

# Saint David Catholic School



Parent Student Handbook  
2025 - 2026



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# SAINT DAVID CATHOLIC CHURCH

Dear Saint David School Families,

It is my pleasure to welcome you to the 2025–2026 school year at Saint David Catholic School. As Pastor, I am grateful for your continued partnership in the sacred mission of Catholic education.

This letter serves as the introduction to our Parent/Student Handbook, a vital resource that outlines the policies, procedures, and expectations that help ensure a safe, faith-filled, and academically excellent environment for all students.

Our theme for this school year is “On Holy Ground.” We are reminded that this is holy ground not only because we are part of a Catholic school, but also because of what Jesus promised us: *“Where two or three are gathered in my name, there am I in the midst of them”* (Matthew 18:20). Every classroom, every Mass, every moment shared in prayer and learning becomes sacred because Christ is truly among us.

I would like to extend my heartfelt thanks to all who worked so diligently over the summer to review and update this Handbook. Their efforts ensure that our school community continues to operate with clarity, consistency, and a strong foundation in our Catholic identity.

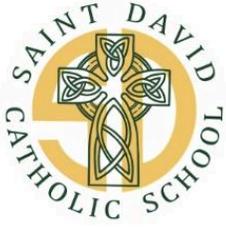
Please take time to read through this Handbook carefully with your child, and refer to it throughout the year as needed. Thank you for entrusting us with your child’s education and formation. I look forward to all that God has in store for us in the year ahead.

In Christ

A handwritten signature in blue ink, appearing to read "Fr. Ryan Saunders".

Rev. Ryan Saunders

Pastor, Saint David Catholic Church and School



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**[www.saintdavidschool.org](http://www.saintdavidschool.org)**

Dear Parents and Students:

Welcome to another exciting school year! As the principal of Saint David Catholic School, it is my pleasure to extend a warm welcome to both returning and new families. We are thrilled to have you as part of our school community.

Our mission at Saint David is to foster a nurturing and stimulating environment where every student can thrive academically, socially, and emotionally. We believe that a strong partnership between school and home is crucial to achieving this mission. Together, we can support our students in reaching their full potential and preparing them for a successful future.

This handbook is designed to provide you with important information about our school's policies, procedures, and programs. It outlines our expectations and the resources available to support your child's educational journey. We encourage you to review the handbook thoroughly and refer to it throughout the year.

Your involvement is key to our students' success. We invite you to engage in school activities, volunteer opportunities, and communicate with us regularly. Your feedback and collaboration are invaluable as we strive to create the best possible learning experience for our students.

Thank you for being an integral part of our school community. Together, we can make this school year an enriching and memorable experience for all.

May God continue to bless our school.

Sincerely,

*Mrs. Michelle Chimienti*

Michelle Chimienti  
Principal

The mission of Saint David Catholic School is to provide a foundation for the nurturing of Catholic faith, traditions, and academic excellence. Our commitment is to develop students who are productive citizens and servants of God.

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## **Parent / Student Handbook**

### **Introduction**

We are blessed and honored to welcome you as a valued member of Saint David Catholic School. An engaging 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.

### **Guidelines for Parent-Student Handbooks**

The disciplinary policies and procedures set forth in the Parent-Student Handbooks are to provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not, however, limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school at the sole discretion of the school administration.

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

### **School Principal or Pastor's Right to Amend**

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.



## Foundational Documents

### Mission Statement for Saint David Catholic School

The mission of Saint David Catholic School is to provide a foundation for the nurturing of Catholic faith, traditions, and academic excellence. Our commitment is to develop students who are productive citizens and servants of God.

### Vision Statement

Saint David Catholic School will be recognized and respected as a leader in the community for the integration of technology for problem solving, lifelong learner and social justice.

### Saint David Graduate at Graduation

Saint David Catholic School graduates will continue to grow in their Catholic faith and academic excellence as well as their commitment to service learning through Catholic Social Teaching so that they are able to meet the demands and challenges of the 21<sup>st</sup> century.



### Statements of Belief

*Whereas Saint David Catholic School was established on a Catholic Faith – Filled Foundation we believe that:*

- Christ is the reason for this school, children should be taught as Jesus taught, and all members of the Saint David Catholic School community (students, teachers, administrators, and parents) will be treated with respect and kindness.
- Our Catholic faith allows each student to grow in knowledge and commitment to become faith-filled disciples.
- A personal relationship with God, along with the preparation of the sacraments, is an integral part of each student's development.
- Each student is a gift from God and unique in his/her talents. He/she has the right and the ability to develop spiritually, academically, socially and physically in a safe, Catholic environment.
- Student learning is a priority in this school, and students learn in diverse ways through a variety of instructional strategies.

- Continuous evaluation and the defining of clear goals ensure that Saint David Catholic School students are reflective and critical thinkers who demonstrate understanding of facts and ideas in all academic disciplines.
- To succeed in the 21<sup>st</sup> century, Saint David Catholic School students use the latest technology and information to solve complex problems.
- By living the Catholic Social Justice Teachings, Saint David Catholic School students become responsible citizens who make good choices with help from God, family and the community.
- Parents, in partnership with the administration, faculty and staff of Saint David Catholic School share the responsibility for their children's spiritual growth and the school's continuous improvement.

### Practice of Religion

Each grade attends Liturgy each week. Students are expected to attend regardless of religious beliefs. Students participate in the liturgy. The graces that children acquire for themselves and their families through this practice are beyond measure.

Habits formed now influence your child's entire future. Your own presence at Sunday Mass with your child will help him/her form this important habit early in life. Your example reinforces the school's efforts and helps your child develop a reverence and love for the Holy Mass.

Confessions are held at specific times during the year. Children in grades 3 and up are encouraged to go to Reconciliation, but are never required to receive the Sacrament.

At our school, we are committed to creating an environment that fosters respect for life and a reverence for Catholic living, truth, and goodness. Rooted in the Gospel of Jesus Christ, our school provides a safe and nurturing atmosphere where Catholic doctrine and values are seamlessly integrated with a challenging academic curriculum. We strive to instill the principles of Catholic Social Justice, helping students grow into productive, compassionate, and responsible members of society. In partnership with families, we work to form graduates who are not only academically prepared but also faithful disciples of Christ, ready to lead with integrity and serve others with love.

Families wishing to have their children baptized or seeking information about faith formation should refer to **Addendum 1 Faith Formation** for more details.

### Accreditation Status

Saint David 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 (ARCA).

## **Admission Policy**

### **Open Admission Policy**

Saint David Catholic 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.

### **Saint David Admission Policy**

Saint David Catholic School will give preference to:

- A. Siblings
- B. Students who are Catholic and whose parents are active members of Saint David Parish and meet our requirements. A determining factor is length of time on the Waiting List
- C. Students who are transferring from other Catholic schools and meet our requirements
- D. Catholic students whose parents are active in and support another parish and meet our requirements
- E. Non-Catholic students who meet our requirements

New students are accepted into the school on a provisional basis. Academic performance, conduct, and effort will be carefully assessed throughout the first year. If a new student has not complied with school regulations during this provisional period, the administration will determine whether he or she will be dismissed from Saint David Catholic School. Given the educational challenges and responsibilities of providing quality education for all students at Saint David Catholic School, students with special needs are evaluated on an individual basis.

Students attending Saint David that hold an outstanding debt by the end of the school year will not be placed on a classroom list for the following school year until such debt has been satisfied and/or may not be allowed to re-register for the following school year. Eighth grade students with an outstanding debt may not be allowed to take finals until such debt is paid in full.

Students with an outstanding debt at the last school attended will not be accepted at Saint David School until such debt has been satisfied.

### **The following records are needed for every student entering Saint David Catholic School:**

- 1. A completed Registration Form
- 2. A copy of your child's Birth Certificate and Baptismal Certificate
- 3. Florida State Medical Examination - with a complete record of immunizations as required by the state
- 4. Details of any medical problem that your child may have
- 5. Emergency Procedure Form
- 6. For students entering Grades 1-8, a copy of the previous year's and current report card and standard testing scores.

7. Authorization to Pick Up form
8. Tuition Agreement Form

**All students who are entering school for the first time, must meet the State of Florida requirements:**

- 3 Yrs. old on/by September 1 - Pre-kindergarten
- 4 Yrs. old on/by September 1 - Pre-kindergarten
- 5 Yrs. old on/by September 1 - Kindergarten
- 6 Yrs. old on/by September 1 - 1st Grade

### **Tuition and Fees**

For the school to operate effectively and maintain high standards, we ask the financial assistance of the parents through tuition and fundraising. Your first tuition payment and registration fee are non-refundable and guarantee a position for your child.

- All tuition fees are to be paid in full before records, report cards, etc. are released to another school. Students will not be issued report cards if fees are outstanding, for example library fees including damaged library materials, after care fees, lunch fees and /or tuition fees.
- Tuition payments are due on the 1<sup>st</sup> of each month. All payments not received by the 5<sup>th</sup> of each month will be assessed a past due fee.
- Tuition and fees will be collected by **FACTS TUITION**.
- The above applies to payments over the summer break as well as all others. Should payments not be made during the summer, your child's registration will no longer be valid.
- Parents are responsible for participating in SDCS Wolfhound Improvement Fund.

### **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.

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

## Undocumented Students

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

## Administrative Policies and Information

### Safe Environment/Child Protective Investigations

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

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

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

**However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.**

### Reporting Physical /Sexual Abuse

Florida law provides that any persons, including teachers, administration and staff, who know or have reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare must immediately report such knowledge or suspicion to the Department of Children and Families. 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). Teachers and other school personnel are required to provide their names to the hotline staff. The school will cooperate with all child protective investigations by the DCF or local law enforcement.

In addition, in instances of suspected or known child abuse that involves the impregnation of a child under the age of 16 by a person 21 or older, reports are to be made immediately to the county sheriff's office or other appropriate law enforcement agency.

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 the 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 disallow school staff members' presence during these interviews.

### **Divorced/Separated Parents**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

### **Custody Issues/Rights**

In the case of divorced parents, it is with the parent who has legal custody of the child that the school will interact. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. In accordance with Florida Statute 61.13(3), the school will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

### **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. A violation of this policy will constitute a breach of the parental cooperation requirement.

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

## Electronic Acknowledgements

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

**In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.**

## Emergency Drills

Emergency drills such as fire, tornado, and lock down are required by law and will be held throughout the school year. Students must listen carefully to the instructions given by the teacher. Students remain silent throughout these drills.

