, after the due date. After 3 late notices are sent home, FACTS will be charged the cost to replace the book.

- Students who have not returned their library books by the end of the year will be charged for the book and the school reserves the right to place a hold on elementary students' report cards.
- MSPCS reserves the right to bill a late pick up fee of five dollars per minute on those who fail to pick up their child in After School Care by 6:00PM or after 3:15. This applies to both preschool and elementary school. There is a \$50.00 max charge for one day. If pick-up is after closing - which is 6:00 PM, it is \$5.00 per minute. *It is always advisable to call the school to give an estimated time of arrival, however, the phone call does not serve as a 'pass' on any late fees.*

## **FIELD TRIPS**

- Field Trips are scheduled by the school and may be an additional cost.
- Students must have a signed permission slip in order to participate in the field trip.
- A maximum of two parents, per classroom may accompany the class as a chaperone. The parents will be chosen by the classroom teacher. The teacher will do his/her best to come up with a fair and equitable way of choosing.
  - Parent chaperones will monitor the students and will engage in the activity as appropriate and must pay their portion of the trip.
- If the field trip asks for parent drivers and more than 2 drivers are needed to accommodate the trip, other parents can be invited to attend.
- If an overnight trip is planned, two MSPCS employees must attend the trip - no matter the number of students attending. That cost will be incorporated into the student/parent cost.
- Should students not have appropriate behavior on the field trip, they may be asked to be picked up by parents, or one of the chaperones will bring the student back to school, where they will be greeted by the parent.

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

- MSPCS is a NUT FREE and LATEX REDUCED ENVIRONMENT and we are grateful for the cooperation of our students, families, and staff, in acting proactively, to help keep all our students healthy and safe at school.
- In the continued spirit of being a nut free environment, we remind parents and staff to do the following:
  - Read and help your children (students), extended family, caregivers, and anyone responsible for feeding your child and preparing food for school, to understand the education and policies we provide the students, families, and staff about serious allergies.
  - Leave at home food items that contain the following:
    - Peanuts
    - Tree nuts
    - Any other products containing nuts or nut oils
  - “When in doubt, leave it out.” *Do not send any product that you are unsure of whether or not the contents include nut-based ingredients.*
- Protocols for allergy awareness will include:
  - Teaching children not to share food.

- Telling someone immediately if one has eaten something that may have been unsafe or if one thinks they are having an allergic reaction.
- The School cannot guarantee that products with peanuts, nuts, or other allergens will never be present at the school or school-related events. As a result, children and adults with severe food allergies must carefully monitor their food at all times.
- Families of students with medical conditions must inform the school, complete and provide the proper documents for school records, and provide the proper medications to help the school to act appropriately. In cases of students with life-threatening allergies, we will work with the parents, child's physician, and staff to put into place an anaphylaxis plan.
- If a non-compliant food is brought on campus, it will be confiscated immediately upon discovery. If it is a main course lunch item, the school will do their best to contact parents so they can bring other food.

## **GRADING and SCORING**

- Kindergarten through second-grade scoring guide (including Specialist classes):
  - Subject areas:**
    - (E) Excellent - Consistently Demonstrating: The student acquires and applies the concept or skill consistently with minimal teacher support.
    - (G) Good - Progressing: The student acquires and applies the concept or skill frequently and needs additional teacher support at times.
    - (S) Satisfactory - Emerging: The student is beginning to acquire and apply the concept or skill and needs additional teacher support.
    - (I) Need Improvement - Needs Development: The student acquires and applies the concept or skill rarely or does so with much teacher support. Additional practice is needed.
  - Effort:**
    - (E) Excellent
    - (G) Good
    - (S) Satisfactory
    - (I) Needs Improvement
- Third through fifth-grade scoring guide (including Specialist classes):
  - (A) 90% - 100% Comprehensive Knowledge and Superior Application in subject matter.
  - (B) 80% - 89% Broad Knowledge and Competent Application in subject matter.
  - (C) 70% - 79% Understandable Knowledge and Inconsistent Application in subject matter.
  - (D) 60% - 69% Minimal Knowledge and Limited Application in subject matter.
  - (F) 59% and below Failing
- Effort and conduct scoring criteria:

