

CARE Elementary School



School Handbook

CARE Elementary School Handbook

Table of Contents

I. Welcome, Statement of Philosophy, Mission, and Statement of Diversity

II. Expectations and Requirements

Page 3-4 Attendance and Uniform Dress Policy

Page 4-5 Health and Safety

Page 6 Breakfast & Lunch Provision

Page 6 Field Trips and Chapel Service

Page 6 Faculty and Staff

Page 6-7 Contacting Teachers and Students, Transportation, Visitation

III. Objectives, Application and Admissions

Page 8-9 Objectives, Application and Admission

Page 9-10 Step Up for Students Compliance Academics

IV. Academics

Page 10 Academic Program

Page 11-12 Evaluating Student Progress and Grading Scale

Page 11-12 Parental Involvement/Parent teacher cooperation

Page 12 CARE's Home and School Partnership Standards

V. Standards

Page 12 Disciplinary Policy/ Level of Offenses

Page 13-14 Discipline Responses

Page 15 Network and Internet Use

Page 16 Cell Phone and Electronic Device Policy

Page 17 Sexual Harassment Policy

Page 18-19 Anti-Bullying Policy

Page 20-21 Traffic Safety Rules and Guidelines

Page 22 Special Needs and Modifications Policy

VI. Release Forms

Page 23-25 Hold Harmless Release

Page 26-27 Medication Administration Release

Page 28 Head Lice Policy

Page 29 School Calendar

Page 30 Final Word

I. Welcome, Statement of Philosophy, Mission, and Statement of Diversity

Welcome to CARE Elementary School. Our school is committed to providing a nurturing and mentoring Christian environment as we prepare our students to achieve success with Judeo Christian values to guide their future. Our vision at CARE is to enable and empower students with a foundation for academic excellence. Our faculty and staff are committed to hard work, high standards and love to accomplish those goals. Health and safety protocols are in place in accordance with guidance from the Centers for Disease Control. We look forward to another outstanding academic year where together, we reach for excellence.

Christopher Simmonds
CARE Elementary School Principal

Philosophy of CARE's Christian Education

CARE Elementary School will give a superior educational experience to underserved children in a loving Christian environment putting emphasis on literacy, developing God given potential and building confidence and hope through the knowledge that they are special to God.

While curriculum is aligned with Common Core National Standards, students attend weekly chapel, are taught Christian principles with Bible verses and are exposed to the love and grace of Jesus Christ. Prayer is part of the CARE experience.

MISSION STATEMENT

The Mission of CARE Elementary School is to provide a nurturing Christian environment where children from the Overtown community receive the best opportunity for academic success and character development. CARE Elementary School is committed to quality instruction by certified teachers, small classes, engaging common core curriculum and ongoing support of volunteers.

STATEMENT OF DIVERSITY

CARE Elementary School values the rich multicultural nature of our community and will strive to include individuals from diverse backgrounds, embracing the exposure and opportunity it provides our students to learn understanding and acceptance of different ethnicities. We will provide a caring, respectful, and safe environment in which to prepare confident, lifelong learners and responsible citizens.

CARE Elementary School will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and any other school administered programs.

II. SCHOOL EXPECTATIONS AND REQUIREMENTS

ATTENDANCE POLICY

Prompt attendance at all classes, worship and assemblies is expected. National and State law requires a minimum of 180 school days. Any student with more than 10 unexcused absences for the year is at risk of failing the school year.

Absences are excused only for illness, death in the family, or extreme emergencies. Parents should send a written explanation upon a student's return to school. If no excuse is received by the end of the second day, the tardy or absence will be recorded as unexcused. The parent must appear for a special conference with a member from School Administration if their child accumulates 5 or more unexcused absences in any quarter during the school year.

TARDINESS POLICY

School begins at 8:15 a.m. Every student is expected to be on time for school and classes. If a student arrives at school after 8:30 a.m. he/she will be marked tardy. After 9:30 A.M. the student will be marked absent. If the student is tardy or arrives after 9:30 A.M., the Parent/Guardian must obtain a tardy form from the school office and sign it before the student enters class. Five tardies in any quarter require a conference with the school principal.

UNIFORM DRESS CODE

It is our desire that students develop an appreciation for neat dress standards and grooming habits. Our dress code will be effective only as parents and students work together. CARE expects students to observe the following standards in their dress:

The uniforms specified by CARE as follows. For boys the uniforms consist of a navy blue or sky blue CARE embroidered polo shirt to go with a pair of khaki or navy blue shorts or pants. The girls uniform consist of a navy blue or sky blue polo shirt to go with khaki or navy blue skirts, jumper, shorts or pants (no jeans). CARE will provide four uniform shirts free of charge to each student. Any additional uniform shirts are the responsibility of the parent. A notification will be sent home to the parent of student who do not wear the correct uniform for corrective action. For every three uniform notices per quarter the student will serve an "in school" reflection, and a conversation between the parent and school principal will be scheduled. No decoration (additional badges, pins, brooches, print outerwear, etc.) may be worn without permission from the principal.