## Emergency Procedures

The Emergency Plan has been developed as mandated by the Archdiocese. Various community resources, such as fire and police departments have been consulted in the course of developing these procedures. Specific personnel assignments have been made, equipment has been procured, the school’s emergency fire plan has been prepared and a quadrant map of evacuation areas has been developed.

An on-duty law enforcement officer is stationed on our school campus to help ensure the safety and security of all students, staff, and visitors; however, officer presence may vary depending on law enforcement availability. In the event of an emergency, the officer will assess the situation and determine the appropriate procedures to follow in coordination with school administration and emergency response protocols. All staff, students, and parents are expected to follow the guidance provided by the officer to maintain order and safety.

- The principal or designee will give emergency code over the intercom and sound an alarm if an emergency occurs. If necessary, faculty and staff will evacuate children by class groups to fire drill areas on school grounds or to more distant staging areas. Choice of staging area will be determined by the nature of the emergency.
- In the event that an evacuation beyond school grounds becomes necessary, the school will follow the directives of administration and first responders to ensure the safety and well-being of all students and staff. Parents will be notified as soon as it is safe and appropriate to do so, and clear instructions regarding student reunification will be provided. The safety of our school community remains our highest priority during any emergency situation.

- During severe weather conditions, parents are permitted to pick up their children under the awning in the designated dismissal area. If a parent chooses to leave this area and return to their vehicle on foot, the school is not responsible for any incidents or injuries that may occur due to lightning or other weather-related hazards. The safety of all students and families is a priority, and we strongly encourage everyone to use caution during severe weather events.
- In the event of a tornado warning (weather radio will operate continuously on school premises), students will be sheltered in the previously assigned first floor classrooms.
- If a bomb threat occurs, no one will be permitted to enter the school building. Everyone will evacuate immediately. Cars will not be permitted to drive in and out of the school driveways and parking lots while a bomb threat exists. Do not use cellular phones as they could possibly detonate the bomb.
- In the event we must move the children, it will depend on the location of an emergency, as to whether we go north, south, east or west.

**In all emergency situations, we ask that parents remain calm and follow all school procedures to ensure the safety of everyone involved. Staying composed allows staff and first responders to effectively manage the situation and helps maintain a secure environment for all students. Your cooperation and patience are essential during these times.**

### **School Closures**

If such an emergency arises during school hours, parents are encouraged to come to school and pick up their children. Although Broward County School District decisions are important factors as we consider our options, the Archdiocese of Miami Catholic schools DO NOT follow the decisions of local public-school districts. Should our school need to close, we will notify parents directly. Closures may also be reported on local news stations.

**PARENTS, PLEASE FOLLOW RADIO AND TV ANNOUNCEMENTS.**

### **Trespassers**

The school has a lockdown procedure in place, including a system designed to alert staff of potentially dangerous trespassers. All personnel are instructed to report any suspicious activity to the front office immediately. In the event of a threat, the on-duty law enforcement officer will assess the situation and determine the appropriate actions to maintain order and ensure the safety of all students and staff. The cooperation of the entire school community is essential in responding effectively to any potential danger.

## Lightning Policy

Saint David Catholic School has a Lightning Prediction System which provides adequate warning so that appropriate shelter can be taken prior to a lightning strike. When a dangerous storm threatens, a loud air horn will sound to alert students to proceed inside. The sound is followed by strobe lights located on the roof line in front of the school building. The light will remain active during the "RED ALERT " and will continue until the danger has passed, at which **time** three short blasts of the air horn will sound the "ALL CLEAR". If you see these lights when you arrive for pick-up, please park your car in the parking lot and proceed to your designated pick up area. **DO NOT PARK YOUR CAR IN FRONT OF THE SCHOOL BUILDING.**

## School Office and Records

### Hours of Operation

#### School Hours

7:50 a.m. to 2:45 p.m.	Grades 6 – 8
7:50 a.m. to 2:45 p.m.	Grades PreK
7:50 a.m. to 3:00 p.m.	Grades K – 5

#### School Office Hours

7:30 a.m. to 3:30 p.m. on all full school days  
7:30 a.m. to 3:30 p.m. on early dismissal days

**School office will be closed between 2:00-3:15**

**To ensure the safety of our students and staff during the busiest part of the school day, the school office will be closed for early dismissals between 2:00 PM and 3:15 PM. Any students needing to leave early must be picked up before 2:00 PM. Students not picked up before this time will be dismissed at the regular dismissal time. Thank you for your cooperation and for helping us maintain a safe and orderly environment.**

### Supervision: Before and After School Hours

The school authorities are not responsible for children left on the school property before 7:20 a.m. No student is allowed to play on the school grounds before classes or after school is dismissed unless they are participating in a school supervised activity. Parents are responsible if an accident occurs and this policy has not been heeded.

Non-membered students may not attend after school activities unless accompanied by an adult. This includes attending a brother or sister's athletic game or school activity. Coaches and activity moderators are responsible for only those students officially enrolled within their activity.

### **Text Messaging/Telephone Calls**

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

### **Emergency Contact Information**

**All personal and emergency contact information is taken directly from Rediker, our school information system. It is the responsibility of parents and guardians to keep their emergency page in Rediker up to date at all times. Accurate and current information is essential to ensure that we are able to reach the appropriate contacts promptly in the event of an emergency or important school communication.**

### **Immunization Records**

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

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

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

### **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 Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

**\*\*\*Please ensure a physician's signature is present on all medication forms.**

### **Peanut Allergy Policy**

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

All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

### **Insurance**

The Archdiocese purchases a liability insurance policy which covers the students during the times that the students are involved in school-sponsored activities or are traveling to or from a school sponsored activity. Your cost is included in fees paid at the opening of school. This policy is secondary to your own private insurance. After filing with your primary insurance, you would then submit the balance of charges to the Archdiocesan carrier who will review your claim and be in direct contact with you, not the school. All students must be covered by health insurance.

### **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.
  - a. 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.
  - a. Parents or eligible students who wish to ask the School to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. 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.
  - b. 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

## Withdrawals

Please notify Administration in writing at least two weeks in advance stating your reason for withdrawal. Library books and texts belonging to the school are due to be returned and all school accounts settled before a transfer will be issued. No records will be forwarded unless all accounts are current.

## Records - Transfer of Student Records between Schools

When a student transfers from one school to another, a school official forwards the student's cumulative record to the receiving school upon request.

1. All records must be requested by specific category, reasons given for the request, and the name of the individual(s) requesting the records.
2. Notification concerning the transfer is usually accomplished when the student's parent(s)/legal guardian or the student, if 18 years of age, requests an educational institution to send the records.
3. The school records of students transferring from Saint David Catholic School will be mailed only to the new school where the child/children will be attending. No official school records will be given directly to the parents. No records will be sent out unless all financial accounts have been paid in full. Families with outstanding debts will have the records held until payment has been made.
4. Parents requesting transfer of their children's school records are asked to put the request in writing and submit it to the school office Administrative Assistant.
5. Report cards and/or transcripts may be withheld until all financial obligations have been settled.

## Attendance and Punctuality

### Attendance

Florida law states that children who are six (6) years old by September 1st must attend school every day until their sixteenth (16th) birthday. School administrators, parents, and students must work together to see that the law is obeyed. Our attendance regulations seek to help students develop habits that will serve them best while in school and in later years. They are as follows:

**Florida State Law** requires students to attend classes one hundred eighty days (180), which constitutes a school calendar year. We realize of course, that sickness and family emergencies will arise during the school year. Students who miss more than twenty (20) days of school are candidates for retention, subject to the principal's discretion. Our attendance regulations seek to help students develop habits that will serve them best while in school and in later years. They are as follows:

1. Parents have the responsibility to see that their children are on time for school. A student is tardy after the 7:50 a.m. bell has rung. Excessive tardiness will be noted on your child's report card.

2. Unless arrangements have been previously made with the administration, a child absent for fourteen (14) days or more in one marking period, will not receive a report card.
3. Students missing ten (10) or more days per semester of unexcused absences per semester shall be referred to the principal. The principal shall meet with the parents to define a specific plan to improve attendance.
4. When a child returns to school after a contagious illness or has had a rash, a doctor's note is required.

### **Perfect Attendance**

A student must be in attendance for a **full** day of school each day of the grading period to receive recognition for perfect attendance.

### **Absences**

Student absences are classified as either excused or unexcused.

**Excused Absences:** These include student illness, a death in the immediate family, or other serious emergencies as approved by administration. Proper documentation will be required.

**Unexcused Absences:** These include, but are not limited to, vacations, non-school sports tournaments, extended weekends, regularly scheduled doctor or dentist appointments, and both internal and external suspensions. Unexcused absences may result in missed work or assessments that cannot be made up. Families are encouraged to schedule appointments and trips outside of school hours.

### **Tardiness**

If a student is late (is not in class by 7:50), he/she must report to the office for a Late Pass. This slip is given to the homeroom teacher. Repetitive lateness will have an adverse effect on a student's education and is disruptive to fellow classmates, teachers, and office staff. Tardies are noted on the school records and the report card. Arrangements must be made to have students at school on time each day. A doctor's note must be given to the school office upon the student's arrival for it to be considered an excused tardy if they have been to the doctor, dentist, or other validated appointment.

Students are required to arrive at school no later than 7:50 AM. If the student arrives later than 10:00AM, their attendance will be documented as a half day. Likewise, students dismissed before 1:00 PM will also be documented as a half day.

### **Trips and Vacations**

The annual school calendar is distributed to families in June and outlines all school holidays and closings for the upcoming academic year. Parents are strongly encouraged to consult the calendar before making plans for trips or vacations. Vacations taken outside of regularly scheduled school breaks are highly discouraged, as students miss valuable instructional time and classroom

learning that cannot be replicated. Teachers are not required to provide work in advance or re-teach material covered during a student's absence. **Missed tests and assignments due to unexcused absences will receive a grade of zero.**

### **Early Release School Days**

Certain days during the school year will be designated as early release days. Students will be dismissed at the following times:

PreK 3 & 4 12:05 p.m.

Grades 6-8 12:05 p.m.

Grades K-5 12:15 p.m.

On these days we ask that all children be picked up PROMPTLY. On Early Dismissal Days, any student not picked up by 12:00 p.m. (first dismissal) and 12:15 p.m. (second dismissal) will be sent to the After-School Care Room. A fee will be assessed.

### **Early Release from School/Appointments**

Parents are asked to limit appointments during school hours. Should this occur, an email must be sent to the teacher and submitted by 8:00 a.m. on the morning of the appointment. Students will be released from class only through the school office to a parent or designated guardian. Students must be signed out when leaving and when returning. Students who leave school for a doctor's appointment must bring a note from the doctor when returning to school.