### **EFFORT**

Completes Assignments on Time

Follows Directions

Uses Class Time Wisely  
Is Organized and Prepared  
Class Participation

## **CONDUCT**

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

## **HEALTH and SAFETY PROCEDURES**

- Student health is extremely important and we need parent help in maintaining a healthy environment.
- MSPCS provides its students with a smoke-free environment. Adults who work at or visit the campus are expected to refrain from smoking while on school grounds.
- Children are not allowed in the building alone or to go outside alone.
- MSPCS is mandated by law to report any suspected child abuse/neglect.
- If employees suspect that a child in their care is being abused or neglected, they have the responsibility to make a report to the Department of Children and Families. The phone number is 1-800-96 ABUSE  
● (1-800-962-2873).
- Accident Reports
  - If a student is injured when using equipment or in any other manner, employees shall fill out the accident report form and notify the parent the same day the injury occurs.
  - The employee shall make every effort to speak directly to the parent, either by phone or at dismissal time. If they are not able to contact them, they should email to notify the parent.
  - The accident reports are kept in FACTS.
  - If it is a serious injury, the employee shall notify the appropriate building administrator or designated person.
- Incident Reports
  - Shall be completed by an adult that witnessed the incident, as well as to be used for behavior concerns.
- Evacuation Drills:
  - During the first week of school, staff members shall take their class for a practice fire drill.
  - Each room in each building is equipped with an evacuation map showing the primary route and a secondary route (which may be an escape ladder if on the second floor),
  - Fire emergency drills are held monthly to acquaint children with evacuation procedures.
  - The school is equipped with an intercom, fire alarm system and sprinkler system.

- Tornado Drills: Tornado drills will be held at least on a quarterly basis.
  - During the first month of school, staff members shall practice this drill with their students.
  - Students will duck and cover (their head/neck area).
  - Tornado drills will occur once a quarter.
- A.L.I.C.E. Drills (Alert Lockdown Inform Counter Evacuate):
  - ALICE drills are held quarterly to acquaint children with appropriate procedures in the event the school needs to be secured or students need to evacuate to a safer location.
  - In the unlikely event that we would need to evacuate to another location, the preschool would go to the elementary school. If the elementary school would need to go to another location, they would go to the preschool. If both buildings could not be used, we would evacuate to the Community Center.
- Student illness:
  - The school expects parents to be protective of their child and other children by not sending their child to school if he/she exhibits any of, but not limited to, the following signs of illness:
    - Fever above 98.6°F
    - Diarrhea
    - Vomiting
    - Any other contagious disease
  - Children with these symptoms, and others not listed, must be kept at home at least twenty-four (24) hours without exhibiting the signs of symptoms before returning to school.
  - In the case of COVID 19, we will continue to monitor what the CDC recommends for schools.
- Student illness during school hours
  - The school will contact parents or guardians to pick up their child immediately if he/she becomes ill during school or extended day hours.
  - If school is unable to reach parents, we will begin contacting emergency contacts.
  - During the time of identification and parent/guardian arrival, the child may be removed from the classroom and supervised by an adult until he/she has been picked up.
- Head lice
  - MSPCS has a no-nit policy; meaning if a student has a nit or suspected of having nits, parents will be called immediately to pick up their child.
  - Prior to students returning to school, parents must have written clearance through a lice company or a Doctor's note.
  - MSPCS staff members may perform periodic checks throughout the year, however, parents should inspect their children at home.
  - To check for head lice at home we suggest the following procedure:
    - Under a bright light begin looking at the back of the head just above the neck area

and above the ears.