UNIFORM DRESS CODE (CONTINUED)

- Shirts for both boys and girls must be worn tucked in.
- Boys must wear their pants at their waistline.
- Shoes with nonskid soles are required for both boys and girls. Shoes can be either running shoes or dress shoes. Slippers and sandals are not to be worn with the uniform except in the case of injury.
- Boys' hair is to be neatly groomed.
- Girls' hair styles are to be neat, plain and simple. Hair accessories are to be moderate.
- No make-up is allowed. Girls are permitted to wear small earrings. Watches and wrist beads are acceptable. No other jewelry will be permitted, including necklaces as this can be a choking hazard and falls outside of the CARE uniform polo.
- Jackets or sweaters are permitted on cold days. They must have a full length zipper. Students MUST display the CARE embroidery on the shirt even with the jacket on. Jackets must be worn properly i.e. not around the waist or draped on the shoulders. Warmers for girls are permitted on cold days but should match the uniform. These must be skin tone, black, white, or blue and should be worn under their uniforms.

HEALTH AND SAFETY

MEDICATION

School Administration is only allowed to administer medications to students with the signed authorization of parents. Medical Authorization forms may be obtained at the school office. All medication given must be logged.

CARE Elementary School provides quality education to our students with safety protocols in place appropriate to the community circumstances. Health & safety protocols that may be followed by CARE staff, students and visitors include:

- Daily health checks
- Physical / Social distancing as needed
- Emphasis of hygiene measures
- Cleaning & sanitation of the building
- School UV sanitizing in the H-Vac and in Smart UV in classrooms each night
- Employee & student training

Please note that failure to abide by the health and safety protocols while at CARE will result in disciplinary measures.

If a student is showing symptoms:

Parents are required to keep students at home if they are sick or show symptoms.

- CDC Symptom list:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body ache
 - Headache
 - New loss of taste
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Children who exhibit symptoms while at school will be isolated from other students until a parent can arrange transportation home.

Family Member or Co-habitant COVID-19 exposure or diagnosis:

- If exposed to the virus, students should be screened for COVID symptoms or indicators.
- Students or staff are required to have a doctor's note or negative PCR COVID-19 test to return to CARE after illness.

STUDENT ILLNESS

When a student complains of not feeling well or has a temperature of 99.5 degrees F. or more, school personnel will call the student's parent/guardian, the designated person, or doctor, if the parent/guardian cannot be reached. In the case of an emergency or If student illness/injury is severe, CARE will immediately call 911 and will seek the appropriate medical treatment. CARE administrative staff will continue to make every attempt to contact the student's parents to notify them of the emergency.

BREAKFAST & LUNCH PROVISIONS

We believe that healthy bodies lead to healthy minds, and healthy minds are ready for learning. A healthy diet is encouraged at home and school and is a part of our wellness policy. We ask that outside food and snacks be as healthy as possible with minimal sugars, dyes, and additives. For students who need to bring their lunches, please ensure lunches are nutritious and are ready to eat as a microwave to warm-up is not available. Drinks must not be sent in glass bottles.

Breakfast and Lunch will be provided by CARE for all students at no cost and will be sponsored by the National Free and Reduced Lunch Program. Breakfast is served between 7:40 a.m. – 8:15 a.m. with an extra 15 - minute window for students who arrive late. Breakfast must be eaten in the designated area.

Lunch is served between 10:10 a.m.–1:00 p.m. in the designated lunch area. Each classroom will eat at a specific time depending on the grade level. The lunch schedule consists of 25 minutes to eat followed by a 30 minute recess.

FIELD TRIPS

Field trips are invaluable teaching aids. They provide direct experiences for learning and are extensions of what is being taught in the classrooms. A signed permission slip is to be turned in on the date indicated on the field trip form. Failure to comply will prevent your child/children from going on the trip. All field trip costs will be covered by CARE with no cost to the parent. The field trip dress: CARE uniforms are required unless specified otherwise on the field trip form.

CHAPEL SERVICE

CARE conducts a weekly chapel service in the gym for students every Wednesday from 8:20 a.m. – 9:00 a.m. Parents are welcome and encouraged to join. All students are expected to participate and attendance is mandatory.

CARE ELEMENTARY SCHOOL TEACHING STAFF

See Website listing for Staff at www.CAREelementary.org

CONTACTING TEACHERS AND STUDENTS

You may contact CARE administration via email at scordero@careelementary.org or cs@careelementary.org. To email individual classroom teachers, please contact teachers directly via CARE's "Parent Square" platform. All parent to CARE staff communication is to be done through "Parent Square."

GRIEVANCE PROCEDURE

In the event of an unresolved concern, the parent(s) and student(s) may request a conference with the teacher first. If the problem cannot be resolved please request a conference with the principal. If the matter in question is not satisfactorily resolved, an appeal can be made to the school board. The decision of the school board will be final and binding.

TELEPHONE COMMUNICATION

Shamira Cordero (Administrative Office) 786-471-3223

Christopher Simmonds (Principal's Office) 305-572-2072

The School reception desk is staffed from 8:00 a.m. to 3:00 p.m. while School is in session Monday through Friday. You may contact the school's reception desk during these hours for any reason via phone. Visitation to the reception desk to address questions or concerns will be available between 8:00 am – 10:00 am & 2:00 pm – 3:00 pm on Monday-Friday.