### **School office will be closed between 2:00-3:15**

**To ensure the safety of our students and staff during the busiest part of the school day, the school office will be closed for early dismissals between 2:00 PM and 3:15 PM. Any students needing to leave early must be picked up before 2:00 PM. Students not picked up before this time will be dismissed at the regular dismissal time. Thank you for your cooperation and for helping us maintain a safe and orderly environment.**

### **Make-up Work from Absences**

Punctual and regular attendance is required of all students, and is the responsibility of the parent or guardian. Excessive absences have a detrimental effect on the student's academic progress. Florida laws addressing compulsory attendance are specified in Statute 1003.21. Students are expected to be present and engaged in instructional/ learning experiences for at least one hundred eighty (180) days of the academic year.

If your child is absent from school, you are required to **call the school office or email the homeroom teacher by 8:00AM** to let the school know why your child will not be in school. **A doctor's note is required upon return to school when a student is absent three (3) or more consecutive days.** A student who is absent more than 20 days in a year may not be promoted to the next grade unless the principal grants an exception based on chronic illness and determines a

way in which the student may receive additional instruction. Excessive, unexcused absences may result in grades being withheld pending implementation of appropriate interventional strategies and remediation which may include summer school.

**Excused Absences:** These include student illness, a death in the immediate family, or other serious emergencies as approved by administration. Proper documentation will be required

**Unexcused Absences:** These include, but are not limited to, vacations, sports tournaments, extended weekends, regularly scheduled doctor or dentist appointments, and both internal and external suspensions. **Unexcused absences may result in missed work or assessments that cannot be made up.** Families are encouraged to schedule appointments and trips outside of school hours.

It is the responsibility of the student to obtain and complete all assignments missed during an absence. While teachers do plan ahead, it is difficult to assign work well in advance. If work is provided before the absence, **that work is required to be returned upon returning to school.** For students in grades PK3 through 5, it is required that the parent or guardian speak to the teachers and obtain the work to be done. Students in 6<sup>th</sup> through 8<sup>th</sup> grade are required to speak to the teacher(s) themselves in order to obtain the work to be done. If a student is absent one day, the make-up work will be due the day after returning to school. One make-up day is allowed for each additional day's absence. In some cases, make-up tests and quizzes will be completed after school hours. At the parent's request, after the **second day** of an excused absence, missing work will be sent to the school office for pick up. Parents should notify the homeroom teacher. **Teachers reserve the right to disallow make-up work for unexcused absences.**

### **Middle School Exams**

Examinations will not be administered earlier than their scheduled dates. Report cards cannot be issued without exam grades, so it is important to plan trips and vacations in accordance with the school calendar. **Unexcused absences from exams will result in a zero for the missed assessment.**

### **School Events/Activities**

Any student absent from school on a given day may **NOT** participate in any school function for the entirety of the day (i.e. sports, plays, musicals, dances, etc.).

### **School Policy and Information**

#### **Accident or Illness at School**

If a student is feeling unwell or has been injured, they must first inform their teacher. The teacher will then provide permission to go to the Clinic. A qualified staff member in the Clinic will assess the situation and determine the appropriate course of action. Student injury/accident reports will be sent home on the same day in which the accident or injury occurs whenever possible. Students are not permitted to use personal devices to contact parents regarding illness

or injury. The school will call parents. You are expected to arrange to have your child picked-up as quickly as possible after receiving the phone call. School clinics, by law, are for first-aid only and may **NOT** dispense medication.

**We ask that you not send your child to school if any of the signs/symptoms listed below are present.**

**Vomiting or diarrhea within last twenty-four (24) hours**

**Fever within last twenty-four (24) hours**

**Sore/red eyes or watery eyes**

**Rash**

**Earache, drainage from the ears**

**Excessive mucus from nose, particularly greenish-yellow mucus**

**Lice, Ringworm or Impetigo**

Please be certain that the Office and homeroom teacher have the correct information for Emergency Contact, and be sure that your contacts know that they are your emergency people. Please notify the office of any changes during the school year. It is imperative that the office has emergency numbers to contact parents during the day. Office/ work phones and cell phone numbers are important information that should be included.

### **Medical Accommodations**

Parents must request in writing to the principal, accommodation for their child if the child has an injury and is unable to climb stairs. **A doctor's note must also accompany the parent's request.**

### **Physical Education**

All students are expected to participate in gym classes unless a written excuse from a doctor is in the school office. All students must wear proper gym attire. Students who have been unable to participate in P.E. because of sickness, fracture, etc., must present a letter of release from their attending physician to return to activities.

### **Communicable Diseases and Related Items**

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration

and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

### **Care of Personal Effects/Lost and Found**

Please mark personal items, gym shoes, etc. with name tapes or other forms of identification and help your children learn to exercise responsible concern for all of their possessions. Students should search "Lost and Found" and other areas of the school before concluding that another person has taken their belongings. Lost/found items are put in the library for one week, and then given to the needy if left unclaimed.

### **School Property**

Accidental damage to school or church property is to be reported immediately to the school office. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property must be brought to the principal's attention. Reparation of property damage will be the financial obligation of those guilty of the damage. This may also be a cause for suspension and/or dismissal from Saint David Catholic School.

Please be mindful that report cards will be held if library fines, including damaged, lost or overdue book fees are not settled.

### **Telephone Use**

No student will be allowed to use the office telephone except for emergencies. Forgotten books, money, social plans, etc. **DO NOT** meet emergency status. Cellular phones are not permitted at school.

### **Cell Phones and Electronic Devices**

**Cell phones are prohibited unless pre-authorized by administration. Electronic games, smart watches (or any kind of wearable technology), any device for listening to music, any device for watching videos, any device for communicating, CD's, DVD's, toys, games are prohibited. Prohibited items may be confiscated.**

**Students are to turn cell phones into the office before proceeding to class. If students are found with phones during the school day, parents must retrieve the phone in the school office and a demerit will be given to the student.**

### **Community Service Activities**

Community service activities are not school activities and Saint David Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Saint David

Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

### **Lunch Services and Lunchroom**

Saint David Catholic School provides a nutritious lunch program. Parents are asked to utilize the online service to prepay your student's meal account. This service offers the ability to monitor your children's meal purchases. The lunch program will be available every full day of school. In the event a student forgets lunch, a lunch will be provided by the cafeteria and a charge will be applied accordingly to the student's account. All students are expected to obey the person in charge of the lunch hour. Since it is a communal area, proper manners and a low tone of speaking are the only acceptable behaviors. Students are responsible to dispose of their trash and to wipe off the table area before leaving the dining room. Parents are not to have lunch in the Dining Hall with their child as this makes the other children feel left out.

Parents are permitted to drop off forgotten lunches during the school day. However, in order to maintain a healthy and distraction-free environment, lunches from outside restaurants (such as Chick-fil-A, McDonald's, or similar establishments) are not allowed. All lunch drop-offs must follow school guidelines and should be delivered in plain lunch containers or bags. Thank you for supporting our efforts to create a consistent and focused learning environment.

### **Classroom Celebrations**

When parents are invited to a class party ***they may not bring siblings***. Parents should be mindful of appropriate dress when attending school functions. Any parent/person attending a school function on campus must be VIRTUS trained and fingerprinted.

**\*\*Invitations to outside personal parties/events will only be dispersed if there is an invitation for each student, boys/girls in the class.**

### **Drop Off and Dismissal Procedures**

**For the safety of your children, please strictly adhere to these guidelines.**

Students are not to be dropped off before 7:20 A.M. There is no supervision before this time. All students are to be dropped off in the morning by car in front of the school and picked up by car following the same procedure.

### **Arrival**

**For the safety of your children, please strictly adhere to these guidelines.** Following the proper arrival/drop-off procedure will ensure a safe start to your child's day. Students are not to be dropped off before 7:20 A.M. There is no supervision before this time. All students are to be dropped off in the morning by car in front of the school and picked up by car following the same procedure. Parents must stay in their cars and use the traffic pattern in front of the school buildings. **No parent is permitted to walk his or her child across the parking lot at either**

**drop-off.** Car seats or booster seats must be located on the passenger side of the car. Backpacks cannot be located in the trunk of the car. School begins for all students at 7:50 am. Please allow enough time for your student to arrive at their classroom and be settled and ready to start their day by this time.

**Parents are asked not to use cell phones as they drive through for drop-off. For the safety of our students, your full attention is required when dropping off students.**

### **School Events**

When attending parties, book fairs, etc. on school campus, parents are to drop their children off in the designated area before parking their car.

- **Parents may not go directly to a classroom to speak with a teacher.**
- **All visitors must check in with the school office.**
- **All parents who wish to volunteer at school must be fingerprinted and attend a Virtus training class. Active parents must remain current on reading Virtus Bulletins. There are no exceptions to this policy.**

### **Dismissal**

Students are expected to be in school for the duration of the entire school day. While it is understood that doctor and dentist appointments cannot always be made before or after school hours, you are highly encouraged to do so whenever possible. Written notification from the parent or guardian stating why the child must leave early should be sent with the child and submitted to the office on the day of the scheduled early leave. Please keep in mind that children who leave early from school may miss vital information being presented by the teacher, not to mention that the process of having a student pack up while a lesson is being presented is disruptive to the class in general. Children who are leaving early will be called to the office for dismissal. Parents must present themselves at the school office and sign the early release log.

**School office will be closed between 2:00-3:15**

**To ensure the safety of our students and staff during the busiest part of the school day, the school office will be closed for early dismissals between 2:00 PM and 3:15 PM. Any students needing to leave early must be picked up before 2:00 PM. Students not picked up before this time will be dismissed at the regular dismissal time. Thank you for your cooperation and for helping us maintain a safe and orderly environment.**

### **Regular School Day Dismissal**

PreK 3 & 4 2:45 p.m.

Grades 6-8 2:45 p.m.

Grades K-5 3:00 p.m.

All parents and guardians are **required to park their vehicles in a designated parking area** and walk to the school gate to pick up their child. **A designated pick up card** must be presented

when entering the campus for dismissal. Students will only be released to individuals who present the official card. No exceptions will be made. Parents and guardians must arrive according to the scheduled time for the child's grade level. Staggered dismissal times help reduce congestion and ensure a smooth and efficient process. Any changes to your child's dismissal arrangements must be communicated to the front office **in writing** prior to 12:00 PM on the day of the change.

On regular dismissal days students that are not picked up by 3:15 pm will be sent to the After-School Care room. A fee will be assessed.