- Part the hair section by section and look closely for head lice or nits (eggs.) Eggs will usually be located near the scalp.
- Depending on the length and thickness of the hair, it should take between 5 and 15 minutes to properly inspect a child's head.
- If parents suspect their child is infested with head lice, they shall notify the school.
- For information on how to treat your child's head lice infestation consult your family physician or a local pharmacist.
- A student's absence will be excused for three days after being sent home due to lice infestation.

## **HOMEWORK**

- Missing or unsatisfactory homework will be reflected in the effort grade and will result in a meeting with the student first and then, if needed, with student and parents together.
- It is the student's responsibility to complete all assignments and/or homework by the date due and according to the teacher's instructions.
- It is the student's responsibility to ask for and complete all work missed due to absenteeism within the time granted by the homeroom teacher. One day will be given for each day absent to complete and turn in the missed work.
- Nightly Homework Guidelines\*:
  - Kindergarten up to 15 minutes
  - Grade 1 and 2 up to 20 minutes
  - Grade 3 up to 30 minutes
  - Grade 4 up to 40 minutes
  - Grade 5 up to 50 minutes

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

## **INSPECTION POLICY**

School is allowed and has the right to inspect everything that is on school property. This includes, but is not limited to; backpacks, purses, desk and electronics.

## **LUNCH**

- Students are to bring lunch with them to school at the beginning of the day.
- Lunch should be ready to eat such as a sandwich, warm food in thermos, yogurt, whole grains, fruit, vegetables and other nutritious choices.
- Low or no sugar juice, milk or water is an appropriate drink for lunch. Soda is not permitted and will be confiscated if found in a child's lunch. They will be offered water.

- Parents shall not attend lunchtime to eat lunch with their children. This time is important in the child's education because it is a time for students to socialize and make connections with their peers.
- MSPCS is a closed campus for lunch, students are not to leave school during lunch time.
- The elementary and preschool are not able to provide or have use of the microwave during lunch time.
- In RARE situations, if a Parent forgot to pack lunch for their student, it is the Parent's responsibility to drop off or arrange for lunches to drop off to the Main Office PRIOR to the student's lunch time. **Lunch that arrives late or after the lunch period ends will be sent back home with the student upon dismissal. Instructional time is valued at MSPCS. Instead, the school will provide Mac&Cheese with water for \$5.00 or Lunchables with water for \$10.00. All students will eat lunch during their designated lunch period.**

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

- It is important to maintain open positive communication between school and home.
- The school administration is committed to sharing school information with parents.
- Parents can expect consistent correspondence from their child's teacher regarding important information regarding their education. The correspondence may be mainly through FACTS and also can be through other email, a class newsletter, a phone call, text or in person.
- Parents should become familiar with the school's social media to receive the latest updated information.
  - MSPCS Social Media:
    - Website: <http://www.mspcs.net>
    - Facebook: <https://www.facebook.com/MSPCSchools>
    - Twitter: <https://twitter.com/MSPCSchool>
    - Instagram: miamishorespcschool

## **PERSONAL APPEARANCE**

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

## **PERSONAL BELONGINGS**

- All personal belongings and clothing including hats, coats, sweaters and raincoats should be marked with the child's name.
- Students are not to bring personal electronic devices unless given the directive by the teacher or

administration.

- Electronic devices (e.g., tablets, iPad, smart watches, phone, etc) brought without teacher consent will be confiscated by a staff member and kept in the school office until a parent physically comes to retrieve the device.
- In the event of a student needing to bring a cell phone or smart watch, it must be turned off and kept in their backpack.
- The school is not responsible for any loss or damage of personal belongings, including electronic devices.

## RECORDS

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

## REPORTING

- **PRESCHOOL:**
  - Parents are required to meet with the teacher in October to discuss their child's progress and establish goals for the school year. Subsequent meetings can occur anytime at the request of teachers or parents.
  - Notes: May be requested by the parent or suggested by the teacher.
  - Teachers shall be sensitive to the time between the Daily Note and Progress Report in order for the child and/or parent to complete the necessary action item(s).
  - Screen time will be limited and may be used for a brain break (no more than 10 min.), it may also be during pick up at the end of the day, or as a small part of a lesson.
- **ELEMENTARY**
  - All parents and guardians have access to the teacher's grade book on FACTS. Therefore, parents can check progress and grades at any time.
  - Teachers shall be sensitive to the time between the progress report and official report card in order for the child and/or parent to complete the necessary action item(s).
  - Report Cards can be accessed through FACTS quarterly.
  - At a minimum of twice a year the teacher and parent(s) shall meet to discuss the student's progress and review goals.

## SCHOLARSHIPS

MSPCS welcomes scholarship funding from Step Up for Students, as well as the MSPC Foundation.

**Elementary School Opportunities include:**

### **Church Scholarships**

Elementary Families can apply for a partial scholarship through the church. These annual scholarships and need-based financial aid are offered through the MSPC Foundation. For information about any of our scholarships, please contact the MSPC Foundation at [mspcfoundation@aol.com](mailto:mspcfoundation@aol.com).

### **Step Up for Students**

MSPCS accepts Step Up for Students. For more information regarding these scholarships, refer to the Step Up scholarship website: <https://www.stepupforstudents.org/>

**NOTE:** Should a scholarship be used to cover part of the tuition, the Pay-In-Full Discount cannot be applied. Additionally, it is the Elementary family's financial responsibility to cover any tuition or fees not paid by the scholarship company. Under no circumstances will unpaid tuition or fees be forgiven.

### **Preschool Opportunities include:**

Church members may apply for a 5% discount on the preschool annual tuition rate; However, these families will not qualify for the pay-in-full discount.

## **SCHOOL PARKING RULES**

- MSPC nor MSPCS assumes any responsibility for any theft, damage or injury to cars or persons, which may occur in any of the parking lots on campus.
  - All visitors are to park in designated areas only.
    - Handicap and delivery only parking spaces that have signage must be kept empty unless otherwise permitted.
- Parking in the drop-off/pick-up circle is prohibited.
- Please be mindful of what is in your vehicle and lock your doors when you leave your vehicle - even if just for a quick pick up or drop off.

## **SCHOOL SUPPLIES**

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

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

## **SCHOOLS RIGHT TO AMEND**

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

## **SECURITY and SAFETY PROCEDURES**

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

- Sign in at the office when arriving at school to attend a classroom function.
- Wear the visitor's ID issued by a MSPCS employee.
- When delivering items for your child, please bring them to the office and we will get them to the student.
- The students must obey safety procedures established by teachers.
- The school reserves the right to make random checks of backpacks and other personal property to assure student and community safety.
- There should be no running in the halls before, during or after school hours.

## **STUDENT MEDICATION**

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

## **TUITION**

- Tuition is based on an annual amount and the school divides the annual tuition equally over a ten-month period.
- Tuition payments are to be made through the FACTS system. Parents must sign up on this system.

- Parents/Guardians agree that in the event of default in payment, they shall be responsible for all collection costs, including but not limited to agency costs, court costs, and reasonable attorneys' fees incurred by Miami Shores Presbyterian Church School related thereto.

## **UNIFORM and PERSONAL APPEARANCE**

Proper use of the complete uniform, as well as the student's personal appearance, is not only an expectation but also a must. MSPCS has an exclusive agreement with Lands' End for the elementary school official uniform.

*Lands' End Website:*

<http://www.landsend.com>

Click on UNIFORMS then FIND MY SCHOOL  
MSPCS School Code – 900167123

- **Elementary uniform**

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

### **All non PE days:**

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

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

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

- **Preschool uniform**

- Purchased in the preschool office building, a purple or white. All preschool students need to have a Waves uniform shirt and a change of clothes on campus at all times with black or a solid color pair of shoes.
- Navy blue or khaki bottoms recommended, but for preschool any bottom that is acceptable.
- During cold weather, students may wear a solid colored long-sleeved shirt under their t-shirt.
  - Students may also wear a sweater of any kind when inside the classroom.
  - Sweatshirts, heavy jackets or raincoats of any color may be worn over the complete uniform.

## **VISITORS**

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

## **VOLUNTEER HOURS**

- Parents or guardians of elementary school students must complete a minimum (20 family hours for Elementary, 10 for Preschool) volunteer service per year by April 29th. VOLUNTEER hours are kept in FACTS and parents can see how many hours they have by visiting their oldest child's school - not financial account.
- Volunteer hours that are not completed will be charged to your FACTS account.
- It is the parent's responsibility to check on their hours in FACTS.
- Any overnight field trips can count as a maximum of 8 volunteer hours.
- Field trips will generally count at 3 volunteer hours.
- Double hours will be given to those volunteers who work during the unloading of the pumpkins in October.
- Volunteer hours that are not completed by April 29th will be charged the rate of \$25.00 per hour to the family's account.

## **WEATHER CONDITIONS**

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

## **EMERGENCY RESPONSE PLAN**

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

## **WITHDRAWAL**

- If your child is withdrawn prior to the end of the school year, Parents/Guardians will be charged for the month in which you withdraw and two additional months. This will be charged to your FACTS account upon receipt of your withdrawal form or notification of withdrawal.
- Parents/Guardians are not permitted to use the remaining months tuition payment to pay outstanding fees.

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

**DISCIPLINE POLICY**

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

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

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

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

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

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

- a) A phone call from the teacher informing the parent of the concern or “red flags” that have been observed. An incident report will be generated.
- b) Observation of the child by the parent, director and/or other qualified professionals.
- c) Should there be a consideration for recommending an outside evaluation, there will be a meeting with the Head of School and/or Director of Preschool prior to a meeting with the parent/s.
- d) Conference with parents, teachers, and director, to discuss goals, implementation of goals, and measuring progress.
- e) Follow-up meetings (face to face or phone) to discuss progress.

Parents' Role in the Guidance Process:

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

Student's Role in the Guidance Process:

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

## **PRESCHOOL:**

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

## **ELEMENTARY SCHOOL:**

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

- a) Keep hands, feet and all objects to themselves.
- b) Show respect to others.
- c) Follow directions the first time without question.
- d) Be prepared for class each day.
- e) Be punctual and attend class each day.

1. When a student violates classroom/school rules for the first time, teachers will discuss the infraction with the student and document the incident.
2. In the event a student commits a second infraction, the teacher will contact the parent to discuss the issue and document the parent/teacher conference as a second step. A parent must be contacted for a second step to be completed.
3. If a third infraction occurs, the teacher will document on a referral form and send it to the parent/s. This includes, if the student is disrupting the class to the point where learning cannot take place in

the classroom, they may be sent to speak with the appropriate building administrator and can be sent home. Should they be sent home the following guidelines will be used:

- a) 1st time sent home, it will be for  $\frac{1}{2}$  day
- b) 2nd time sent home, 1 day
- c) 3rd time sent home, 2 days
- d) 4th time, student may be withdrawn from the school

#### Bullying Policy:

Miami Shores Presbyterian Church School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. In accordance with federal, state, and local policies, procedures and practices, MSPCS expressly prohibits the bullying, harassment or intimidation of any person, by any means or method, which occurs on school property, on school vehicles or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system.

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

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

Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action or withdrawal from the school.

#### Student Creed Regarding Bullying and Harassment

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

## **Addendum #02**

### **Biting/Pushing Policy**

Biting is common yet challenging behavior in preschool settings. While these actions can be a child's way of communicating frustration or unmet needs, they can also pose risks to the well-being of other children and staff. Our preschool's biting and pushing policy is designed to balance understanding these developmental behaviors with ensuring a safe and nurturing environment for all.

#### **Immediate Response to Incidents**

When a child is bitten, immediate care is our priority. We:

1. **Provide First Aid:** Offer to apply ice to the bite if the child consents, and clean the wound with soap and water if the skin is broken. For bites on the top of the hands where the skin is broken, we recommend that parents consult their healthcare provider.
2. **Inform Parents:** We notify parents of both the child who was bitten and the child who bit on the same day. Each incident is documented using our standard incident report form, which is signed by the teacher, an administrator, and the parents. The report is kept confidential, and the identity of the child who bit is not disclosed.

#### **Documentation and Follow-Up**

Every biting incident is documented:

- The incident report form includes details of the event and the steps taken in response.
- A copy of the report is given to the parents, and another copy is kept in the child's folder in the office.

#### **Steps for Addressing Repeated Incidents**

1. **First Set of Incidents:** If a child bites twice within a week (five days of school attendance), we arrange a conference with the parents to discuss the behavior and strategies for modification.
2. **Second Set of Incidents:** If the behavior recurs and the child bites twice within another week, the child will be asked to take a two-day break from school. This pause aims to provide time for reflection and development of a plan to address the behavior.
3. **Third Set of Incidents:** If the child again bites twice within a week, we will discuss with the parents the necessity of finding an alternative preschool setting. This step ensures the safety and well-being of all children and staff while recognizing the need for the child to be in an environment better suited to their needs.

## **Understanding and Support**

Our goal is to understand the underlying causes of biting and pushing, such as unmet needs or communication difficulties, and to work collaboratively with parents to address these behaviors constructively. We aim to foster an environment where all children feel safe, supported, and able to learn and grow positively.

By following this policy, we strive to create a safe, supportive, and respectful community for all our preschoolers and their families.

**Addendum #03**  
**Acceptable Usage Policy for Technology**

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

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

**MSPCS TECHNOLOGY USE AGREEMENT**

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

B. Students may NOT bring personal computer software on storage devices to school unless specifically authorized by a member of the school faculty/staff. Should they be authorized, MSPCS is not responsible for any loss or damage to the device.

C. Parents are exclusively responsible for their children who violate the Children's Online Privacy Protection Act. MSPCS may assist families and students in resolving issues of cyber bullying,

or other irresponsible acts, between students who are using these sites illegally.

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

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

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

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

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

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

#### **Addendum #04** **Responding to Challenged Materials Policy**

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

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

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

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

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

**Addendum # 05**  
**Scholarship-Parent Financial Responsibility**

**Scholarships:**

MSPCS welcomes scholarship funding from Step Up for Students, as well as the MSPC Foundation.

Elementary School Opportunities include:

**Church Scholarships**

Elementary Families can apply for a partial scholarship through the church. These annual scholarships and need-based financial aid are offered through the MSPC Foundation. For information about any of our scholarships, please contact the MSPC Foundation at [mspcfoundation@aol.com](mailto:mspcfoundation@aol.com).

**Step Up for Students**

MSPCS accepts Step Up for Students. For more information regarding these scholarships, refer to the Step Up scholarship website: <https://www.stepupforstudents.org/>

**NOTE:** Should a scholarship be used to cover part of the tuition, the Pay-In-Full Discount cannot be applied. Additionally, it is the Elementary family's financial responsibility to cover any tuition or fees not paid by the scholarship company. Under no circumstances will unpaid tuition or fees be forgiven.

**Preschool Opportunities include:**

Church members may apply for a 5% discount on the preschool annual tuition rate; However, these families will not qualify for the pay-in-full discount.

**Parent/Guardian Acknowledgement of the  
2024-2025 Student-Parent Handbook**

**THIS FORM IS TO BE FOUND IN FACTS & NEEDS TO BE MARKED OFF IN FACTS**

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

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

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

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

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

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

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