Otherwise please make an appointment to speak with the School Administrative Officer. All meetings with the School Principal are by appointment only and must be scheduled in advance. Students will not be allowed to use the telephone except for an emergency after given administrative permission. The teacher or school office will take care of emergencies. If you need to speak with a teacher, please call before or after school hours except in case of emergency.

TRANSPORTATION

Transportation to school every morning is the responsibility of the parents. Students must be accompanied by the parent/ guardian to school in the morning. CARE will provide home drop off via school bus for students within a 3 mile radius of CARE. Authorized parents and guardians on CARE record are welcome to "pick-up" students. Student(s) must be signed out. The school office must be informed in writing of any change in transportation or "pick-up" arrangement. Student "walk home" is NOT permitted and "Uber rides/ Lyft etc." will not be allowed for students without an accompanying parent or guardian.

PARENT OR GUARDIAN VISITATION

Parent visitation to CARE is usually welcome. If parents wish to visit during school hours they must make arrangements with the teacher at least 24 hours in advance. All visitors to the school building must sign in with the security officer and obtain a temperature check and visitors pass. This is necessary for the protection and safety of the students. All unauthorized individuals will be asked to leave and if uncooperative reported to the police.

III. OBJECTIVES, APPLICATIONS AND ADMISSION

OBJECTIVES

CARE Elementary School is committed to help each student to:

- Know God and develop a Christian philosophy of life.
- Be surrounded with a Christian influence in the classroom, at study, and at play.
- Understand how to begin and maintain a relationship with God through daily devotional exercises.
- Learn respect and appreciation for self and others.
- Develop habits of punctuality, accuracy, neatness, and sound judgment.
- Develop habits of healthful living and physical fitness.
- Develop attitudes and values, which will result in the improvement of the student and the community.

CARE strives to incorporate Christian values and achieve excellence in:

- Academic Skills
 - Language Arts, Mathematics, Social Studies, Science, Spanish, Art, Music and Computer
- Other Disciplines
 - Physical Education & sports, communication and leadership skills to include Public Speaking & Drama

APPLICATION AND ADMISSIONS

While CARE Elementary School accepts applications from students of all cultural and religious backgrounds, they must be willing to conform to the policies and ideals of the school. Provisions are not currently available for students with documented special educational needs.

APPLICATION PROCEDURE

CARE Admissions Committee will consider students for admission when the following items have been received:

An Application Form completely filled out including the signatures of both parent(s). (Inclusive of all required records and an entry exam).

Approved Step up for Students scholarship application with award letter.

A copy of his/her complete school history including the most recent report cards and previous testing where applicable.

A signed Teacher referral form completed by the teacher.

A signed Parent Permission Form for release of any and all psychoeducational evaluations.

An original current immunization record and a physical examination record. These must be on file in the office. The physical is renewable every year. Copies of student's birth certificate and Social Security card. These must be kept on file.

Signed Parent/Student Handbook Consent form and Parent Contract.

Signed Release, Hold Harmless and Indemnification agreement.

ELEMENTARY ADMISSION

The entrance age for PreK-4 is four years old by September 1 of the current school year. Kindergarten is five years old by September 1 of the current school year. The age for admission into First Grade is six years by September 1 of the current school year.

All students enrolled at CARE will be quarterly reviewed and evaluated by an Administrative Committee for the sole purpose of monitoring student's conduct and academic standing. CARE will help all students in every way possible to build the student's academic standing and conduct. If it is judged that he/she is unwilling to follow the evaluated plan to meet the standards of the school, he/she may be asked to withdraw. Each case will be reviewed independently.

WITHDRAWAL/ TRANSFER

At least five working days' notice must be given to the school office for all transfer records/documents.

RE-APPLICATION

The School reserves the right, upon review of a student's academic/behavior record, not to readmit the student for the ensuing year.

STEP UP FOR STUDENTS COMPLIANCE AND RECIPIENT OBLIGATIONS

STUDENT ATTENDANCE

Students must abide by the attendance policy of the participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship.

Should extenuating circumstances exist that cause a student to be absent for an excessive amount of days, during which no education is being provided by the school to the student, the school should submit an Exit Confirmation Form (ECF) for this student. Once the student has returned to the participating private school, a School Commitment Form (SCF) should be submitted to reactivate scholarship funding. If the circumstances surrounding the student's absence are unique, please contact a Step Up Enrollment Specialist for additional guidance.

Parents will sign students out at the entrance and will then be asked to wait to escort students to the car.

Students will remain in their classrooms until called to depart the building.

Parents must not double park by the bus lane or in the street and request that the child be sent or brought to the car.

DISCIPLINE

Students and families must abide by the behavioral and disciplinary policies of the participating private school in which the student is enrolled. Failure to do so may result in unenrollment. A participating private school reserves the right to suspend or expel students if its published policies are not followed. If a student, over the course of his/her academic career as a Step Up For Students Scholarship recipient, is expelled from a participating private school three (3) times, s/he will lose the scholarship permanently; with no option to renew. (this will not affect the scholarship of any siblings). For any specific questions, please contact an Enrollment Specialist.