If middle school students have siblings in K - 5, they will be dismissed in the second dismissal with siblings beginning at 3 p.m.

### **Transportation**

Be sure your child understands transportation arrangements before leaving home in the morning. Avoid calling the school office at the last minute to get a message to your child, thus eliminating the need to interrupt class. Transportation for all students should be provided at regular dismissal time. Students who ride the public bus or walk to school, or ride a bike to school must have written permission on file in the school office.

**STUDENTS MAY NOT BE PICKED UP FROM SCHOOL IN LIMOUSINES TO ATTEND AFTER SCHOOL ACTIVITIES.**

### **Transportation Arrangements**

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

### **Field Trips**

Each class will take part in field trips of an educational nature during the school year, as planned by the teacher. Appropriate instruction shall precede and follow each field trip. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and behavioral requirements. Permission slips for these trips must be completed and signed by the parent.

**A CHILD MAY NOT PARTICIPATE IN THE FIELD TRIP IF THE PERMISSION SLIP IS NOT RETURNED; VERBAL PERMISSION IS NOT SUFFICIENT.**

A substitute note written by parents **CANNOT** be accepted in place of the school permission slip. Unless otherwise designated, students will wear school uniforms on such field trips. When parents are asked to drive their own vehicles for field trips, they **MUST** present the school office with a current copy of their driver's license and insurance. Parents must carry insurance of 100/300,000 to drive. This is stated on the insurance declaration page. Saint David Catholic School cannot accommodate siblings at class parties or on field trips.

### **Parking/Traffic**

For the safety of all the children, please abide by the parking and traffic directives. Never park directly in front of the school building. This is a fire lane and must remain accessible throughout the day. No cell phones are to be in use during Drop off or Dismissal times. **DO NOT** park in handicapped spaces if you do not have a handicapped sticker. **DO NOT park in the marked Church/Staff parking spaces.**

### **Private Tutoring, Coaching or Lessons**

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

### **School Parent Communication**

Notices Announcements and general notices will be sent home either via email, hard copy, E-newsletter or on email/ text blasts during the school year to keep you informed about school activities and expectations. Please read these publications carefully and, when requested, sign and return them to school promptly. An E-newsletter will be published throughout the school year. Articles may be submitted to the principal for publication in our E-Newsletter.

### **Visitors on Campus**

Visitors must first gain admission through a door "buzzer" and camera system at the front gate. All parents and visitors on school property for any reason during the day **MUST** report to the school office first. Permission to be on school property may be granted from this office only. Visitors must sign in and be given a Visitor's Badge to wear while on an official visit to the school community. Upon leaving the school, parents and visitors are asked to return to the school office to sign out.

## Use of Photos

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

## Academic Policies and Religious Education

### Curriculum Policy

The primary goal of the program of instruction in the Archdiocese of Miami Schools is to provide learning experiences aimed at developing the values, attitudes, knowledge and skills necessary for the student's intellectual, moral, social, emotional and physical development. The curriculum guidelines issued by the State Department of Education and the Office of Catholic Schools will serve as the basis for the curriculum developed at each local level to serve the needs of the students. Textbooks are selected from an approved list prescribed by the Archdiocese of Miami Schools and are kept current. The curriculum followed by Saint David Catholic School is approved by the Archdiocese of Miami and the Florida Catholic Conference. Any program held in the school must be attended by all students, unless the program has been defined as optional. The concept of development and achievement based on self motivation, respect, trust, and fairness will help create a school environment of enthusiasm, cooperation and awareness that one can make a difference.

### SEL Curriculum Policy Pre K-Kindergarten

#### Final Teaching Strategies GOLD Individual Child Report

Each Pre-K and Kindergarten student will receive a Final Teaching Strategies GOLD Individual Child Report. This comprehensive report reflects the child's developmental progress across multiple learning domains, including social-emotional, physical, language, cognitive, literacy, and math. The report is based on ongoing observations and assessments conducted throughout the year and serves as a valuable tool for understanding each child's growth and readiness for the next stage of learning.

### Plus Portals

Teachers will post student grades weekly on Plus Portals.

## Electives

Elective courses offer middle school students the opportunity to explore interests beyond the core curriculum. These courses are designed to enhance students' educational experience by providing exposure to a variety of subjects, encouraging creativity, critical thinking, STREAM careers opportunities and practical skills.

Each elective course has specific learning objectives that align with our educational goals.

Students enrolled in elective courses are expected to:

- **Engagement:** Actively participate in all class activities and discussions.
- **Effort:** Show consistent effort in completing assignments and projects.
- **Respect:** Demonstrate respect for instructors, peers, and classroom materials.
- **Responsibility:** Meet deadlines and manage time effectively.

Elective courses are assessed based on participation, assignments, projects, and exams. The grading criteria may vary by course but generally include:

- **Class Participation:** Active engagement and contribution to class activities.
- **Assignments:** Timely and accurate completion of homework and classwork.
- **Projects:** Quality and creativity of projects, demonstrating understanding and application of course material.
- **Exams/Quizzes:** Performance on tests that assess knowledge and skills learned.

Regular attendance is crucial for students to fully benefit from elective courses. These classes often involve hands-on activities, group projects, and interactive learning experiences that are difficult to make up outside of class time.

### **Elective Course Attendance Policy:**

- **Consistency:** Students are expected to attend all elective classes regularly. Consistent attendance is essential to keep up with the coursework and participate in collaborative activities.
- **Punctuality:** Students should arrive on time for each class. Late arrivals can disrupt the learning environment and may result in missed instructions or activities.
- **Reporting Absences:** If a student is unable to attend a class, parents must inform the school as soon as possible. This can be done by calling the school office or using the designated online reporting system.
  - **Excused Absences:** Absences due to illness, will be considered excused with a doctor's note. However, students are still responsible for completing missed work. It is the student's responsibility to coordinate with their teachers.
  - **Unexcused Absences:** Unexcused absences may affect a student's grade and their ability to participate in class activities. Assignments missed due to an unexcused absence, will result as a zero for the missing date of the elective class. It is important to minimize unexcused absences to ensure a student's success in the course.

- **Elective Panels:** Students are expected to attend all elective panels at the end of each semester. Elective panels play a significant role in enhancing students' educational experiences by providing guidance and a deeper understanding of various elective courses. **Any student who is not in attendance without a doctor's note, will receive an automatic zero for their final elective panel grade.**

## Grading System

The method of reporting student progress from Pre-Kindergarten through Grade 8 is the Archdiocese of Miami Progress Report issued on a quarterly basis.

### **Pre-Kindergarten through Second Grade**

Students will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as exceeding expectations level and 1 as emerging skills level. The scale is:

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

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

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

- + Area of strength
- S Satisfactory performance
- - Area of weakness
- NA Not assessed this quarter

### **Grades Three through Eight**

Grades Three through Eight will receive a percentage grade. The grading scale is:

- 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 Electives) and enrichment subjects (Art, Music, Physical Education, and World Language).

## Honor Roll

### Principal's List

95-100 in the core subject areas (religion, language arts, mathematics, social studies, and science); A grades (90+) in all non-core subjects.

### First Honors

93-100 in the core subject areas (religion, language arts, mathematics, social studies, and science), B grades (80) or above in all non-core subjects.

### Second Honors

85-100 in the core subject areas (religion, language arts, mathematics, social studies, and science). B grades (80) or above in all non-core subjects.

Traits: If a student receives a minus ( - ) in the active learner traits of Responsibility and/or Self-Regulation, he/she will not be eligible for honor roll.

## **PRINCIPAL'S LIST, FIRST HONORS, SECOND HONORS BEGIN IN FOURTH GRADE**

## National Junior Honor Society

Candidates are selected at the end of their seventh grade for membership during their eighth grade. Candidates must have a 93 or better average in religion; a 93 or better average in core subjects; and have high averages in enrichment classes and Active Learner Traits.

Once candidates are identified based on their high academic achievement, they are reviewed and evaluated in accordance with the guidelines of the National Organization of the National Junior Honor Society in the following areas: **leadership, character, service and citizenship.** **Candidates for NJHS should have an additional twenty (20) hours additional service hours.**

Members must comply with school rules and the NJHS Constitution and By-Laws.

## Student Council

Student Council is primarily a service organization whose officers, from fifth, sixth, seventh and eighth grades, are elected by the student body for one school term. All students in the third, fourth, fifth, sixth, and seventh grades who get written approval from teachers and administration may run for the following term. Students that run for Student Council Office must display **leadership, character and citizenship.** **Candidates should have no incomplete grades on their report cards and no more than three demerits in one school year.** Student Council Office Elections are held at the end of the school year for the following year.

## **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

## **Curriculum Accommodations**

In keeping with the philosophy and mission of Saint David Catholic School, we recognize that some students may require special learning accommodations in order to reach their full academic potential. To ensure that any accommodations provided are educationally sound and academically appropriate, the following procedures must be followed:

To be considered for accommodations, families must submit a current psycho-educational evaluation conducted by a licensed clinical psychologist. The evaluation must include a formal diagnosis and clearly stated recommendations for support. All documentation must be submitted to the school and updated every three years to ensure a continued and accurate understanding of the student's learning needs.

Saint David Catholic School does not offer a formal Special Education program; however, we are committed to supporting students who require minor accommodations due to a documented disability. While we do not provide extensive services, the school offers reasonable accommodations within its educational programs, activities, and environment.

## **Section 504 – Policy Statement**

Saint David Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Saint David Catholic 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: Mayte Hernandez (954) 472-7086. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. LaToya White, Associate Superintendent  
Office of Catholic Schools  
Archdiocese of Miami  
9401 Biscayne Blvd.  
Miami Shores, FL 33138

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

## Confidentiality Statement

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

## Guidance

The Guidance program at Saint David Catholic School nurtures the social and emotional well-being of every student. Through a blend of faith-based principles and evidence-based practices, we empower students and families to navigate life's challenges with grace and confidence. From fostering healthy relationships to cultivating inner peace, our program equips students with the tools to thrive academically, emotionally, and spiritually.

## Guidance Program

- **Academic Support:** Assist students in setting academic goals, developing study skills, and accessing resources to achieve their full potential.
- **Personal and Social Development:** Help students develop interpersonal skills, self-awareness, and resilience to manage personal and social challenges effectively.
- **Mental Health and Wellbeing:** Promote mental health awareness and provide resources for students to maintain their emotional wellbeing.

Guidance caseload will be determined by administration and faculty based on student's needs, behavioral plans, and parent requests.

## Guidance Request Policies

The Guidance program will initiate a two-week window throughout the start of each quarter where parents/guardians may submit a guidance request. Requests will be reviewed at the end of the two-week cycle. The Guidance Counselor will be in further communication with the parents/guardians regarding next steps.

## Student Support

A push-in support program is provided for students who require additional assistance with their learning. This program allows support staff to work directly within the classroom alongside the teacher, offering targeted academic help while allowing the student to remain engaged with the core curriculum and classroom activities. The goal is to provide personalized support in the least restrictive environment to help each student succeed.

## Student Progress Check In

A **Student Progress Check-In** is a formal means for teachers to communicate with parents

when a student's preparedness and academic progress is not meeting classroom expectations or standards. Teachers work closely with students to support their growth and help them achieve success.

At Saint David Catholic School, we believe in proactive and transparent communication with families. To support this, **Student Progress Check-Ins**—in the form of two progress reports issued through Plus Portals—will be provided during each marking period. These reports ensure that parents are regularly informed of their child's academic performance and any areas requiring additional attention.

Student Progress Check-Ins will also reflect any missing assignments or zeros, ensuring that these deficiencies are acknowledged and addressed in a timely manner by the student. Parents are encouraged to work collaboratively with their child and the teacher to support continued academic improvement and accountability.

### **Promotion and Retention Policy**

At Saint David Catholic School, it is our goal to support every student in achieving academic success and reaching their full potential. All students should be promoted unless it is determined that retention would provide substantial educational benefit. In such cases, a written statement from the teacher must be placed in the student's permanent record, clearly explaining the reasons for the recommendation.

If retention is being considered, two written notices must be sent to parents. These notices must be signed by the parent or guardian and returned to the school. Copies will be retained in the student's file. Final decisions regarding retention will be made only after thorough consultation between the teacher, administration, and the student's parents.

To be promoted to high school, students must earn a **passing average in all subjects**. A failing grade ("F") in any **two major subjects** may result in retention and non-acceptance at the high school level. Major subjects include:

- Religion
- English Language Arts (ELA)
- Reading
- Mathematics
- Science
- Social Studies

In addition to the major academic areas, students are also expected to demonstrate proficiency in the following subjects:

- Electives
- Physical Education
- Foreign Language

## Summer School

Students who do not master grade-level standards during the school year **will be required to attend summer school**. In certain cases, **summer school attendance will be mandatory for both promotion and re-enrollment** at Saint David Catholic School.

For students in **grades 6–8**, an incomplete or failing grade in a subject **will require summer school** in order to make up the credit and qualify for promotion and continued enrollment.

## Homework

Homework is intended to reinforce ideas learned or to extend or deepen knowledge. It is also a valuable practice in the development of responsibility and the exercise of initiative. It is important that parents ensure that each child has a suitable place for home study and sufficient time for the proper completion of each assignment. Parents should regularly observe their child as he or she does his or her homework, and should always check all work when completed.

If you feel that your child is encountering difficulty in doing the assigned work, or that the length of the time required to do the work is causing frustration or incomplete work, you should inform the teacher about the nature of the problem. In this way, parents, teachers, and students can begin to look for solutions to specific problems relating to homework.

All homework missed by middle school students due to absences are required to be made up by the student. If students are absent for 1 or 2 consecutive days, they will make up all work upon return to school. Parents may not request work, it is the student's responsibility. If a student is absent for 3 consecutive days the parent may request work.

## Make Up Assignments

It is the responsibility of the student to obtain and complete all assignments missed during an absence. While teachers do plan ahead, it is difficult to assign work well in advance. If work is provided before the absence, **that work is required to be returned upon returning to school**. For students in grades PK3 through 5, it is required that the parent or guardian speak to the teachers and obtain the work to be done. Students in 6<sup>th</sup> through 8<sup>th</sup> grade are required to speak to the teacher(s) themselves in order to obtain the work to be done. If a student is absent one day, the make-up work will be due the day after returning to school. One make-up day is allowed for each additional day's absence. In some cases, make-up tests and quizzes will be completed after school hours. At the parent's request, after the **second day** of an excused absence, missing work will be sent to the school office for pick up. Parents should notify the homeroom teacher. **Administration reserves the right to disallow make-up work for unexcused absences.**

## High School Credit

All middle school students who take Algebra 1 Honors or Geometry Honors who achieve a "C" or better will earn high school credit. Placement into these classes are based on standardized test scores, placement test scores, and teacher recommendations. These classes are high level

academic classes and success in the classes require an understanding of higher math concepts and dedication to learning.

### Appointments and Conferences

Our teachers' primary focus during classroom hours is on their entire class. It is best to call for an appointment or conference in advance. Appointments can be made by leaving a message in the school office, by writing a note to the individual teacher or email. **All visitors, including parents, must report to the office before entering any part of the school.** This is for the safety and wellbeing of all the children of the school. Teachers and/or administration will notify parents regarding a conference by written note, phone or email.

Parents who wish to meet with a teacher or an administrator must make an appointment in advance. In general, all requests for appointments will be responded to within 24 hours. Please do not approach teachers/administrators during arrival or dismissal as they are actively supervising students.

### Standardized Testing Program

A program of standardized testing shall be conducted annually. For the elementary schools, the Diocese follows the standardized testing program recommended by the Florida Catholic Conference. While individual schools may include additional standardized testing, the FCC program serves as a minimum program to be followed by all elementary schools. The purpose of the testing program includes the evaluation of instruction and the curriculum.

### School Liturgies/Sacraments

The students will participate in liturgies throughout the school year. Children's masses will be held weekly at Saint David Catholic Church. Children will walk with adult supervision to and from the Church. The entire school will celebrate special liturgical holidays and seasons. Opportunities for prayer services and Adoration are also offered for our children. Parents are encouraged to attend the liturgies, but are asked to sit in the parent designated area. **Parents of Catholic students have the moral responsibility to see that their children attend Mass on Sundays and Holy Days of Obligation.**

Parents and family members must arrive at the church prior to 9:00 AM. Doors will open at 8:30 AM and **will be locked at 9:05 AM for safety reasons.** Once the doors are locked, they will remain closed until Mass has ended.

**We understand the importance of attending your child's Mass, but for the safety of all students and attendees, no exceptions will be made to this door policy.**

Please arrive on time if you wish to join us.

All non-Catholic students are required to attend religion classes and be responsible for material covered. They are not required to participate in the Sacraments. Students in second grade prepare for the Sacraments of Reconciliation and Holy Eucharist. Students in the seventh grade prepare for the Sacrament of Confirmation.

Families wishing to have their children baptized or seeking information about faith formation should refer to **Addendum 1 Faith Formation** for more details.

### **Reconciliation**

The sacrament of Reconciliation will be held periodically during the school year. Parents are encouraged as a family to take their children to Reconciliation in their own parishes.

### **Sunshine After Care**

Sunshine Child Care provides after care for Saint David Catholic School students until 6:00 P.M. If interested, please call (954) 236-8850. Accounts must be kept current. If the account becomes delinquent, the student may not attend the after-care program. If a student attends after-care having a delinquent account, parents will be called to pick-up their child immediately at the after-care front desk.

## **Grades for Sports and Other Extracurricular Activities**

### **Student Eligibility**

A student must be in good academic standing (earning a grade of "C" or higher in each class or working to potential as determined by teachers and administration) in order to try out, start on the team and /or continue on the team. Failing grades, lack of effort or inappropriate behavior will result in temporary suspension of eligibility. At that time, the student may not attend or participate in any team practice, competition, or event. The decision to allow the return of the student is made by teachers and administration.

### **Grades**

Students will be withheld from tryouts, scheduled practice or games if his/her grade in a school subject falls to a "D" or lower. Falling grades, lack of effort or inappropriate behavior will also result in temporary suspension of eligibility. Upon receipt of information from the teacher(s) of the subject(s) verifying that the student has shown improvement in effort, the students may return to eligible status. It is the responsibility of the Dean of Students to check on the status of an ineligible student each week. The student will remain ineligible until notification from the teacher(s) is received. A continual lack of effort may result in the student disqualification from the sports team/extracurricular activity.

### **School Attendance**

A student must be in school by 11:00 AM to be eligible to participate in that day's practice or game. If a student leaves school early because of illness, the student is ineligible to participate.

### **Sports Program/Athletics**

As a member of Saint David Catholic School Sports Program, all students must continue to be

responsible for their academic performance in all classes. This policy will be strictly adhered to. Each student must show good sportsmanship at every game. Each student is expected to follow game rules/regulations as outlined by their coach. Students must have been in attendance in school by 11 A.M. to participate in after school sports. Students who leave school early because of illness are ineligible to participate in practice or game that day. Students who are spectators must be supervised by an adult. **NO EXCEPTIONS.** Any student continually not picked up on time after practices and games will be sent to After School Care and be required to register. Parents will be charged accordingly.

**If a student is withheld from play because of academic or behavioral reasons, he/she may not attend the practice or game and may not be dressed in the team uniform.**

Parents acknowledge that participation in school sponsored 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.

Coaches and parents of student-athletes shall participate in PLACT training at least once and before any direct participation in athletics. All students in grades 5-8 shall participate in PLACT(play like a champion) training.

**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 or activities.**

The school is not responsible for student participation in any school sponsored sports, leagues or clubs. 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.

## **Conduct/Behavior Policy**

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

## Anti-Bullying Policy

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

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

### 1. Definition

- 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.

### 2. 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.

### 3. 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 principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

#### 4. Disciplinary Action

- 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, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

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

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

#### **Code of Conduct**

Saint David Catholic School is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. **School personnel may speak with students regarding school related matters without the presence or permission of the parent.** The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

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

#### **Standards for Student Behaviors**

- A. Students are to show respect to all students and adults, therefore:
  - no rudeness, use of vile, vulgar, or indecent language, or other

- unsatisfactory behavior will be tolerated
  - no roughness or fighting in classrooms or on the school grounds
  - no derogatory name calling will be allowed.
- B. Chewing of gum is not allowed on the school grounds or in the church buildings. Food is to be eaten only during designated times and only in the specific eating areas. Marking of any school property, desks, walls, books, etc., or theft of personal or school property will be considered as serious violations of good conduct and can result in suspension and/or expulsion from school.
- C. Slam books or any derogatory writings will not be tolerated. Students participating in such writings will be disciplined accordingly.
- D. All students are to be in complete uniform during school hours. Scouts can wear their complete and proper uniform to school on days when they have their meetings immediately after school. If an emergency arises, necessitating wearing of an incomplete uniform, a note must be submitted stating the reason and giving the approximate date when the student will return to complete uniform attire. After the third day, the student will not be allowed to enter class with an incomplete uniform. On Dress Down Days, students are expected to wear neat casual clothing.