STEP UP FOR STUDENTS SCHOLARSHIP PAYMENTS

Payments are distributed to the participating private school in four (4) installments throughout the academic year. The parent or guardian on record must confirm each of the payments on the parent portal. Failure to acknowledge scholarship payment in a timely manner could result in the loss of scholarship and/or an outstanding balance at the participating private school.

The participating private school or any entity related to it may not be assigned as a Power of Attorney (POA) for any purpose related to a Step Up For Students Scholarship. However, Step Up For Students may accept a properly executed Power of Attorney for the purposes of confirming scholarship payment after submission.

Should there be an emergency (i.e. illness, death, etc.) and another parent/guardian needs to confirm scholarship award payment, please contact an Enrollment Specialist for further instructions.

IV. ACADEMICS

ACADEMIC PROGRAM

CARE Elementary School seeks to develop student's abilities in key areas. Students attending CARE are challenged:

To learn deeply and think critically.

To be resilient and resourceful.

To be creative problem solvers with an understanding of the importance of inquiry.

To develop intellectual self-confidence and curiosity.

To communicate and listen effectively.

To operate with integrity and honesty.

To develop the necessary skills to live in our diverse community and global world.

To develop healthy habits of mind, body, and spirit.

EVALUATING STUDENT PROGRAM

Report cards are issued every nine weeks (four times per year) to keep parents informed of their child's progress. Parent/Teacher Conferences are scheduled twice per year (after the First and Third quarters). Interim Progress Reports are generally sent on the last Friday of each month. Parents may request additional conferences with the teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

GRADING SCALE

Grades K-5

- A- Superior work (90-100%)
- B- Above average work (80-89%)
- C- Average work (70-79%)
- D- Below average work (60-69%)
- F-Failing work (0-59%)
- I- Incomplete

For Grades K-5, a student scoring an "A" average with no more than one "B" for one completed semester will be awarded Principal's Honor Roll. A student with a "B" average, with no letter grade of a "C", will be awarded Honor Roll.

PARENT INVOLVEMENT / PARENT-TEACHER COOPERATION

Parents or guardians can help the teachers by:

- Giving wholehearted support and cooperation in upholding the standards of the School.
- Developing a friendly rapport with the teachers.
- Letting their children know that at all times they have confidence in the teachers.
- Discussing their concerns directly with the teacher rather than with others.
- Actively participating in the Very Important Parent (VIP) Group.
- Making sure that their child attends school regularly and on time.
- Sign and return agendas, then follow through to ensure homework has been completed and turned in on time.
- Attending parent-teacher conferences.
- Remembering that a child's perception and account of an incident may be quite different from what actually happens at school.
- Encouraging children to take home all notices, newsletters, calendars and other handouts.

- Responding promptly to messages received on Parent Square.
- Volunteering time at school.

PARENT AND SCHOOL PARTNERSHIP

CARE Home and School Partnership VIP Group (Very Important Parent) has been organized to enhance our school program and support our parents. Some of its functions are:

- CARE provides a Christian school community for school-age children.
- CARE has informative meetings for parents.
- Parents help provide time, input, and support that will help the school to carry out its programs.
- CARE provides prayer for all families, and special prayer time for families with prayer requests.
- CARE holds activities and events that will help build and develop stronger parent/student relationships.

V. STANDARDS

DISCIPLINARY POLICY

Discipline is an important part of a child's upbringing. The School's disciplinary procedures will assist and align with the CARE commitment to excellence, and will maintain the standards that we have set for all students enrolled at CARE Elementary School. Code 1, 2, and 3 protocols and measures will be instituted.

Level 1 Offenses (EXAMPLES OF LEVEL 1 OFFENSES)

- Disruptions of class, assembly, or chapel
- Gum chewing
- Undermining religious ideals
- Dress code violation
- Personal grooming outside the bathroom
- Running in the hall
- Wrestling and horse-playing
- Not following school health and safety guidelines.

DISCIPLINARY STEPS FOR LEVEL 1 OFFENSES

- Appropriate discipline administered with respect by the teacher. Code #1 and Code #2 measures will be taken. Code #1 measures include giving students 3-5 redirection strategies. Code #2 will give students 15 minutes of cool down via classroom quiet isolation.
- In the event of Code #2, a written notice via Parent Square SIS, will be sent to the parent. A telephone conference may be held.
- After school reflection/ detention may be given.

Level 2 Offenses (EXAMPLES OF LEVEL 2 OFFENSES)

- Major disruption of classes/chapel.
- Fighting/assault with or without injury.
- Leaving the school or class without permission.
- Inappropriate comments, touching, or public display of affection (PDA).
- Teasing with or without name calling.
- Provocative/obscene language or possession of obscene materials.
- Disrespect or defiance of school personnel or continual lying to authority.
- Throwing objects and endangering or injuring others.
- Violation of bullying policy.
- Inappropriate use of school technology (iPads, computers) and/ or the Internet.

DISCIPLINARY STEPS FOR LEVEL 2 OFFENSES

- Code #3 will involve School Administration (Principal/ Vice Principal). Automatic detention will be given. Parents will be informed and out of classroom isolation or students being sent home may be required.
1st Offense – One or Two-day suspension–student, parent, teacher and principal conference
2nd Offense – Two to Four-day suspension–student, parent, teacher an principal conference.