All students are expected to behave in a Christian manner. All improper behavior will be subject to disciplinary action.

## **P.A.W.S. Behavioral Expectations**

Our school is committed to fostering a positive, safe, and respectful learning environment for all students. The school-wide behavioral plan outlines the expectations, policies, and procedures to ensure consistent and fair management of student behavior. This section provides an overview of the behavioral expectations, consequences, and support systems in place to promote good behavior and address misconduct.

### **Behavioral Expectations**

- **Respect:** Students are expected to show respect for themselves, their peers, school staff, and school property. This includes using kind language, listening to others, and following school rules.
- **Responsibility:** Students should take responsibility for their actions, complete assignments on time, and be prepared for class with the necessary materials.
- **Safety:** Students must behave in a way that ensures their own safety and the safety of others. This includes following school rules, reporting unsafe behavior, and avoiding actions that could harm themselves or others.
- **Integrity:** Students are expected to be honest and trustworthy, avoiding cheating, plagiarism, and other forms of dishonesty.

## Positive Behavioral Interventions and Supports (PBIS)

- **Proactive Strategies:** Our school implements proactive strategies to teach and reinforce positive behavior. This includes classroom lessons, role-playing scenarios, and clear communication of behavioral expectations.
- **Recognition and Rewards:** Positive behaviors are recognized and rewarded through various programs, awards, positive notes home, and other incentives.
- **Consistent Expectations:** Behavioral expectations are consistently applied across all settings in the school to ensure that students understand and adhere to the rules.

## Behavioral Support Systems

- **Individualized Support Plans:** Students who constantly struggle with behavior or in their academics may receive an individualized support plan, which includes specific interventions and goals to address their behavioral/academic needs. Students can be placed on any of the following academic or behavioral support plans: academic/behavioral plan, academic/behavioral probation or attendance plan/probation.
- **Guidance Services:** School guidance counselor is available to provide support and guidance to students dealing with behavioral or emotional challenges.
- **Parent Involvement:** Parents are encouraged to be actively involved in addressing behavioral/academic issues. This may include meetings with teachers and administrators, participating in behavior planning, and reinforcing positive behavior at home.

## Discipline Policy/Parent's Role as Partners in Education

At Saint David Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – spiritually, intellectually, physically, and emotionally. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

During these formative years your child needs constant support from both parents and faculty in order to develop his / her spiritual, intellectual, emotional and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his / her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, we ask that you as parents first make an inquiry of the complete incident with the teacher. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as

restrictive. However, boundaries and limits provide a young person with both guidance and security.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he / she is capable of becoming.

### **Student Behavior Expectations**

Early Childhood and primary teachers (Grades Pre-K – 2) work with the children at various developmental stages that require individualized methods of discipline. At this level any serious difficulties will be brought to the attention of the Administration who will determine the appropriate consequence and conference with parents.

Individual teachers in Grades 3 through 5 will issue specific guidelines for their classes. Students will be given clear behavior expectations and an appropriate range of rewards and consequences will be discussed with the students and used throughout the year. If necessary, the parents will be notified and a conference will be arranged with the principal, teacher, and student(s).

#### **All students need to be aware of the following rules and discipline procedures:**

1. Respect for all authority is expected.
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted under any circumstances.
7. Any student, who threatens/bullies another student/teacher either physically, verbally or by written expression, will be subject to immediate suspension which may result in expulsion.
8. Cheating is a form of stealing, therefore, copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the internet is not allowed.
9. Any student who displays inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.

#### **Disciplinary Policies as Guidelines**

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school at the sole discretion of the school administration.

## Disciplinary Measures

Responsibility and accountability are two keys to a successful year in Saint David Catholic School. In order to reinforce these behaviors, a system has been devised so that all students and parents are aware of our school wide expectations. Students will be given clear behavior expectations and an appropriate range of rewards and consequences will be discussed with the students and used throughout the year.

The following behavioral systems reflect the school's philosophy and mission statement. It maintains that all people and property be treated with respect.

**Early Childhood (Pre-K-2)** and work with the children at various developmental stages that require individualized methods of discipline. At this level any serious difficulties will be brought to the attention of the Administration who will determine the appropriate consequence and conference with parents.

**Grades 3 - 8** will issue specific guidelines for their classes. Students will be given clear behavior expectations and an appropriate range of rewards and consequences will be discussed with the students and used throughout the year. Below is the list of inappropriate behaviors and their consequences.

## Infractions

Consequence is the student receives one written infraction.

1. Uniform, dress, accessory violations
2. Chewing gum or eating candy
3. Inappropriate language
4. Disruption during class time
5. Disruption during homeroom time
6. Not following teacher directions
7. Hallway misconduct

All infractions require a parent's signature and will be recorded in Plus Portals.

- Two infractions will result in a one-hour detention and parent contact from the homeroom teacher.
- Four infractions will result in a two-hour detention and parent contact from the homeroom teacher.
- Six infractions will result in a two-hour Saturday detention and parent contact from the administration team.
- Any further infractions will result in further consequences by administration.

## Demerits

Consequence is an automatic written demerit.

1. Disrespectful to teachers, peers, administration, volunteer parents, etc.
2. Disruptive church behavior
3. Makeup violations
4. Hair and nail violations\*
5. Inappropriate language to teachers, peers, administration, volunteer parents, etc.
6. Cheating (a zero will also be given)
7. Physical behavior (tripping, shoving, etc.)

All demerits require a parent's signature and will be recorded in Plus Portals.

- One demerit will result in a one-hour after school detention and parent contact from the homeroom teacher.
- Two demerits will result in a two-hour Saturday detention and parent contact from the administration team.
- Three demerits will result in an in-school suspension and an in-person parent conference with the administration team.

**\*All hair and nail violations must be corrected by Monday of the following week. If not corrected, the student will have an in-school suspension until correction is made.\***

## Administrative Referrals

Consequences is an immediate written referral to the administrative team.

1. Bullying
2. Fighting
3. Destruction of property
4. Second cheating offense
5. Depantsing
6. Cell phones and/or smart watches in class
7. Stealing
8. Forgery
9. Sexual misconduct

Teachers reserve the right to refer students for administrative referrals for any other infraction unbecoming to Christian conduct as deemed necessary and appropriate.

Upon referral, the student will meet with the Principal, who will determine consequences as deemed necessary and appropriate based on the situation. These consequences may include but are not limited to, loss of clubs or sports-related activities, loss of recess/down time privileges, loss of field trip privileges, detentions, and suspension from school. Administration reserves the right to amend the above policy as deemed necessary and appropriate without notice.

## Detentions

All detentions issued will be served during lunch or after school from 3:15 to 4:15 p.m. on a predetermined day following the date the detention was issued. Parents are to pick their child up at 4:15 from the school gates.

If a student does not serve the detention on the day designated, then a 2 hour detention will be issued; both will then be served at a time determined by the Administrative Team.

**Students who repeatedly do not conform to school rules and/or are disruptive to their class, face possible dismissal from Saint David Catholic School. Parents who fail to comply with administration's decisions and do not support the school's discipline policy, may result in their child being asked to leave the school.**

**Please be advised that the school's administration retains the discretion to determine appropriate discipline for violations based on the severity of the violation, student's participation, and student's overall records. The School Administration maintains the right to change a specific policy or rule in individual cases or for exceptional circumstances and reserves the right to override this system at any time. Parents who fail to comply with administration's decisions and do not support the school's discipline policy, may result in their child being asked to leave the school.**

## Cause for Immediate Expulsion

Any student found to bring firearms, knives, weapons, or illegal drugs on the school property may be subject to immediate expulsion. The threat of bringing such items to school will result in suspension from classes and mandatory anger management sessions with a counselor or psychologist.

## Drug and Alcohol Policy

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

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test

suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

### **Harassment and Discrimination**

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

### **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, students' 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 administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **Safety in Private Spaces**

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

## **Search and Seizure Policy**

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

## **Sexting**

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

## **Smoking/Vaping**

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

## **Threats of Violence**

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

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

## Weapons

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

## Dress Code

### Hair

We expect students to use **good judgment in selecting hairstyles.**

#### **GIRLS**

Girls' haircuts/hairstyles are to be traditional and conservative in nature.

The girls' hair must be combed and groomed. Hair should be clean and above the eyes. Conservative extensions may be worn but must match the natural color of the hair, may not contain color/ sparkle strands/ribbons/beads or other accessories, and may not be excessive in length. No hair coloring, streaking, or highlights of any kind are permitted. Parents will be notified of haircut/hairstyle violations which must be corrected in order for the student to return to class. Final determination as to what is acceptable will be determined by the school Administration.

#### **BOYS**

Boys' haircuts/styles are to be traditional and conservative in nature. The boys' hair must be groomed so that hair does not touch the collar, or over the ears and hair should be above the eyes. Hair must be no longer than 2 inches long from the scalp. Extreme hairstyles (fades, twists, tails, buzzed, shaved, dyed, highlighted, shaved in lines/hard parts, spiked/mohawked) are not permitted. Haircuts may only have a moderate difference between the top and side lengths. Longer hairstyles are not permitted! Boys' may have conservative braids that are to the scalp, and do not extend below the natural hairline. Boys' eyebrows, eyes, ears, and neck must be visible. Parents will be notified of haircut/ hairstyle violations which must be corrected in order for the student to return to class. Final determination as to what is traditional and conservative will be determined by the school Administration.

### Jewelry

One simple chain is permitted. No heavy chains, beads or leather necklaces. Girls may wear a small pierced earring in the lobe of each ear. Only single piercings are allowed for girls. Hoops are to be no larger than a nickel. No hanging earrings are permitted. One bracelet and one ring on

each hand is acceptable. Ankle bracelets are not permitted. Earrings are not permitted for boys. Any facial piercings are not permitted for boys and girls. **Tattoos of any type, including henna or temporary tattoos, are not permitted.**

**No novelty headbands (Cat ears, bunny ears, etc.) Headband colors should be green, yellow, white or gray.**

### **Make-up**

Any facial or eye make-up is not permitted. No foundation/tinted moisturizer, or BB/CC Creams are allowed. Sunscreen without tint is permitted.

Colored, French manicure, glitter, and white nail polish are not permitted. Only clear nail polish is allowed. Nails should be well groomed and of reasonable length.

### **Dress Down**

Dress Down is a **privilege**, not a right. On designated Dress Down Days, students are not required to wear their school uniform. However, there are specific guidelines regarding appropriate attire, and we ask for your cooperation in adhering to these expectations.

If a student arrives at school wearing **unacceptable clothing**, parents will be contacted and asked to bring appropriate attire to the office. The student **will not be permitted to attend class** until suitable clothing is worn.

The following items are **not permitted**:

- Short skirts or shorts more than 3 inches above the knees
- Leggings
- Crop tops, half shirts, or shirts that expose the midriff
- Tank tops of any kind
- Slippers or pajamas
- Flip-flop sandals
- High or wedged heels
- Clothing with holes, rips, or vulgar/unacceptable logos
- Shirts and slacks that expose bare midriffs
- **Jeans with rips or holes are NOT permitted.**

If a student arrives at school wearing unacceptable attire, parents will be contacted and asked to bring appropriate clothing. The student **will not be permitted to attend class** until dressed appropriately. In some cases, the student **may be provided with a school uniform from the office** in order to attend classes.

### **Uniforms**

The uniform dress code becomes effective on the first day of school. Saint David Catholic School believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of

consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

Saint David students are expected to keep themselves well-groomed, neatly dressed and with their shirts tucked in at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

**Uniforms can be purchased at the following location:**

**Risse Brothers**  
**37 North State Road 7**  
**Plantation, FL 33317**  
**(954) 769-1159**  
**Or online:**  
[www.rissebrothers.com](http://www.rissebrothers.com)

**Uniform and Shoe Guidelines**

**Pre-Kindergarten 3 & 4 and Kindergarten - P.E. uniform with all black sneakers**

**First Grade through 4th grade**

**GIRLS**

Plaid uniform shorts  
Plaid uniform skort  
Black belt  
Yellow polo shirt  
White uniform socks  
(must be worn above the ankle)  
Uniform sweater/jacket  
Black school uniform shoes

**BOYS**

Khaki uniform shorts  
Black belt  
Yellow polo shirt  
White uniform socks  
(must be worn above the ankle)  
Uniform sweater/jacket  
Black school uniform shoes

**5th through 8th grade**

**GIRLS**

Khaki uniform slacks  
Black belt  
Plaid uniform skort  
Green polo shirt (long or short sleeve)  
White uniform socks  
(must be worn above the ankle)  
Uniform sweater/jacket  
Black school uniform shoes

**BOYS**

Khaki uniform slacks  
Black belt  
Green polo shirt (long or short sleeve)  
White uniform socks  
(must be worn above the ankle)  
Uniform sweater/jacket  
Black school uniform shoes

**Girls and Boys may wear Saint David warm-up suits only in cold (under 60 degrees or below) P.E. days. No other warm-up suit or jacket may be worn.**

### **Physical Education Uniform (Boys and Girls)**

Saint David Catholic School uniform gym shorts  
Saint David Catholic School PE-shirt  
School socks (worn above the ankle)  
School P.E. shoes should be solid black including soles.

### **NO HIGH TOPS**

**Converse shoes may not be worn**

### **Shoe Requirements**

**SAINT DAVID CATHOLIC SCHOOL**

## REQUIRED UNIFORM SHOES

Grade	Uniform Type	Gender	Shoe Model	Availability
Pre K 3-Kindergarten	All Black Sneaker *		Skechers Boys' Bounder Baronik	is the preferred shoe for Pre K-Kind available on amazon
				cannot have any other color on them
1st-4th Grade	Dress Uniform	Girls	Stride Rite Girl's Claire 525-K	available on Amazon only this shoe may be worn
		Boys	Florsheim Bogan Jr II Boys' Toddler-Youth Slip On	available on Amazon only this shoe may be worn
5th-8th Grade	Dress Uniform	Girls	Clarks Women's Cora Poppy Loafer	available on Amazon, only this shoe may be worn
		Boys	Clarks Men's Loafer	available on Amazon, only this shoe may be worn
	P.E. Uniform			cannot have any other color on them

**CLICK ON ANY SHOE FOR AMAZON LISTING**

\*Crocs, Vans, Hey Dudes & Converse type shoes are NOT allowed.  
\*Any shoes other than these will result in a uniform infraction.

## **After School Activities/Programs**

### **Sunshine Extended Day School Program**

The Sunshine Extended School Day Program strives to provide our working parents with a safe and viable alternative to a child care program. These activities are always supervised by Sunshine staff members. The extended school day is provided until 6:00 p.m. No care is provided on any legal or school holiday. Information regarding fees, policies, and rules/regulations can be found on the school's website under the 'Parent' tab. Any student continually not picked up more than fifteen (15) minutes past their scheduled dismissal or activity release time, will be sent to After School Care and be required to register. Parents will be charged accordingly.

## Participation in Co-Curricular and Extra-Curricular Activities

The school recognizes the co-curricular and extraactivity-curricular activities (including official athletics activities and school dances).

Parents acknowledge that participation in these co-curricular or extra-curricular activities may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.

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

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

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

## School-Sponsored Events

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

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

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

## Family Commitment Program/Parent Involvement

### Family Commitment Program/Parent Volunteer Program

All families with children in Saint David Catholic School commit to:

- o Be an active member of Saint David Catholic Parish
  - Attend Sunday Mass each week and on Holy Days of Obligation
  - Financially support Saint David Catholic Parish
  - Participate in a parish ministry and attend faith experiences
  
- o Be an active member of the Saint David Catholic School family
  - Attend school and class meetings
  - Attend parent conferences
  - Stay informed of important school matters
  - Plus Portals/Canvas
  
- o Support the School/Parish Carnivals
  
- o Contribute to SDCS Annual Fund
  
- o Complete a minimum of **20 SDCS Volunteer Opportunities and 1 shift at each Carnival**
  
- o Support the policies of Saint David Catholic School as stated in the school handbook

It is important to note that families re-registration for the 2026-2027 school year are dependent upon successful completion of the SDCS Family Commitment and active participation in Saint David Catholic Parish or your own Parish.

#### **Understanding Family Commitment:**

- The program acknowledges that families have busy schedules, but continued participation in the Saint David community requires commitment to this program.
- No monetary substitutes will be accepted for fulfilling the commitment plan—families must participate in the required events and activities.

This system encourages active involvement, which strengthens the relationship between the school and its families, helping to build a supportive environment for both students and parents.

SAINT DAVID CATHOLIC SCHOOL

# Family Commitment Program

Every school year we require our parents to work 20 school hours and a carnival shift at both the Fall and Spring Carnivals

opportunities listed below



## Volunteer Opportunities

- Room Parent
- FSA Event Volunteer
- Field Day
- Library Reader
- Coaching
- School Ambassador
- Classroom Support
- Club Assistant
- Career Presentations for Class
- Carnival Volunteer
- AR Breakfast Volunteer
- STREAM Night Volunteer
- Parent Night Volunteer
- Field Trip Volunteer
- Elective Panel Volunteer
- Service Learning Day Volunteer
- and many more!

### HOURS GIVEN

- Carnival Booth Captain-10 Hrs (+Carnival Shift)
- Room Parent-10 hrs
- School Ambassador-5 hrs
- Sports Coach-10 hrs
- Lead/Assist with Clubs-10 hrs
- For all other opportunities-hours will be given as worked.

All volunteers must be VIRTUS trained and fingerprinted.

## Saint David Catholic Parish Involvement

Saint David Catholic Parish offers a variety of ministries and activities to participate, these include:

- Liturgical Ministries
  - Ushers, Lector, Extraordinary Ministers of Holy Communion, and Altar Servers
- Service/Social Organizations
  - Men's Club, Women's Club and Columbiettes
- Outreach Organizations
  - Respect Life, Bereavement Ministry, Saint Vincent de Paul and Hope Outreach
- Faith Formation
  - CCD, OCIA (Order of Christian Initiation of Christian Adults, and Legion of Mary)

## **Field Trip Chaperones**

Being a volunteer chaperone is a serious responsibility. It requires the volunteer's complete attention at all times. The chaperone must know where every assigned student is, at all times. A volunteer chaperone needs to complete a Diocesan background check, signing of the Pastoral Code of Conduct, and attendance at a Virtus Protecting God's Children program. All this information can be found on the school's website under Volunteers. Younger siblings are not permitted to attend field trips.

The behavioral code of conduct of Saint David Catholic School applies to all off campus school sponsored activities, including field trips. Students are not permitted to bring toys on a field trip. Any problem must be reported immediately to the supervising teacher. All students must return to school for regular dismissal. If a child goes on a field trip with a parent in a car, he/she must be signed out of school in the office before or after the trip. Cell phones must be turned off during any presentation.

## **Messages**

Only those messages of vital importance will be relayed to students during the school day. Parents are not permitted in the halls or in classrooms in the morning or before the final dismissal bell. Urgent messages must be delivered through the school office, not electronic devices. Try to take care of procedural matters at home before the children leave for school.

## **Parent Communication**

Communication between home and school is a vital part of the educational process. Teachers share with parents or guardians the privilege and obligation of educating their children. Therefore, parents or guardians should make every effort to keep informed of the programs of the school.

Faculty members are available to discuss student progress with parents or guardians. The proper time to confer with teachers is on conference day when report cards are distributed. Dismissal or arrival time is not an appropriate time for parents to discuss their child with teachers since teachers must be attentive to all students in their class. At no time are parents or guardians permitted to present themselves to a teacher before, during or after school without an appointment. Phone calls should not be made to a teacher's home unless specifically requested by the teacher. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, either by email or by a written note, before referring it to the principal. An appointment with the teacher may be arranged by following the same procedures.

## **Parent Conferences**

Parents are encouraged to schedule a minimum of two conferences a year with the teachers of each child. We also encourage parents to request a conference with their child's teacher. Appointments should be requested in advance either by emailing the teacher or by sending a note to the teacher. The report card also provides an area for conference requests.

Please do not try to have a conference with a teacher at school functions, as teachers have other assigned duties during these times and cannot devote to you the time necessary for a thorough, productive conference. Teachers should be contacted before scheduling a conference with the principal.

**Employees of Saint David Catholic School who may have their own children attending our school are placed in difficult positions when asked for information. Please respect that they should not, nor can they, due to ethical and contractual reasons, discuss school issues, individual students, teachers or administrative decisions. Your concerns should be directed to the person or persons with whom your issues or concerns can be positively addressed.**

### **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.

### **Volunteering**

Volunteers, who are directly involved with students, must be fingerprinted and screened for background. In addition, all volunteers must be trained in the Archdiocese of Miami's VIRTUS/Protecting God's Children program.