Level 3 Offenses (EXAMPLE OF LEVEL 3 OFFENSES)

- Arson, tampering with fire extinguishers, fire-alarm, or security system.
- Theft, vandalism, robbery, burglary or any destruction of school property. (Students may be held responsible for repair or the cost thereof.)
- Gambling/extortion – obtaining anything by force.
- Possession/use of illegal contraband items and drugs (tobacco and other harmful substances). Possession of any type of explosive, firearms, or other weapons

- Sex violation to include sexual harassment/assault (See Harassment Policy below)
- Threats of physical harm to teachers, students, auxiliary workers, or self.
- Assault with injury.

Disciplinary steps for Level 3 Offenses

- Referral to the Board Disciplinary Committee.
- Dismissal from school.

SEXUAL HARASSMENT POLICY

It is important that CARE maintains a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Sexual harassment should never be a part of that environment. It should be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

Definition: Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical contact of a sexual nature.

Examples:

- Making threats of a sexual nature.
- Touching in a sexual manner.
- Sexual advances, gestures, contact, comments, or jokes.
- Making suggestive comments about a person's anatomy.

NOTE: Sexual harassment constitutes an infraction of CARE policies and becomes grounds for disciplinary action including five or more days' suspension or dismissal depending on the seriousness of the situation as determined by CARE administration and Disciplinary Committee.

SCHOOL NETWORK, CELL PHONE AND INTERNET ACCEPTABLE USE POLICY

CARE Elementary School provides iPads for classes and/or research. Each school iPad will have controlled internet access (protected by the school firewall) on the school's secure server and will be monitored daily by CARE administration. This will ensure that students have a safe viewing/user experience. To take advantage of this educational opportunity, this agreement must be understood by the student and the parent or guardian.

At CARE, student access to, and use of the network will be under teacher or staff direction and will be monitored. Access is a privilege, not a right. Access entails responsibility. CARE offers Internet access for student use and this use of the internet has been established with limited educational purpose. The term “educational purpose” includes classroom activities, curriculum content, and limited light-quality self-discovery activities. The internet access has not been established as a public access service or public forum. CARE has the right to place reasonable restrictions on the material the student accesses or posts through the system.

All students are expected to follow the rules as set forth below:

- I will not give personal information such as my address, telephone number, parents' work address or telephone number or the name and location of my school without my teacher's permission.
- I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I “meet” online.
- I will never send a person my picture or anything else without first checking with my teacher and parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher and parents right away.
- I will not give any password to anyone (even my best friend) except my parents or teacher.
- I will be a good citizen and not do anything that can hurt other people or is against the law.
- I will only be online when my teacher has given me permission.
- I will NOT explore websites I'm not directed to. (YouTube, IG, Tik Tok, google images, etc.)
- I will always log off when I leave the computer/ device.

CARE makes no warranties of any kind for the network service it provides. CARE will not be responsible for any damages suffered, including loss of data. CARE will not be responsible for the accuracy or quality of information obtained through the network connection.

TO THE STUDENT: When you are using the CARE Internet connection and network, you may feel like you can easily break a rule and not get caught. This is not true because wherever you go on the network you leave “electronic footprints.” Even if you do not get caught, there is always at least one person who will know whether you have done wrong. That person is you. Your use of the Internet and network can be a mirror that will show what kind of person you are.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Bringing cell phones and other electronic devices to school is discouraged because they can be a major distraction to learning and devices can be vulnerable to theft.

The following policy guidelines will be followed regarding cell phones and electronic devices:

- Cell phones and electronic devices must remain off and stored out of sight during school hours and during after care hours including time on the bus service.
- Cell phones and electronic devices may not be used to talk, take pictures, play games, record or text during school hours or after care hours including time on the bus service.
- No games, videos, or music can be accessed while on school property.
- Due to privacy and safety issues, use of the camera function on cell phones and electronic devices are strictly prohibited in the building and on the bus service.
- School office phones are available with permission from school personnel for students to call home if needed.

Violation of policy guidelines will result in confiscation and disciplinary action will be enforced. Dependent on the violation and number of repeated offense, the following consequences may be enforced by administration:

- Students will have their cell phone or electronic device taken away and returned at the end of the day.
- Students will have their cell phone or electronic device taken away and locked up in the office until a parent can come to school to retrieve it.
- Cell phones or electronic devices will be returned when a parent conference with the principal is held.
- Students will be subject to formal disciplinary action including and up to suspension or expulsion.

CARE Elementary is not responsible for any lost, damaged, or stolen electronic devices.

Cell phones and any other electronic devices are brought at your own risk.

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CARE ELEMENTARY SCHOOL SEXUAL ABUSE POLICY

CARE Elementary School prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. CARE provides procedures for all employees and volunteers to report sexual abuse (Refer to Sexual policy school agreement).

CARE Elementary has a Zero-Tolerance policy for any sexual abuse committed by an employee or volunteer. Following any report of potential abuse CARE Elementary will immediately call the abuse hotline. **1-800-96- ABUSE or online at <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online>.**

ANTI-BULLYING POLICY

CARE is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles by which we work and live. All members of CARE Elementary have a right to learn and work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

CARE actively promotes positive interpersonal relations between all members of the school community.

- Pupils have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- CARE will not tolerate bullying behavior.
- Bullied pupils will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

FORMS OF BULLYING

- Physical violence such as hitting, pushing or spitting at another pupil.
- Interfering with another pupil's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another pupil.
- Teasing or spreading rumors about another pupil or his/her family.
- Belittling another pupil's abilities and achievements.
- Writing offensive notes or graffiti about another pupil.
- Excluding another pupil from a group activity.
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

Preventative Measures From Parents

- Encourage children to treat all peers and staff with love and respect.
- Attend awareness raising programs (Curriculum & parent information evenings)
- Complete survey/questionnaires distributed to pupils, parents and whole school Staff.
- Advise children to report any bullying to a faculty and staff member of CARE and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.

- Advise children not to retaliate violently to any forms of bullying.
- Watch for signs of distress or unusual behavior in children, which might be evidence of bullying.
- Be sympathetic and supportive towards their children and reassure them that appropriate action will be taken.
- Keep a written record of any reported instances of bullying.
- Communicate with school administration to report bullying.

Preventative Measures by CARE Faculty and Staff

The Responsibilities of CARE Staff:

- Foster our student's self-esteem, self-respect and respect for others.
- Demonstrate by example the high standards of personal and social behavior we expect of our students.
- Discuss bullying with all classes, so that every student learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to CARE administrators.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

Preventative Measures By Students

We expect our students to;

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the student who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to
- dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should: not suffer in silence, but speak out, to put an end to their own suffering and that of other potential targets.

Bullying is looked at as a serious infraction and will be considered as a level 2 or 3 offense depending on the situation.

TRAFFIC SAFETY RULES AND GUIDELINES

In order to assure the safety of our students, CARE Elementary School will implement procedures for drop off and pick up of students. All parents are required to observe the following traffic rules during drop off and pick up:

DROP OFF: 7:30 AM to 8:00 AM

- Parents should drop off from the northbound lane between NW 20th and 21st St.
- Parents should enter NW 1st Ave. from 20th St. and enter the designated drop off lane from a queue.
- Students should not leave the vehicle until approached by CARE Elementary School staff who will escort them to the building.
- Parents must NOT PARK IN THE DROP OFF LANE. The driver should NOT leave the vehicle unattended.
- Parents should then continue in the designated traffic queue to the exit for the school drop off area.
- Parents should NOT attempt to drop students from the Southbound lane of NW 1st Ave.
- If Parents have school business to address and need to park the car, they should do so in designated parking places and should follow the above steps prior to parking or should personally escort their student to the building. Temperature check will be required.

DROP-OFF AND PICK-UP PROCEDURES:

- Parents will remain in the car while a staff member receives the child to escort them to the building.
- Students must wear masks if this is deemed necessary.
- Hands will be sanitized upon entry to the building.
- Students, parents or guardians who have a fever of 99.5 degrees or above or show other signs of illness will not be admitted into the school until symptoms subside.

Parents and guardians should be alert for signs of illness and should keep child(ren) home if showing symptoms.

PICK UP: 3:00 PM to 5:30 PM

PARENT PICK UP:

- Pick up should be done at one of the following times:
 - 3:30–4:00 pm or 5:00–5:30 pm.

- Parents will sign students out at the entrance and will then be asked to wait to escort students to the car.
- Students will remain in their classrooms until called to depart the building.
- Parents must not double park by the bus lane or in the street and request that the child be sent or brought to the car.

BUS LOADING: 5:00 PM–5:30 PM

CARE Elementary contracts a 3rd party bus company to provide bus transportation from the school to drop offs in the afternoon:

- Students will be escorted or monitored while entering the bus parked immediately outside the school building in the North bound lane.
- Students must not be disorderly in going to or loading the bus.
- Social distance will be required so staggered dismissal may be necessary.

BUS TRANSPORTATION:

- Parent pick up is encouraged since bus space is limited.
- Bus transportation is a privilege to help working parents but students must abide by the rules and requests of the bus drivers.

If the bus driver has continual issues with a student, they will report to school principal, and the student is subject to bus removal.

Parents should review the traffic plans with their child and should adhere to the rules to assure the safety of all students at CARE. All parents are required to sign the traffic safety contract for CARE Elementary School.

SPECIAL NEEDS AND CURRICULUM MODIFICATION POLICY

In keeping with the philosophy and mission of the school, we recognize that some students require special learning accommodations within the regular school classroom. CARE reserves the right to accept or deny any student that may have documented special needs in the form of an IEP or 504 plan, or any disclosed or documented learning or developmental disability. CARE wants what is best for every student either enrolled or not enrolled in our school. CARE cannot and will not be able to accommodate students whose IEP or 504 plan or disclosed/documentated disability may have a need for a special education or resource classroom. For students with an IEP or 504 Plan, in order to have school admission consideration, the student's IEP or 504 plan must read "80%–100% general education classroom."

If that requirement is met then parents can have an initial evaluation with the school to evaluate and review the IEP/504 plan. If it is determined that the school is unable to meet the needs of the student, the family will be advised to seek alternate placement in the best interest of the student.

For a student already enrolled at CARE without an IEP/504 plan and who has never been tested but demonstrates a need for curriculum modifications, in order to provide educationally sound and academically appropriate curriculum modifications for these students, the following procedures shall be followed:

- The student must be formally evaluated by an outside testing agency of the parent's choice.
- The results of the evaluation must be made available to the school.
- A meeting between parents and school will be held.
- If after review of the plan, minor modifications are prescribed and it is determined that CARE can continue to accommodate the student, a plan will be formulated and evaluated on a regular basis to insure its effectiveness.
- If, after review of the plan, it is determined that a student does not meet the 80%–100% general education recommendation, parents will be asked to explore alternative schools that better meet the needs of the student.
- Students on a modified curriculum will have their report card duly noted for any subject(s) in which modifications are being made.
- If, after CARE's best efforts, it is determined that CARE is unable to meet the needs of the student, the family will be asked to seek alternate placement for the student.

VI. RELEASE FORMS

CARE Elementary School, Inc.

2026-227

NOTICE TO THE MINOR CHILD'S PARENT OR NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN POTENTIALLY DANGEROUS ACTIVITIES INCLUDING BUT NOT LIMITED TO PLAYGROUND ACTIVITIES, PHYSICAL EDUCATION CLASSES AND RECREATIONAL GYM ACTIVITIES. YOU ARE AGREEING THAT, EVEN IF CARE ELEMENTARY SCHOOL USES REASONABLE CARE IN PROVIDING THESE ACTIVITIES, THERE IS A CHANCE YOUR CHILD, _____ MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN ACTIVITIES BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITIES WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM CARE ELEMENTARY SCHOOL IN A LAWSUIT FROM ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND CARE ELEMENTARY HAS THE RIGHT TO REFUSE TO ALLOW YOUR STUDENT TO PARTICIPATE IN ACTIVITIES (OR TO REFUSE TO ADMIT YOUR CHILD TO THE SCHOOL) IF YOU DO NOT SIGN THIS FORM.

In consideration of attending CARE Elementary School, Inc.(CARE Elementary School) and the CARE after school programs, I hereby agree to release and discharge from liability arising from negligence, CARE Elementary School, Inc. and Miami Rescue Mission and their owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them on behalf of myself and my children, parents, heirs, assigns, personal representatives and estate, and also agree as follows:

1. I acknowledge that physical education and playground activity involves known and unanticipated risks, which could result in physical or emotional injury, paralysis or permanent disability, death and property damage. Risks include, but are not limited to, blindness, bruises or other injuries caused by contact; injuries caused by falls or collisions with objects, other participants, or uneven surfaces; medical conditions resulting from physical activity; and

damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment and controlled supervision, without jeopardizing the essential qualities of the activity.

2. I expressly accept and assume all of the risks inherent in all activities that may occur. My child's participation in any and all physical education and playground activity is purely voluntary and I elect for them to participate despite the risks. In addition, if at any time I believe that conditions are unsafe or that my children are unable to participate. due to physical or medical conditions, then I shall immediately notify the school to withdraw them from participation.

3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless CARE Elementary School, Inc. and Miami Rescue Mission from any and all claims, loss, expenses, demands, or causes of action, which are in any way connected with my child's participation in CARE Elementary School activities, during or after school hours, including without limitation reasonable attorneys' fees, suffered by CARE Elementary School due to any injury or loss in connection with my, or my child's, participation in the event or arising out of a claim directly or indirectly related to such use brought by any other person and arising out of my and/or my child's acts or omissions.

4. I represent that I shall cover any injury or damage that my children may suffer while my children participate in CARE Elementary school activities during or after school hours. I agree to bear the costs of such injury or damage myself. I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.

5. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue CARE Elementary School, Inc. or Miami Rescue Mission.

6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

In reading this release, I acknowledge and represent that:

- a. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed.
- b. I am and/or my child is fully competent and of sufficient health and physical fitness to perform –physical exercise.
- c. I fully understand that when my children are participating in any physical education or recreational activities, there is the possibility of physical injury and property damages.

- d. I understand my child is voluntarily participating in recreational activities And physical education activities and I assume all risk of injury.
- e. I have read and understood this document and I execute this Release for full, adequate, and complete consideration fully intending to be bound by it.

Signature:_____ Printed name: _____ Date:_____

CARE Elementary School
MEDICATION ADMINISTRATION TO STUDENTS
DURING REGULAR SCHOOL HOURS

Parents whose student is prescribed to take any particular medication during regular school hours, must sign a consent release form. The school must retain a copy. If the prescription is expired the school will notify the parent and the school will not administer the medication. The medication policy is adopted for the protection of the student involved and the safety of the other students. CARE Administration will adhere to the CARE medication procedures at all times.

“Medication” may include, but is not limited to, over-the-counter remedies, nutritional supplements, herbal remedies, topical creams and any substances dispensed by prescription.

Please review the following information so that any use of medication by your child at school complies with school policy.

ALL MEDICATION

All medication, including prescription and over-the-counter require written physician and written parent consent. The physician instructions must include the child's name, date of birth, name of the medication, correct dosage, maximum dosage, time interval between doses, method of administration, reason for administration and side effects.

Any special storage requirements, such as refrigeration, must also be included. Physician's instructions must be renewed each school year. All medications including prescription, non-prescription, and emergency medication must be personally delivered to the school office by the child's parent, guardian or authorized designee.

In order for the appropriate school staff to assist with medications at school, parents must provide all necessary supplies and equipment. Parents may not send medication through students. Children with medical conditions that require them to carry medication must obtain appropriate authorization under the School policy prior to bringing any medication into the school. (Please see the section below under Self-Authorization Medications)

Student's parent or guardian must personally pick up outdated or unused prescriptions or medications that are no longer used due to change in prescription. School personnel will not send medication home with a student.

PRESCRIPTION MEDICATION

All prescription medication must be labeled by a licensed pharmacist and in a manner that is consistent with the treating physician's written statement. All prescription medication must be in the original container with a separate labeled container for each medication. This requirement

enables the designated school personnel to properly identify the medication and ensure appropriate administration.

NON-PRESCRIPTION MEDICATION

Any over the counter medication shall only be administered during school hours with previous parent or guardian written consent. Again, medication must be properly labeled and in the original manufacturer's container.

Parents must administer medication to children at home, before and after school hours, whenever possible.

SELF-ADMINISTERED MEDICATION EMERGENCY MEDICATION

Natural emergencies may arise during a school year so it is wise to be prepared. The office requires that you supply the school with at least a 72 hour supply of medication if your child is taking any. Again, this medication must be properly labeled and in the original container and the physician's instructions and parent's consent form must accompany the medication.

Please do not send any medications to school with your child. We ask that you follow our policy and procedures for the safety and protection of your children.

Hold Harmless Agreement

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I hereby expressly release, hold harmless and agree to indemnify and defend CARE Elementary School and its governing Board members, officers, employees, agents, representatives, independent contractors and insures from all claims and liability (including civil liability) for any personal injuries, death, or property damage that may incurred by permitting the school to assist in giving my child's medication. This release hold harmless and indemnification agreement shall remain effective until the written notice to terminate the agreement is received and acknowledged in writing by the school principal. I understand and agree that if I terminate this agreement, the school will no longer assist in giving medication to my child.

All medication orders will automatically be obsolete at the end of the school year. New orders are required each school year or when a child's medication has been changed.

Signature: _____ Printed name: _____ Date: _____

CARE Elementary School Head Lice Policy

CARE Elementary School is committed to maintaining a clean and healthy environment for all students. Because head lice can spread quickly among young children, all families are expected to treat reported cases promptly and follow the school's return requirements.

What Are Head Lice?

Head lice are small insects that live in the hair and scalp. Their eggs are called nits and attach closely to strands of hair. Head lice spread mainly through direct head-to-head contact or by sharing items such as combs, brushes, hats, pillows, headphones, and hair accessories.

If Lice or Nits Are Found

- A student found with live lice or nits will be removed from the classroom, and a parent or guardian will be contacted for immediate pickup.
- **The student must either receive proper treatment at home and all lice and nits must be completely removed.**
- **Or visit a professional lice treatment center. Treatment center information and addresses are available from the school upon request.**
- Parents must check other household members and clean the student's bedding, clothing, towels, hair accessories, and frequently used personal items.

Returning to School

- The student may return once treatment has been completed and the hair is completely free of lice and nits.
- The student must return with a doctor's note or written proof that treatment was completed.
- A parent or guardian must accompany the student upon returning.
- A designated CARE staff member will inspect the student before the student is allowed to enter the classroom.
- If any lice or nits are found, the student will be sent home and may not return until completely lice- and nit-free.

Absences

Students will be allowed up to three (3) consecutive school days of excused absence for treatment and removal of lice and nits.

Beginning on the fourth school day, absences will be considered unexcused unless the parent provides medical documentation explaining why additional time is necessary. When a case is reported, CARE Elementary School may inspect siblings, classmates, close contacts, and students who share transportation. Families may also be notified to check their children at home. The affected student's identity will remain confidential.

2026/27 School Calendar

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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October 2026						
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25	26	27	28	29	30	31

November 2026						
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29	30					

December 2026						
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20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
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24	25	26	27	28	29	30
31						

February 2027						
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28						

March 2027						
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28	29	30	31			

April 2027						
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May 2027						
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23	24	25	26	27	28	29
30	31					

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Beg / End Grading Period
	CARE Event
	School Recess

	Teacher Planning Day
	Legal Holiday

A Final Word

The Bible admonishes parents in Proverbs 22:6 to “Train up a child in the way he should go, and when he is old he will not depart from it.” CARE knows that every child belongs to God, and they are His instruments designed for His purpose. CARE faculty and staff take very seriously the opportunity given to us to impart knowledge to enable every student to achieve success. We strive to develop the God-given potential of each student and to develop leaders that treat others with love, kindness, and respect

Congratulations in choosing academic excellence in a loving Christian environment for your child.