### **Virtus / Fingerprinting**



### **VIRTUS WEBSITE**

In order to actively volunteer at school and/or attend any school functions, all parents must be VIRTUS trained, fingerprinted and have a school issued ID badge. **There are NO EXCEPTIONS to this policy.** We encourage all parents to volunteer and sign up for a carnival shift at each of our carnivals, one in October and one in March.

At this time the VIRTUS classes are online and information to register can be found below.

### **[VIRTUS Registration - Online Training](#)**

### **[How To Schedule a Fingerprinting Appointment](#)**

## Volunteer Policies

- **Benefits of Volunteer Activity to Students, Families, Staff and Role of Volunteer** - Volunteers in Saint David Catholic School add a great dimension and enrichment to the life of the school. Volunteers benefit students as they enhance student-adult ratio in areas such as: supervised playground monitors, lunchroom monitors, library aides, classroom aides, room parents, etc. Volunteers are valued members of the school community. Under the direction and supervision of the Administrator and the school staff, volunteers assist in the provision of educational and other services to students, faculty and staff.
- **Appropriate Selections of Program Activities for Volunteers** – Volunteers are involved in a variety of activities that span many programs within a school. The volunteer should carefully consider his/her special skills, interests, and talents when choosing a volunteer position. It is important that prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignment. Prior to choosing an activity, the volunteer should be certain that it conforms to his/her preferences and schedule.
- **Description and Routine(s) of Specific Volunteer Activities** – The coordinator of each area will instruct the volunteers in that area about specific requirements and routines.
- **Confidentiality** - In the course of volunteer work, confidential information about students or teachers may be learned. This information must remain confidential in any setting inside or outside the school, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer’s supervisor (teacher or Administrator). If appropriate in the judgment of the Administrator, other persons on a “need to know” basis may be advised by the Administrator to include, but not limited to, parents/guardians, and pastor.
- **Supervision of Volunteers** – The Administrators are responsible for the total school operation. The Administrators supervise all who serve in any capacity in the school and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers will be expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.
- **Behavior Management** – It is the goal of Catholic schools to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the school’s Code of Conduct. Volunteers are expected to support the decisions of Administrators and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved.
- **Health Emergency and Safety Procedures** – All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc. will be taken care of in the school clinic. If a child falls or bumps themselves, the situation should be taken seriously. Please observe for a few seconds. If the student seems to be stabilized,

an adult should accompany the student to the clinic for observation. Do not send the child with another student. If there is only one adult present at the site of the injury, call the office for assistance. Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Send to the office for assistance. Remove other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes.

- **Child Abuse** – Chapter 415.504 Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child’s welfare. Neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision. Under Florida Law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer’s responsibility to inform the school Administrator of any suspicions of abuse. If for some reason, the Administrator declines to make a report based on a volunteer’s suspicions, the volunteer still has a legal obligation to report. The child abuse hotline number is 1-800-342-9152.

## Fundraising

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

## Technology

### Technology Use

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

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;

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

### **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.

## **Saint David ChromeBook Agreement**

Students are reminded that use of school technology is a privilege, and not a right. Everything that is done on a school-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use and/or disciplinary consequences.

### **Ownership of the Chromebook**

All students in grades 6 - 8 will be issued a Dell Chromebook for educational use during school hours. Before a Chromebook can be issued to you, you must acknowledge this agreement.

- Chromebooks are loaned to each student for use during the school day and will remain in school charging overnight.
- Chromebooks are the property of Saint David Catholic School and are to be used ONLY for school related work. School related work refers to any assignments made by the student's teachers.
- Students DO NOT have permission to access games, movies, music, television, or shopping sites on the Chromebook unless expressly instructed by their teachers.
- Students accept full responsibility for the safety, security, use and care of the borrowed Chromebook during school hours.
- Lost, stolen or broken/damaged Chromebooks or charging cords must be reported to the teacher or I.T. Department. If a Chromebook is inoperable, a loaner Chromebook will be issued to the student.
- Students are required to take the Chromebook to each class each day with a fully charged battery. Failure to plug in and charge their Chromebook at the end of the day (in the charging cart) will result in an infraction for not being prepared for class.
- The Chromebook is loaned to the student and therefore must not be changed in any way, including the outside case, applications or operating system. No personalization is permitted.
- No one but the assigned student is permitted to use the Chromebook.
- Identifying tags, including the serial number tag and Saint David Asset Tag must remain undisturbed on the Chromebook. Saint David keeps records and inventory of all Chromebooks and accessories each year.
- Chromebooks are only permitted to use the school wifi. Hotspot connections are not permitted.
- Students are required to transport the Chromebook INSIDE their backpack in a laptop sleeve or section. Students must not overload their backpack with books, as this may crack/break the Chromebook screen.
- Students/Parents are responsible for the cost of any Chromebook that is damaged. This includes the actual Chromebook, Chromebook screen or charger. Charges for any damages will be determined on the following criteria:
  - Repair Cost - Screen replacement - first replacement no charge, 2nd replacement \$50, 3rd and thereafter replacement \$100.
  - Keyboard Replacement - first replacement no charge, 2nd replacement \$75, 3rd and thereafter replacement \$100.

## Care of the Chromebook

- Do not throw the Chromebook
- Do not slam the Chromebook shut
- Do not walk around the classroom or halls with the Chromebook
- Do not eat or drink near the Chromebook
- Close the lid while carrying the Chromebook in the classroom
- Close the lid from the CENTER of the screen.
- Do not use the Chromebooks as a folder to store papers
- Do not insert things, especially metal objects, into the openings of the Chromebook
- Plug the Chromebook in at the end of each day so the battery is fully charged for the next day. FAILURE TO CHARGE YOUR CHROMEBOOK WILL RESULT IN AN INFRACTION FOR NOT BEING PREPARED FOR CLASS.

## Unacceptable Use of Outside Technology

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

## Consent

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

## Consequences for Violations

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

## Artificial Intelligence

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

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

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



**Saint David Catholic School Parent-  
Student Handbook Acknowledgment 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)

## Addendum 1 Family Commitment Form

### FAMILY COMMITMENT FORM 2025-2026

As a parent, I chose to enter into a partnership with Saint David Catholic School and request support from the school and the parish in the Catholic education of my child.

Our family commits to:

- o Be an active member of Saint David Catholic Parish
  - Attend Sunday Mass each week and on Holy Days of Obligation
  - Financially support Saint David Catholic Parish
  - Participate in a parish ministry and attend faith experiences
  
- o Be an active member of the Saint David Catholic School family
  - Attend school and class meetings
  - Attend parent conferences
  - Stay informed of important school matters
  - Plus Portals/Canvas
  
- o Support the School/Parish Carnivals
  
- o Contribute to SDCS Wolfhound Improvement Fund
  
- o Complete a minimum of 20 SDCS Volunteer Opportunities and 1 shift at each Carnival
  
- o Support the policies of Saint David Catholic School as stated in the school handbook

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Name \_\_\_\_\_

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

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

Catholic education is unique, because at its heart is a community where parents, school staff, and parishioners work together to give each student a living example of Catholic faith commitment and how it is directly linked to the child's future.

**The Mission Statement of Saint David Catholic School is to provide a foundation for nurturing of Catholic faith, traditions, and academic excellence. Our commitment is to develop students who are productive citizens and servants of God.**

## **Addendum 2 Faith Formation Form**

### **Rights and Responsibilities of Parents and Guardians of Students of Parish Faith Formation Programs Policy**

This policy is to be provided to separated or divorced parents of all children enrolled in parish faith formation programs, and the legal guardians of the children if guardians have been appointed. For children not yet baptized as Catholic, both parents and/or legal guardians must provide written consent on the attached form.

### **Notice and Acknowledgement of Rights and Responsibilities of Divorced/Separated Parents or Legal Guardians when enrolling a student and Consent to Enrollment**

This notice applies for divorced/separated parents, or legal guardians of children whose parents are divorced/separated, when enrolling a student in a faith formation program at any of the parishes or schools of the Archdiocese of Miami.

It is the obligation and the right of the Catholic Church to provide for and support the faith formation of its baptized members. For children, this includes preparation for reception of the Sacraments, religious education classes, Rite of Christian Initiation of Adults adapted for children, youth ministry activities and Catholic elementary and secondary schools (“faith formation program”), in concert with the parent(s) or legal guardian having custody of the child and capacity to consent to participate on the child’s behalf.

In the case of a baptized Catholic child, either parent or a legal guardian may enroll their child as a faith formation student at a parish or religious education program of the Archdiocese of Miami (hereinafter referred to as “the Parish”).

In the case of a child who is not baptized as a Catholic, the person who enrolls the child as a faith formation student at the Parish must provide either (1) written consent of the other, non-enrolling parent or legal guardian on the attached form, or (2) appropriate legal documentation at the time of enrollment of his/her sole authority to enroll the child, such as a court order. Documentation of consent of all persons who have custody rights for the child is required for religious education classes, Rite of Christian Initiation adapted for children, sacramental preparation classes, Catholic school enrollment and youth ministry activities, **if the child is not baptized as a Catholic.**

Unless the Parish is provided with a court order to the contrary, the person who enrolls the child at the Parish will be deemed to be the primary contact person for all faith formation program related issues involving the student. However, either parent or a legal guardian may be entitled, upon reasonable request and consistent with any specific limitations in the court order, to have equal access to documents and other information concerning the child’s instruction.

In the case of conflicting instructions regarding the faith formation of a baptized Catholic, proper objections of a parent or legal guardian with rights for the child, or requests that the faith formation program is not clearly authorized to honor, the Parish may request both parents or

guardians to seek appropriate court instructions for the Parish. The faith formation program will respect and comply with lawful court orders.

**Please print and sign the page below and return to your child’s homeroom teacher if applicable.**

**ACKNOWLEDGMENT AND CONSENT OF DIVORCED/SEPARATED PARENTS OR LEGAL GUARDIANS / *(Only Required for Children Not Baptized as Catholic)***

We, (Print Name(s) of *Parents or Legal Guardians*) hereby acknowledge that we have read and understand the foregoing Notice of Rights and Responsibilities of Divorced/Separated Parents and Legal Guardians when enrolling a child in a faith formation program. We consent to the enrollment of (Print Name of Student) in the Parish Faith Formation Program.

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Signature Parent/Legal Guardian (*enrolling*) Date

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Signature Parent/Legal Guardian (*non-enrolling*) Date

*NOTE: Maintain the original in parish/school files; provide a copy of policy and form to the parents/guardians.* Initial: Current: