



Parent - Student Handbook
Elementary - High School

Principal

Beatriz Brito

Founder

Antonio Brito

BRITO MIAMI PRIVATE SCHOOL

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PRINCIPAL'S MESSAGE

Dear Parents and Students,

Brito Miami Private School congratulates you on becoming part of the panther experience. This institution was founded in 1970, which through the years has earned a great deal of prestige and is well known among the educational community. Since our inception, we have kept our commitment of instilling values and providing a solid education. I am proud to continue my family's legacy in the field of education. My father, Antonio Brito, founded this institution with the purpose of educating young minds and forming future leaders.

Today, I continue to follow in his footsteps by shaping a new generation of students that are ready for the twenty-first century. Our school offers a strong academic education, in a positive learning environment complemented with the latest technology and innovations; always upholding the values of discipline, responsibility and respect. We believe that students' educational experience should be complemented with a series of sports, extra-curricular activities, clubs, and leadership programs that will help build their character and motivate them to excel in and out of the classroom.

Our school has always provided academic excellence while encouraging community involvement as well as cultural development. We form young people, committed to fulfilling the values and democratic necessities of this nation. As a school family member, we encourage you to take advantage of all the opportunities offered by the school and benefit from our diverse faculty, parental support, and unique multicultural population. Our administrators and faculty members look forward in assisting you with any questions or concerns. By working together, we can help our students prosper scholastically and intellectually, in order to successfully achieve their integral formation.

Sincerely,

Beatriz Brito

Ms. Beatriz Brito, BA Psychology, CDAE Cert.
Principal

In Loving Memory of Antonio Brito

FOUNDER PRINCIPAL HEADMASTER

Gone yet Never Forgotten...

Through our existence, we come across very few individuals who impact so many lives. Those privileged to have known him, were inspired through his character, accomplishments, friendship, wisdom, perseverance, love and compassion. He dedicated his life to educating young minds and encouraging them to dream. Teaching was more than a career for him, it was his life-long commitment. He alleged that education is the foundation upon which all forms of progress are based. He showed us that those who were destined to teach spend a lifetime investing in the dreams of their students, and in doing so, their own dreams invariably come true.

He was a true hero that gave us strength and support; a pillar of this community who contributed immensely to noble causes. This exemplary individual leaves behind a great legacy. He had the chance to enlighten, to stimulate, and to inspire all of those whose lives he touched.

His life was a blessing, his memory a treasure. He is loved beyond words and missed beyond measure.

Now in God's hands... His love still lives in our hearts.

A SCHOOL COMMITTED TO VALUES AND SOLID EDUCATION

Our institution is a coeducational bilingual private school founded with the objective of integrating all its members within this great American Society. As a basic principle, our school will give students an opportunity to develop moral, social and democratic values on an intellectual level during their daily activities. We believe in a strong education, which requires that students make a determined effort to take every opportunity toward their own fulfillment as an individual and a member of the community.

Our founder, Dr. Antonio Brito continued his family legacy of educating our youth. He was the second member of the founding family of the prestigious school “Academia Brito” in Havana, Cuba and later became the Principal of “Colegio El Alba” in Caracas, Venezuela. The legacy continues still today. In 1984, Brito Miami Private School first opened its doors in Miami, Florida. Since then, it has grown strong and is well known among the educational community for academic excellence and college preparation.

The Florida Department of Education recognizes this institution as a non-public, nonreligious accredited school. We are fully accredited by COGNIA/SACS (Southern Association of Colleges and School, NCPSA (National Council for Private School, NIPSA (National Independent Private Schools Association), and COBIS (Council of Bilingual School) and we are affiliated to ISSF (Independent Schools of South Florida), NHS (National Honor Society), NASC (National Association of Student Council) and the FHSAA (Florida High School Activities Association).

PHILOSOPHY

As a basic principle, our school will give students an opportunity to develop moral and democratic values on an intellectual level during their daily activities. We believe in a strong education, which requires that students make a determined effort to take every opportunity toward their own fulfillment as an individual and as a member of the community.

In addition, parents or legal guardians should participate, directly or indirectly, and make a joint effort to interact within our academic community. This will enable them to continue the formative process of preparing our youth for dialogue with others and community solidarity. These concepts should lead students toward a way of life dedicated to community service. Teachers and parents should guide them towards these objectives.

Upon completion of their respective school levels, students should have the proper cultural development to excel in their mission in life. A special education program is also available for students with different learning exceptionalities which offers the same opportunities of a regular school setting. We strive to provide all our students, including those with varied learning modalities and special needs, a strong education that fosters a holistic learning approach. In order for all students to achieve a solid education, they must fulfill all aspects of their curriculum, both theoretical and practical which will enable them to better serve this nation as they encounter the challenges of 21st century. Furthermore, we encourage that students to participate in complementary activities of an educational, artistic, athletic, or creative nature.

OBJECTIVE

Our academic community hopes to achieve the integration of each of its members within this great American Society, with the objective of completing the process of forming young individuals committed to fulfilling the values and democratic necessities of this nation.

MISSION

To provide a nurturing and safe environment that promotes the development of the total individual; where students are challenged intellectually, artistically, and athletically.

GOAL

Our primary goal is for students to acquire a zest for learning as they develop a positive self-esteem, essential skills, and respect for others.

CODE OF ETHICS

- We will provide a strong academic education, in a positive atmosphere, upholding the value of discipline, responsibility and respect.
- To give as much importance to the democratic development of our children as to their intellectual education and reinforce the basic principles that governs the educational structure of the school.
- To avoid racial and class prejudice and develop the capacity to interrelate with all social levels in a harmonious atmosphere, regardless of race, color, nationality or religion.
- We believe in providing children with an environment that encourages human development through serious study, integration within the community, and personal maturity.
- We encourage parental responsibility in the education of our children.
- We require the care of school materials and school property.
- We will uphold our obligation and responsibility to our students, teachers, staff members and educational community.
- All new members in our institution (students, teachers, parents, and staff) must abide by our code of ethics, all school regulations and policies. Always upholding our school's name and its principles, and never under any circumstances should they use blasphemy.

ACCREDITATIONS



www.cognia.org



<http://www.cobisschools.com>



www.nipsa.org



www.ncpsa.org

ACTS AND POLICIES

NOTICE OF NONDISCRIMINATORY POLICY

Brito Miami Private collaborates in an open social setting that allows authentic integration, regardless of race, ethnicity, national origin, religion, disability, sexual orientation or gender identity with all rights and privileges afforded by the activities and programs of the school. We believe in avoiding racial and class prejudice and develop the capacity to interrelate with all social levels in a fraternal spirit. Brito Miami Private School hiring polices also adhere to the same nondiscriminatory policies.

NON-AGGRESSION POLICY

The use of aggression with the intent of hurting others emotionally, physically, or verbally will not be tolerated. Such behavior should be reported immediately to a staff member and will be investigated. Disciplinary action will be taken according to the seriousness of the incident.

ETHICAL RESPONSIBILITIES TO STUDENTS

Our paramount responsibility is to provide safe, healthy, nurturing, and responsible settings for our youth. We are committed to support the student's development, respect individual differences, and help them to learn to live and work cooperatively, and promote health, self-awareness, competency, self-worth and resiliency.

ETHICAL RESPONSIBILITIES TO FAMILIES

Families are the primary importance in the development of an individual. The term family may include others, besides parents, who are responsibly involved with the student. Because the family and educators have a common interest in the student's welfare, we acknowledge a primary responsibility to bring about collaboration between the home and school in ways that enhance the student's development.

INCLUSION POLICY

Our school understands the philosophy that all students have the right to be included. This service helps ensure that students with and without disabilities experience the benefits of living and growing together. Inclusion practices help create an atmosphere in which students are better able to accept and understand differences among themselves. Students, families, educators, and the community all benefit by supporting inclusion.

AMERICAN DISABILITY ACT

ADA is a federal law that prohibits discrimination based upon mental or physical disability. Title III of the ADA prohibits discrimination in public accommodations. Schools may be required to provide a reasonable accommodation for students or members of the public to provide accessibility or to allow them to participate in the school's programs. Employees are required to make "reasonable accommodations" for disabled persons who are otherwise qualified to work unless doing so would cause "undue hardship" to the employer.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

This Act (FERPA) (20.U.S.C. & 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 & 99.31).

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- For compliance of a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile system, pursuant to specific state law.

ANTI BULLYING / HARASSMENT POLICY

This section may be cited as the "Jeffrey Johnston Stand Up for All Students Act." Bullying or harassment of any student or school employee in this educational institution is prohibited during any education program, school-related or school-sponsored activity. In addition, using data, social media or computer software that is accessed through a computer, computer system, or computer network of our educational institution. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee. Behavior that includes bullying or harassment should be reported immediately to the principal or an administrator (if the principal is not available). Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. The principal and or his/her designee shall be promptly notified of any complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly.

TRANSGENDER

Our school abides by anti-discrimination/anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school that provides a nondiscriminatory environment for all students, including transgender and gender nonconforming students. These guidelines are intended to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular, and social) in ways that preserve and protect their dignity.

DEFAMATION

Defamation will not be tolerated under any circumstance. Any false statements tending to harm the reputation of any individual such as a faculty member, staff, student, parent as well as the school, whether it is by written, verbal or expressed via social media or transmitted by any electronic device may result in disciplinary action including suspension or expulsion.

BATTERY

Battery is considered by law “an offensive touching without consent or privilege.” If a student alleges that she/he has been offensively touched either by a fellow student or a school employee, the student can seek recovery for battery. As a result, such allegation may bring forth disciplinary action, resulting in suspension or expulsion for the student/s and/or termination of an employee.

CODE OF ETHICS – EDUCATION PROFESSION

Brito Miami Private abides by the 6B -1.001 Code of Ethics of the Education Profession in Florida and by the 6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

- The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
- All instructional personnel and school Administrators in a position that requires direct contact with a student are subject to all background screenings as mandated by the FL. Department of Education.
- Employee or Administrator misconduct that affects the health, safety or welfare of the student must be reported. Employees or Administrators have the duty to report actual or suspected cases of child abuse, abandonment or neglect and have immunity from liability if they report such cases in good faith; and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. The statewide toll-free telephone number of the central abuse hotline is 1-800-96ABUSE.

GRIEVANCES

Any problem or complaint of a staff member, colleague or administrator may be communicated verbally to a Department Head, Administrator, or Principal. In addition, a written complaint must be submitted in order to formally act. It will be addressed, resolved, documented and followed-up. Meetings will be held between the principal, the employee, parent/guardian and/or student to settle the matter at hand. Also, non-compliance with school policy or regulations will be dealt with in the same manner.

SENATE BILL 1712, ETHICS IN EDUCATION ACT

As per this bill all employees are hereby advised of the following:

- Any employee convicted of an act listed under the FL Stat. 1012.315, F.S. (attached document) will be disqualified.
- All employees have the duty to immediately report actual or suspected cases of child abuse, abandonment, or neglect.
- All employees are immune from liability if they make a report, per ss. 39.203 and 768.095, F.S.
- All employees always have the duty to comply with child protective services and investigations.

PROCEDURES FOR REPORTING MISCONDUCT

- The toll-free abuse hotline number is 1-800-96A-BUSE.
- All employees are required to immediately inform the principal (or administrator if the principal is not available) of a suspected misconduct by another student, instructional personnel or school personnel.
- All employees are required to write down all details witnessed regarding the incident (time, date, and occurrence occurred). In addition, you must also document the name of the person that you reported the incident to, as well as the time and date reported.
- All employees must follow-up each reported incident with the school the principal and authorities when pertinent.
- There will be consequences for personnel and administrators who fail to report abuse or misconduct.

EMPLOYMENT REQUIREMENTS

We require all employees and contracted personnel with direct student contact, upon employment or engagement to provide services, to undergo a state and national background screening, by electronically filing with the Department of Law Enforcement a complete set of fingerprints taken by an authorized law enforcement agency or an employee of the private school, a school district, or a private company who is trained to take fingerprints and deny employment to or terminate an employee if he or she fails to meet the screening standards under s. 435.04. All teachers are required a bachelor's degree in related subject area or a teacher certification with a minimum three-year teaching experience. Substitute teachers must have a minimum of an associate degree or 60 college credits earned in an accredited college or university.

ADMINISTRATIVE BRANCH

The administrative department of our school is made up of highly qualified personnel dedicated to working with our youth. In an age in which orientation and guidance of youth requires the most careful attention, Brito Miami Private School has not reneged on its responsibility. Through various means of labor and with faith, our Administration is committed to accomplishing this delicate mission of educating and forming students with high moral values. Our administration branch consists of the following highly qualified personnel.

OWNER / PRESIDENT

Hortensia Brito

PRINCIPAL

Beatriz Brito

E-mail: b.brito@britomiamiprivate.com

ASSISTANT PRINCIPAL

Katryna Anasagasti-Carrasco

E-mail: k.carrasco@britomiamiprivate.com

FINANCIAL ADMINISTRATOR

Lissette Brito-Anton

E-mail: l.britoanton@britomiamiprivate.com

GUIDANCE COUNSELOR

Ernesto Anton

E-mail: panthers@britomiamiprivate.com

OFFICE OF ADMISSIONS/REGISTRAR

Glenda Gomez-Hidalgo

E-mail: g.gomezidalgo@britomiamiprivate.com

CONTROL COORDINATOR

Pedro Guerra

E-mail: panthers@britomiamiprivate.com

ATHLETIC DIRECTOR

Andres Herrera

E-mail: panthers@britomiamiprivate.com

EMERGENCY PREPAREDNESS

BUILDING SAFETY

There is a sophisticated security alarm system installed which covers all doors, windows, and hallways of the school. A fire alarm system is also installed throughout the building with required pull stations. The alarm system is connected to the electric smoke detectors. In addition, there are emergency lights in all corridors and other required areas.

EMERGENCY SCHOOL CLOSING

Under special situations and circumstances which includes natural forces (tornados, hurricanes, lightening, severe thunderstorm, pandemics) the Principal reserves the right to order an emergency school closing, if he/she considers that this decision is in the best interest of the students. Whenever Dade County Public Schools are closed due to an emergency, Brito Miami Private School will be closed. Everyone should adhere to the instructions given by the Mayor or the Dade County Superintendent by whatever means available (radio, television, or via internet). Teachers should always adhere to the Security Measures Memorandum and Emergency Schedule and Planning Guidelines. Closings will be posted on the school website and up-dates will be sent via e-mail blasts.

Brito Miami Private is directly connected with the National Weather Service. The combined all hazards/weather alert broadcast network is a single, most immediate source for comprehensive weather and emergency information. Emergency bulletins including alerts; regarding tornadoes, hurricanes, floods, natural storms, severe weather, Amber alerts, hazardous explosions, fires, chemicals spills and civil emergencies are communicated through this means. In the event of a lengthy school closure due to unforeseen circumstances, virtual or distance learning will be available to students for their safety and wellbeing if on campus learning is not feasible.

MAN-MADE THREATS

Gas leak, fire, explosive, chemical spill or bomb threats may arise as an internal or external threat. In the event any type of threat is made that endangers the safety of the student body, faculty or staff, the building will be evacuated, or other measures will be taken as indicated in the "Faculty Emergency Procedures." Depending on the severity and considering all factors involved, a degree of alert will be announced, or an evacuation will take place. Local authorities will be notified immediately.

WEAPONS AND FIREARMS

Visitors, faculty, or students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon in a school safety zone and in any school sponsored event.

Possessing or discharging weapons or firearms on school property or school sponsored event is in violation of Title XLVI Crimes, Chapter 790, Section 790.115 (Weapons and Firearms). A person who willfully and knowingly possesses any firearm will be committing a felony of the third degree.

LOCK DOWN

In the event there is an unforeseen situation that requires immediate lock down of all doors, it will be announced. All administrators and teachers are to follow the "Faculty Emergency Procedures" and remain at a standstill until further instructions are given.

METAL DETECTORS

For the well-being of our student body and faculty, metal detectors will be used to screen students randomly.

DRILLS

Fire Drills, Emergency Preparedness Drills and Active Shooter Drills are conducted throughout the year and the results are timed and evaluated by the administration. Depending on the drill, students and teachers are evacuated or follow lock down procedures until an all clear is communicated by an Administrator or law enforcement.

SEARCHES/SEIZURES

Inspections may be conducted when there is reasonable doubt or suspicion of wrongdoing. Inspections may include searches of personal property of and employee or student such as, but not limited to personal electronic devices, book bags, lunch boxes, purses, vehicles, pockets, briefcases, etc. Furthermore, use of personal locks is prohibited on school-owned property.

DRUG & ALCOHOL - FREE POLICY

Brito Miami Private School may request at any time for any student or employee to submit to tests for reasonable suspicion of alcohol, drugs (illegal or over the counter) or any other substance. Furthermore, all students and employees fully understand that the results will be released to the administration. Brito Miami Private School upholds a drug & alcohol-free policy and all students, parents, and employees must abide by it during their time of relation with the school.

ANTI SMOKING POLICY

Employees, students, visitors are not permitted to use tobacco (vaping devices, cigarettes, cigars, and chewing tobacco) products during school hours or school functions or sponsored events. We ask them to refrain from smoking for the well- being of all parties involved.

DOG SNIFFS

Dog sniffs searches may be done in an unannounced fashion. Trained dogs are used to detect drugs, alcohol and/or weapons on school grounds. Once the dog signals for illegal goods, the trainer will advise the administrator who is authorized to continue the search and gather information. All evidence will be turned over to a drug testing service and/or law enforcement authority.

911- EMERGENCIES

In the event any emergency or catastrophic accident (death, suicide, poisoning, burning, etc.) should occur to any student, faculty or staff member, 911 will be contacted immediately. Parents/guardians of the student/s or the immediate family members of the faculty or staff will be notified as well.

VISITORS

For our protection and the safety of all students, parents and/or visitors are not allowed to enter the school halls or classrooms without prior permission from the school administration. Visitors must sign in at the administration office and receive a visitor pass or must be escorted around the buildings. Furthermore, we ask that they respect our dress code and abide by our rules and regulations. If visitors do not adhere to our standards, they will be asked to leave the school grounds or school sponsored event. All gates are kept locked during the day. Therefore, there is only one main door (front door)

open for entering and exiting during school hours. In the event, that it is closed due to an emergency, there is an intercom connected to the main office. Faculty members, staff and students are instructed to immediately report any unauthorized persons observed walking on campus.

STUDENT SECURITY

All faculty members are continuously trained in security measures. Teachers have the duties of a "prudent parent" when making decisions regarding the safety of each child. Teachers are instructed to look out for the safety and well-being of all students. If a student is declared missing due to reasonable suspicion, and skipping is not an issue, the school will be locked down. The school will be thoroughly checked by the Principal or Asst. Principal, Administrators, and the Control Coordinator. In the event the child does not appear the parents and local authorities will be contacted.

DISMISSAL OF STUDENTS

Parents must report to the office during school hours for early release. Students cannot be picked up by anyone other than those persons listed on the registration forms unless written permission is received from the parents or legal guardian. If the person is not familiar, he/she will be asked for identification. The individual's name will be verified according to the student's registration or the parents will be contacted. Authorized individuals must sign the early dismissal binder and an early dismissal pass will only be issued to students from sixth through twelfth grade. Release at the end of the day for the elementary grades or from any after school program is done directly from the class. The student can only be released if the person is authorized to do so.

EMERGENCY SCHEDULE/PLANNING GUIDELINE FOR HURRICANE AND/OR DISRUPTION

60-48 Hours Pre-Watch Activities	28-24 Hours Hurricane Watch	24-12 Hours Hurricane Warning	12 Hours Landfall to All Clear	Post Storm All Clear
Principal will notify all administrators.	Principal and staff will assign which areas must be secure	Secure building	Principal maintains contact with administrator	Principal will assess damages and call-in administrator
Administrators will notify faculty and staff members. *Strategies and measures. *Directions *Communicate instructions to the parents.	Faculty and staff will secure equipment and materials of their classrooms and work areas.	Dismiss non-essential personnel.	*Reassure that all plans were implemented. *All questions answered	Faculty and staff will be contacted on when to report for work.
Maintenance will secure all outside equipment or objects.	Faculty and staff will assist in securing the building overall.	Conduct a final check on campus	*All issues were solved.	Administrators will contact all personnel that have not communicated within 24 hours.

	Maintenance crew will pick up any remaining debris.	Vacate the building.		Staff and faculty not in affected areas will be given the return-to-work order.
	Staff personnel should be dismissed 24 hours before storm to handle personal matters.			Staff and faculty will assist in cleaning up and organizing the building overall.
				Parents will be notified as to when classes will resume. Parents must follow emergency school closing policy.

HEALTH/SAFETY

SAFETY LAWS AND CODES

We comply with the following health, sanitation, safety laws and codes.

- Student Health Examination (Form DH 3040 or other certification) for each child upon admittance to kindergarten or initial entrance into school in Florida, in accordance with s. 1003.22(1), Florida Statutes.
- Florida Certification Immunization (Form DH 680 or valid Exemption from Immunization for each child, in accordance with s. 1003.22(4), Florida Statutes.
- Immunization Annual Report of Compliance for Kindergarten and Seventh Grades (Form DH 684), in accordance with 64D-3.011(3), Florida Administrative Code.
- Provide for appropriate screening of students for scoliosis at the proper age, in accordance with s.1003.22 (4), Florida Statutes.
- Public/Private School Inspection Report (Form DH 4030), in accordance with 64E-13, Florida Administrative Code.
- Limited-Use Public/Private drinking Water System Sanitation Survey & Inspection Report (Form DH 4020-For schools with their own wells), in accordance with 64E-8, Florida Administrative Code.
- Food Service Inspection Report (Form DH 4023- For schools with on-site hot food services) in accordance with 64E-11, Florida Administrative Code.
- Department of Health and US Department of Agriculture standards and meet meal pattern requirements as specified in 7 CFR Part 226.20.
- Mandatory Measurements Nonresidential Radon Measurement Report (Form DH 1777), in accordance with s.404.056, Florida Statutes, and 64E-5, Florida Administrative Code.
- Fire Code Inspection and compliance in accordance with s.633.025, Florida Statutes, and county and/or municipal ordinance.

INCIDENT/ACCIDENT

The office must be notified of any incidents or accidents such as fighting, injuries, etc. The teacher witnessing the incident or accident must make a verbal report to the teacher responsible for the child/children or to the administration. The teacher is required to fill out an incident or accident report and submit it to the office. Depending on the severity of the injury, faculty members will bring any injured child/children to the isolation room. Parents will be contacted by phone and notified of incident. If the child/children require emergency medical attention, 911 will be called in order to aid the child.

LICENSES/INSPECTIONS

The health and safety of each child are paramount at Brito Miami Private School. We are regulated, licensed and inspected since our inception in 1970. Brito Miami Private School adheres to all safety and health standards as set forth by City, State and County Regulations pertaining to the Fire and Health Department. The City of Miami Fire Dept. and Health Dept. also conduct inspection regularly during the school year. In addition, Brito Miami Private School is fully accredited by AdvancED/SACS (Southern Association of Colleges and Schools), NIPSA (National Independent Schools Association), NCPA (National Council for Private School Association), and COBIS (Council of Bilingual School that have its own strict standards which supersede those from Children & Families.

UNIVERSAL PRECAUTIONS PROCEDURES

Federal OSHA (Occupational Safety and Health Administration) requires that everyone be protected from exposure to blood borne pathogens. In the school setting, it is not possible to know who a carrier of an infectious disease or what germs are present. Persons with infections do not always have outward signs and often are not aware of being infected. However, we use "UNIVERSAL PRECAUTIONS" while school is in session and in other situations that will help protect your child from ALL infectious diseases. Universal precautions simply mean, using precautions for handling both blood and body fluids, and all persons regardless of one's knowledge of whether the person is infected with a specific pathogen. Universal precautions will protect everyone from HIV infection, Hepatitis B and many other infectious diseases. Taking Universal Precautions will result in fewer illnesses.

MEDICATIONS

As required by the Department of Children and Families, a parental permission form must be filled out at the office for a student to receive any type of medication. Every teacher must make sure that when receiving any medication, it must have the students name, date, time, and amount to be given. Only authorized personnel may administer said medication. There is no Registered Nurse on staff; therefore, any medications that must be administered by means of injections must be done at home. On the other hand, if a student needs to be injected during school hours, he or she must be able to inject themselves or the parent must come in to do so.

COMMUNICABLE CONDITION OR ILLNESS POLICY

If your child has a communicable condition or illness (strep-throat, chicken pox, conjunctivitis, impetigo, ring worm, pin worm, lice, COVID-19, etc.) a doctor's note or negative testing result is required in order for him/her to return to class. If any child has a contagious disease it will be reported to the Health Department. Children with chronic health problems such as asthma, diabetes, heart disease, metabolic conditions, or neurologic and neuromuscular disorders are at higher risk of having complications from flu. If your child has a chronic health condition, please discuss with your health care provider what, if any, additional precautions should be taken to minimize your child's risk of exposure while at school.

COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. Bomart, Inc., (hereinafter referred to as "Brito Miami Private School") cannot prevent parents, students, faculty, visitors from becoming exposed to, contracting, or spreading COVID-19 while present at our premises or employed. It is not possible to prevent against the presence of the disease. Therefore, by choosing to enter onto Brito Miami Private School's premises there may be a possibility of exposure and/or increasing the of contracting or spreading COVID-19.

WAIVER OF LAWSUIT/LIABILITY

I hereby forever release and waive my right to bring suit against Bomart, Inc., and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to attendance or while present at Bomart, Inc.'s, premises. I hold harmless and fully understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

ALLERGIES/SPECIAL NEEDS

Parents must inform the administration of any allergies or special needs their child/children may have upon registering in the school. Please make sure that your child's name is posted on the "Allergies" information board located in the classroom if enrolled in the elementary level.

INJURIES/ACCIDENTS

A parent or legal guardian will be contacted if their child has suffered any injury. Our staff is trained in CPR and First Aid. If an accident or injury occurs, the student will be comforted, and an assessment will be made as to whether the Emergency Medical Service (EMS) should be contacted. If EMS is called, you will be notified immediately. If it is necessary to transport the child to a hospital, an administrator will accompany the child and stay with the child until the parent arrives.

IDENTIFICATION CARDS

This card can be issued to students and teachers for their personal use. It could also be used for sponsored activities. All identification cards may be revoked with probable cause.

SENT HOME FROM SCHOOL

If your child is sent home from school due to illness or fever, he /she must remain home the following day or as long as needed to rest until he/she is well and is symptom free for a minimum of 24 hours. If your child becomes ill at school, your child must be picked up within the courtesy hour of notification of his/her illness.

STAIRWAY PROTOCOL

Students and visitors must always be vigilant when using the stairways. To avoid any incident or accident and ensure safety, students/visitors must follow the following guidelines.

- Hold on to the handrail when ascending or descending any stairway.
- Be cautious of any objects, debris, or liquids on the steps.
- Only take one step at a time.
- Use stairways in an orderly fashion.
- No running, jumping, skipping, or pushing.
- Advise an Administrator if there is not sufficient visibility due to a lightbulb outage.

MEDICATIONS

The Department of Children and Families requires that a parental permission form be filled out for a child to take medication. The student's name, date, time, and amount to be given must be visible and legible. Authorization forms may be obtained in the main office. It is the parent's ultimate responsibility to disclose medication that their child is required to take for their well-being. There is no Registered Nurse on staff; therefore, any medications that must be administered by means of injections must be done at home. On the other hand, if a student needs to be injected during school hours, he or she must be able to inject him/her or the parent must come in to do so.

CHILD ABUSE AND NEGLECT

In accordance with Florida Law, all staff members are legally obligated to report suspected cases of child abuse or neglect.

RECORDS/ILLNESSES

Detailed records are kept on each child concerning limitations, allergies, and prior medical conditions. They are easily accessible in case of emergency. First-Aid supplies are kept secured in an isolation area (First Aid Room). In case of illness, students are isolated in the first aid room until parents can pick them up. If any student has a contagious disease it will be reported to the Health Department. In addition, staff members have received First-Aid and CPR training as required by the Department of Children and Families.

VOLUNTEERS

Volunteers are welcomed on-site or for fieldtrips. A signed affidavit is required as well as a background screening and clearance.

FIELD TRIPS

Field trips are planned in advance and chaperoned by faculty members as well as volunteer parents maintaining appropriate student-teacher ratio. This activity or trip must be pre-approved by the Assistant Principal. In addition, signed permission slips are required for each trip, giving details of the trip and releasing employees, directors and volunteers of all liability. The field trip reservation and passenger list are prepared by each teacher and handed to their coordinator in advance. All students are required to wear their complete school uniform when going on field trips unless otherwise instructed. The school year may be extended for specific grade levels if fifty percent or more of the students miss a class scheduled fieldtrip.

PARENTAL RESPONSIBILITY

Parents are the first and foremost educators. Therefore, they must not be set aside in the educational process of their children. In accordance with this principle, parents must:

- Cooperate with the administration and teachers by making suggestions and constructive criticism without depriving them of their authority in matters of homework and evaluation.
- Provide a home environment conducive to studying.
- Maintain interest and concern for the student's successful performance in school.
- Develop responsibility by encouraging punctuality and attendance. No justification or excuse for unreasonable absences must be provided to the child.
- Abide the school class schedules which may vary according to grade level.
- Not park in the school parking lot when picking up or dropping off their children. Cars exiting or entering at these times could endanger students in the area. In addition, under no circumstances should you interrupt traffic by stopping your car in an unauthorized drop off location, or park, block any entrance or exit gates, just as our neighbors' lawn or parking spaces.
- Follow dismissal regulations as communicated by grade level. All students must be picked up promptly by dismissal time unless they are enrolled in an after-school program. The school cannot take on the responsibility for students that are unsupervised nor will permit students to wander around school grounds. Students that are not picked up by dismissal time and are not in any after school program will be automatically placed in a study hall. There will be an additional charge for this service.
- Instill discipline and order by encouraging children to complete all homework assignments, wear complete uniform, and bring all necessary school supplies.
- Punctually attend all meetings related concerning school matters in order to maintain an effective dialogue linking the school and the family.
- Take part by participating in as many school functions and events as possible. By supporting the children, parents make a positive impact that is surely to reflect on them.
- Not enter classrooms in the morning or during class hours. Children are easily distracted. We request the parents' cooperation in this matter. If parents need conferences with teachers, they must schedule an appointment by contacting the administration office.
- It is the parent's responsibility to encourage and send their child/children properly groomed to school.
- It is crucial that parents understand that they play an important role as parents while representing their child/children. Misconduct, malicious acts, cursing, striking or threatening a student, parent, or faculty member will not be tolerated. Parent/s who conducts themselves in this manner will be escorted from school grounds and depending on the severity of the incident other measures will be taken.

Brito Miami Private School encourages parents to become active members of the Parent Teacher Student Organization (P.T.S.O.), a committee that focuses on raising funds for the benefit of the student body. Their objective is to continuously provide our students with state-of-the-art instructional equipment/resources in order to reach the greatest level of development in the teaching learning process.

Negligence of parents or guardians in the enforcement of school regulations, as well as lack of cooperation in the educational progress of their child, may result in suspension or expulsion of the

student. Furthermore, if any problem or situation arrives which is not stated in the regulation book, the principal reserves the right to determine the course of action to be taken.

STUDENT RESPONSIBILITIES

Students at Brito Miami Private School are those who have been accepted, having completed all registration requirements. It is understood that after such registration, students and parents are familiar with and have accepted all the rules stated in the parent/student regulation handbook.

For students to develop socially and grow as individuals, they must be involved in as many activities as possible. Their responsibilities are as follows:

- Take advantage of all opportunities offered by the school toward their integral formation, democratic in nature, both on an intellectual level as well as in their daily lives, committing themselves to good attendance and effective participation in classes and school activities.
- Participate in the free development of their will to reason, realizing that true liberty entails a great spirit of responsibility; demonstrating itself in a spirit of sacrifice and in learning to live with your own conscience.
- Prepare themselves intellectually through serious study and investigation, through attentiveness and participation in class, through confrontation of opinions and methodical organization of their work.
- Take advantage of time granted for study and extracurricular activities and arrange their free time as a function of their personal development and toward the benefit of others.
- Students are rented electronic devices which are required for remote learning depending on grade level. Parents and students understand that all devices are property of Brito Miami Private School and said property must be returned in good working condition. Devices may be collected and or inspected at any time at any time. The use of any device is a privilege which may be rescinded at any time.
- Open themselves to the ideals and educational methods proposed by the school and support the initiatives of the educational community, always exhibiting a positive attitude.
- Show great respect towards others: visitors, teachers, classmates, administrative personnel, and staff workers. Students must always conduct themselves in an educated and proper manner. Maintain silence when it may promote deep thought and reflection.
- Promote a fraternal atmosphere among their classmates, peers, and teachers; respect others despite their shortcomings, and strive for integration within the group.
- Channel all constructive ideas through the teachers and work with their suggestions.
- Always abide by all school policies and regulations. Always conduct yourself in an appropriate manner, always upholding the school name and moral values.

DISCIPLINARY POLICIES AND PROCEDURES

ELEMENTARY, MIDDLE AND HIGH SCHOOL

We abide and follow the following disciplinary practices:

- Positive Reinforcement
- Counseling
- Children shall not be subjected to discipline that is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest or toilet use.
- After three tardy passes, the student will get one-hour detention. A “late slip” will be issued

when the student is late to class throughout the day. Each “late-slip” is equivalent to one-hour detention. An “out of uniform” pass also equals one-hour detention. Students having more than two hours of detention in one week, or are absent to detention, will result in the student having to sign the infraction record if not previously excused.

- Students are to answer "present" when attendance is taken at the beginning of each period for absences to be absences to the attendance clerk.
- Students from 6th-12th grade arriving after 9:00 a.m. without an acceptable excuse (parental note, medical notice, court appointment) will not be permitted into class. Students are permitted three excused tardiness per grading period with a note from a parent.
- Students and teachers are expected to rise during the National Anthem unless it is contrary to their religious beliefs.
- Students are not permitted to socialize in front of the school or in the parking lot. Upon arrival, elementary through middle school students must go directly to their designated classes. On the other hand, high school students must gather in the Panther Hall until the bell rings for first period.
- When the bell rings, students must remain in their seats until their teacher dismisses them.
- Students are not permitted to be inside any classrooms before or after school hours as well as during lunch or break time. During lunch and break, students must be in the Panther Hall. Under no circumstances, are students permitted to leave school grounds for lunch. If they decide to, it will be considered skipping school. Students are never to be in the front or back parking lot areas during lunch or break times.
- As a matter of courtesy, students will stand whenever a faculty member, administrator or visitor enters the classroom, and will remain standing until the teacher asks them to be seated.
- Courtesy and good behavior in the hallways is essential. Students should line up when waiting for another class to exit, always maintaining the flow of traffic. Silence must be observed in the halls while classes are in session.
- All students must be prepared for class upon arrival to school. They must have all their required educational materials and technological resources prior to each class.
- Our school counts on fully capable individuals to help us whenever our regular teachers are ill, or absent due to personal reasons. A substitute is an important visitor whose impression of our school will be carried into the community. We expect our students to extend the same courtesy of politeness, helpfulness, and consideration as they do to their regular teachers.
- Students who leave before their regular dismissal time without the proper “Early Dismissal Pass”, that is, with no authorization whatsoever, will face disciplinary action. The first time a student skips; a parent conference will be scheduled. If it should occur again, during the entire enrollment time of the student he/she will be automatically expelled.
- Students should use the bathroom during recess and during their lunch period. In case of an emergency, the teacher will send the student to the office for him/her to be issued a “bathroom pass.”
- Dismissal times will vary according to grade levels (elementary, middle, and high school. All students will be dismissed by the south rear side designated area. Elementary students will line up for drive thru pickup by an authorized parent, adult or bus service. Students that are not picked up immediately after dismissal, will be placed in the study hall program.

- The use of the office phones is restricted. Students may ask permission to use the phone during their break or lunch time. Under no circumstance, can phone calls be made during class time. Office personnel will only take messages under special situations from parents or guardians. The use of cellular phones is not permitted.
- Students are forbidden to bring, distribute, or sell any kind of merchandise on school grounds.
- School property must be respected and taken care of by the students. Parents will pay for any damages intentionally or maliciously incurred.
- Silence and thoughtfulness towards others are paramount.
- Rules of proper conduct will apply to all school sponsored events and social activities, whether on school grounds or elsewhere.
- Fighting on, or near school property, or in a sponsored event is prohibited.
- Public display of affection will not be tolerated under any circumstances. Students must conduct themselves in an acceptable manner, always upholding the moral standards of our school.
- Students are forewarned that for their own sake, and for the benefit of the entire student body, that the disciplinary action that will be taken for the possession or use of alcoholic beverages or drugs on school grounds or sponsored event will result in expulsion. Students that are determined to be under the influence of drugs or alcohol will be subject to the same action.

DRESS CODE

Uniforms

All students must wear their complete school uniform and shoe apparel as specified by level in the uniform apparel regulation sheet. Their uniform must be in good condition and pants must be properly hemmed. Only plain white undershirts should be worn. Furthermore, skirt-short, capri or pants must be of a modest fit (tight-fitting or baggy pants are unacceptable). All students must wear their complete physical education or fitness clothes during class times. Clubs shirts (NHS, Interact, and Student Council) or class shirts are permitted on designated days.

Winter Attire

Students must wear school approved jackets, sweatshirts, and sweatpants, but hoodies are not permitted. A uniform shirt must be worn under all cold-weather apparel.

Special School Activities

Revealing clothing is not appropriate for school functions or events. In the event an administrator or faculty member feels a student is dressed improperly and does not uphold the moral values and standards of the school, he or she may be asked to leave the premises. Students who wish to participate in special activities must abide by the required dress code, regardless if it is a club activity or fundraising event that takes place on or off school grounds.

Personal Appearance

The school does not have to issue a warning on grooming or dress code. General appearances and hair styles are subject to the approval of the Assistant Principal or Principal. The school reserves the right to send a student home for grooming or uniform non-compliance.

Females:

- Wearing excessive, large, or extravagant custom jewelry, barrettes, and feathers is not allowed.
- Only moderate facial make-up is permitted.
- Coloring of unnatural hair tones or bleaching is not acceptable.
- No inappropriate haircuts or styles, such as Mohawks, dreads, etc. are permitted.

- No flip-flops or Crocs may be worn at any time.
- Visible piercing or tattoos are unacceptable.
- No eyebrow etching.
- Branding is not permitted.
- Wearing jewelry is not advisable. The school will not be responsible for jewelry lost on campus or any items of valuable such as cellular phones or other electronic devices.
- No writing on shoes or other uniform items.
- Smoking, chewing gum or tobacco is not allowed in school. Food and drinks are forbidden in classrooms.
- Caps, hats, scarves, bandanas, or sunglasses are not permitted.

Males:

- Properly groomed hair is always required. Only traditional or crew cut “business style” is accepted. No long hair, designs, lines, or new wave, mushroom haircuts, dreads, Mohawks, are permitted. **BOYS HAIR MUST BE SHORT AND FADED; NEVER TOUCHING EARS OR SHIRT COLLAR. SIDEBURNS MUST NOT SURPASS EARLOBES AND BANGS ABOVE THE EYEBROWS.**
- Hair coloring of unnatural tones or bleaching are not acceptable. Hair spray, gel, accessories or water cannot be used to disguise the length of hair. Long hair combed back will not be permitted.
- Wearing earrings or wallet chains is not permitted. Facial hair is not allowed for male students. They are always expected to be clean shaven. A student may be asked to shave before returning to class (fee will apply) or be sent home for repeated infractions.
- No ripped pant hems. Hem length is to be at the middle of the shoe heel.
- No flip-flops or Crocs may be worn at any time.
- Visible piercing or tattoos are unacceptable.
- No eyebrow etching.
- Branding is not permitted.
- Wearing jewelry is not advisable. The school will not be responsible for jewelry lost on campus or any items of valuable such as cellular phones or other electronic devices.
- No writing on shoes or other uniform items.
- Smoking, chewing gum or tobacco is not allowed in school. Food and drinks are always forbidden in classrooms.
- Caps, hats, scarves, bandanas, or sunglasses are not permitted.

OFFICE REFERRALS

Teachers may submit a weekly referral log with student names that require corrective action.

For every three office referrals, students will have to complete an in-school service hour (serve as an office or teacher aide by assisting elementary teachers with clerical duties, checking notebooks, etc.)

If a student has three reasons for referrals in one week, it will be noted as an automatic infraction. Rescheduling of service hours will only be permitted once a year with the approval of the Assistant Principal. It is up to the Principal’s discretion to wave school service hours (**ON OR OFF CAMPUS**) or make any type of changes.

Minor infractions are violations against school procedures and may result in a referral. If office referrals are persistent, they may result in other measures being taken. Minor Infractions include, but are not limited to the following:

- Late to school (every three times late)
- Late to class
- Excessive talking
- Disobedience
- Disruptive behavior
- Failure to complete class work
- Lack of class materials
- Dress code infraction
- Food or drink in hallways or classrooms
- Chewing gum
- Any other violation that may disrupt school procedure

CELLULAR PHONES/SMART WATCHES

The following measures will be enforced in order to promote a productive environment conducive to learning and teaching. As a general rule cellular device are confiscated from students if they are seen or heard and can only be retrieved by a parent or guardian. Phones/Smart Watches are subject to searches including text messages, pictures, social networking, and internet history if the school's administration deems it necessary. If any student conducts themselves inappropriately, via the use of e-mail chat rooms, or any type of on-line communication including cellular phones, there will be serious measures taken, including expulsion.

1st Confiscation:

Students will lose their device for three days.

2nd Confiscation:

Students will lose their device for one week.

3rd Confiscation:

Students will lose their device for additional week.

4th Confiscation:

Students will lose their device until an administrative conference is held.

Students who do not conduct themselves accordingly will be reprimanded. General rules of network etiquette must be observed, appropriate language must be used, and obscenities or illegal activities are strictly prohibited. Furthermore, the uploading or creation of viruses is considered vandalism and parents will be subject to fully reimburse the school for the cost repairs or replacements of the damages.

SEXTING

The act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images will not be tolerated. Such in appropriate behavior will result in disciplinary action that may include expulsion.

CHEATING/PLAGIRISM

Cheating during an examination is defined as “unauthorized talking, copying, text messaging, or passing information by verbal or written means or attempting to obtain information by looking at the exam of a classmate. Cheating or the use of plagiarism will not be tolerated and will result in disciplinary action including suspension.

DISPLAY OF AFFECTION

Display of affection will not be permitted under any circumstance. It will prove embarrassing to the student if a faculty member or administrator calls their attention. Any display of affection will result in an infraction recorded. If a distasteful display of affection occurs, a parent conference with the Principal will be required and any other disciplinary measure will be taken if necessary.

ILLEGAL SOLICITING/SALE OF GOODS

Students are not permitted to sell or distribute any items for which proceeds are not used for a school fundraiser sponsored by a school club or organization. Any sale of goods must be previously approved by the School Head, Principal or Assistant Principal including promotional flyers, newsletters, or pamphlets used for fundraising event. Any students found selling or distributing merchandise will be subject to disciplinary action than can result in expulsion.

DRUGS/ALCOHOL

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, vaping products, or drug-related paraphernalia, abuse of prescription or over the counter drugs by any student on school grounds, in a sponsored activity or at any time the student is wearing a school uniform is forbidden. Any of these offenses will result in disciplinary action, which may include expulsion from school, even on the first occurrence. Furthermore, any student selling drugs on school property or at school functions will be immediately expelled. The school is committed to a drug-free environment. Therefore, this commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse as stated below:

Brito Miami Private may request at any time for a student to submit to a Uri analysis test, breath-alcohol test and or random testing for reasonable suspicion of substance use at the parent’s expense. Student’s property is subject to a dog sniff search in an unannounced fashion which can detect drugs, alcohol, and weapons. All evidence will be turned over to a testing service and/or law enforcement authority. Student’s drug/alcohol test results will be released to the school administration for the purpose of determining the presence of alcohol, drugs (illegal or over the counter) or any other substance.

BREAKING THE LAW

Serious actions, which are listed as misdemeanors and/or crimes under law will be referred to police authorities. This action will be taken after investigating and determining there is sufficient evidence.

INFRACTION RECORD

Students will sign the Infraction Record whenever an instructor or administrative staff member deems necessary after a disciplinary incident is committed.

Students who accumulate three referrals in one week, must complete three community service hours through an approved organization. Suspensions will be issued in extreme discipline situations as per the Principal’s or AP discretion. Disciplinary incidents that would warrant a suspension, include but not

limited to physical altercations, bullying (cyber or in person), harassment, defamation, threatening, harassing, discrimination, distasteful or improper conduct or behavior. The infraction record procedure is as follows:

1st Infraction:

Student will have the opportunity to analyze his/her behavior when spoken to by administrative staff member. This acknowledgement will result in no additional disciplinary action.

2nd Infraction:

This acknowledgement will result in one on campus school service hour.

3rd Infraction:

This acknowledgement will result in a parent conference with the Assistant Principal and the student..

4th Infraction:

The student will have the opportunity to analyze his/her behavior when spoken to by administrative staff member. This acknowledgement will result in no additional disciplinary action.

5th Infraction:

This acknowledgement will result in two off campus school service hours.

6th Infraction:

This acknowledgement will result in a parent conference will take place with the Assistant Principal and the student.

7th Infraction:

The student will have the opportunity to analyze his/her behavior when spoken by administrative staff member. This acknowledgement will result in no additional disciplinary action.

8th Infraction:

This acknowledgement will result in three off school campus service hours. In addition, parents are contacted and informed of the student's disciplinary status.

9th Infraction:

This acknowledgement will result in a parent conference and consequently the student will be expelled from school.

OTHER REASONS FOR EXPULSION

Students may be expelled from school if they commit the following infractions:

- Act of vandalism, destruction of school facilities and property.
- Indecent acts of any manner, including but not limited to electronic transmission.
- Possession of weapons.
- Extreme violent incidents
- If a student leaves school grounds without permission, a parent conference will be held with a school administrator and the student. The school administrator will address the issue and a warning of expulsion will be given. If the student commits the same infraction during the duration of their attendance at the school, he or she will be automatically.
- Stealing.
- Possession or use of alcoholic beverages, drugs or mood-altering substances in school or at school-sponsored events.

The use of any electronic devices, programs, and all means of on-line communication are a privilege and may only be used for educational purposes. All students are required to have a **FULLY CHARGED ELECTRONIC DEVICE** for daily use as an educational resource. In the event of software or hardware malfunction, the student should notify the help desk immediately. Brito Miami Private School reserves the right to inspect copy, retrieve or delete any items stored on any device. Violations of technology policies may result in disciplinary action, including the loss of student privileges to use the technological resources. Students who do not adhere to these policies are subject to being reprimanded, suspended, or expelled depending on the severity of violation. A student that knowingly degrades or disrupts online services or equipment is considered an act of crime under state and federal law. This includes tampering with the hardware or software, vandalizing data, invoking viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws of any electronic device.

OWNERSHIP

Brito Miami Private School retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth on the Student Laptop Rental and Agreement Form. Moreover, Brito Miami Private School administrative staff and/or contracted IT company retains the right to collect and/or inspect the Computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. Because the Device is school property and is intended only for approved educational uses, the student's use of the device will be governed by this document and the rules, policies, and guidelines always described in this document and in all locations, both on and off campus and both during and outside of instructional time.

RESPONSIBILITY FOR ELECTRONIC DATA

The Student is solely responsible for any non-Brito Miami Private School installed programs, applications, or digital files of any kind. Students may download, with specific limitations, apps, music, games, and digital content for recreational use when off campus, subject to Brito's Acceptable Use Policy and Parent/Guardian approval.

HELP DESK

If a student is having problems with the Computer, or if they have questions about the technology, students can take their Device to the Help Desk. A pass will be required to go to Help Desk. Help Desk will not make repairs or install software. The Help Desk will determine if repairs are needed and will report it to the IT Department. When necessary a loaner will be provided. When Computer is repaired, the Help Desk will contact the student so the student can return their loaner machine. Loans due to repairs caused by student negligence or carelessness will be limited to two days per quarter.

MEDIA SECURITY POLICY

Each student is solely responsible for his/her electronic device and obtaining insurance.

- Laptops, iPads, net books and/or tablets must never be left unattended. Students who leave laptops unattended will be subject to disciplinary action and a technology fee for retrieval will be applied.
- Laptops, iPads, net books and/or tablets should be kept in an approved computer case. They should not be kept in regular book bags.

- Laptops, iPads, net books and/or tablets must go home with the student daily and returned fully charged the next day. In addition, they cannot be left on school grounds, over the weekend, on holidays, breaks or during vacation.
- Students may not take iPads, laptops, etc. on buses for field trips or to sporting events.
- Students are expected to use any form of media appropriately at all times as specified.
- Parents are responsible for replacing the laptops, net books, tablets and/or accessories if it is lost, stolen and/or broken.
- Brito Miami Private School, its directors and employees will NOT be held liable for any lost, stolen, damaged Laptops, net books and/or tablets including but not limited to accessories.

SOCIAL NETWORKING

The use of information technology (including, but not limited to, the Internet, instant messaging and text messaging) should be conducted in a responsible manner in compliance with all applicable laws while upholding the values of Brito Miami Private School on or off school premises. Therefore, students are not permitted to post, place, upload, and share or communicate any images, photographs, statements or references relating to or that which include profanity, vulgarity, indecency, and illegal use of drugs, alcohol, or any type of illicit activities.

In addition, students may not use information technology for the purpose of defaming, threatening, teasing, or harassing any other student, staff member, parent, faculty member, or other person. This includes but is not limited to, communications on social networks such as Twitter, My Space, Facebook, Instagram, Snapchat, Tic Toc, etc.

Furthermore, 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 a personal websites and social networks and the materials transmitted. Unauthorized use of the school's name (or names associated with the school) or images of the school, its employees or agents is prohibited. It may only be used for school related or educational purposes. Personal use, including e-mail is not allowed. Students are prohibited from obtaining this information or sharing it with others and must immediately exit out.

NETWORK ACCESS

Students must not make any attempt to access servers or network information that is not available for the public. Students may not use the school network for personal or private business reasons. The school is not responsible for damaged or lost data transferred through our network or stored on devices or our file servers. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

INTERNET ACCESS

Students will use their Computer to access the internet only on a secure network, such as the school network or their home network. Parents will supervise and monitor student's internet use whenever possible. By signing the student laptop rental and agreement form, the Student and the student's Parent acknowledge that they are solely responsible for ensuring that the student's use of the device to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules and regulations. Internet access may contain some improper material. Therefore, students are restrained from obtaining this information or sharing it with others and must immediately exit out. Students who do not conduct themselves accordingly will be reprimanded. General rules of network etiquette must be observed, appropriate language must be used and obscenities or illegal

activities are strictly prohibited. Furthermore, the Student and student's Parent will hold Brito Miami Private School and employees harmless for any harm that may come to the student or any other person as a result of the student's internet activities.

SOFTWARE

All software originally installed by Brito Miami Private School will remain on the Computer. Students are permitted to install software on the assigned Computer so long as it is legally owned and installed as per a license agreement and does not appear on the list of prohibited software, apps and digital content. In the event software is known to cause or is suspected of causing system errors to the Computer, the Student Help Desk Coordinator will remove the program and restore original settings.

HARDWARE

Brito Miami Private School retains sole right of possession of the Computer and grants permission to Students to use their computer according to the guidelines set forth in this document. Moreover, Brito Miami Private School administrative staff and/or contracted IT company retains the right to collect and/or inspect the computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of a computer is a privilege which may be rescinded at any time. Because the device is school property and is intended only for approved educational uses, the student's use of the device will be governed by this document and the rules, policies, and guidelines always described in this document and in all locations, both on and off campus and both during and outside of instructional time. Therefore, intentional damage or removal of any component is considered vandalism.

FILE-SHARING AND FILE-SHARING PROGRAMS

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Ares, and others may not be used to facilitate the illegal sharing of copyrighted material.

CHATting AND BLOGGING

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by a faculty member. Blogging is to be utilized on school campus, only for academic purposes. Participation in chat rooms is prohibited during school hours except as part of an assigned, in-class activity.

CHAT/E-MAILS

Chat programs including, but not limited to MSN Messenger, ICQ, AIM, Yahoo Messenger, etc. cannot be used by students for personal use, including e-mail or chat rooms are not permitted as well. Furthermore, we strongly prohibit offensive or unwelcomed e-mail traffic.

INAPPROPRIATE USE

Under no circumstance will the student use the computer or permit the computer to be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.

The software installed has been analyzed and chosen for educational purposes. Students may not download or use unauthorized games, programs, files, music, or other electronic media on school-owned devices. Students should inquire with the administration if they are unsure about what is not permissible. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives.

RESPONSIBILITY FOR DAMAGE

Students are responsible for maintaining a 100 percent working computer at all times, which includes, but is not limited to, installing Windows updates. Students shall use reasonable care to ensure that the computer is not damaged. In the event of damage, the student and parent will be billed a fee according to the following schedule:

- First incident – Up to \$100.00
- Second incident – up to full cost of repair or replacement, not to exceed \$350.00.
Brito Miami Private School reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include but are not limited to:
 - a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked computer while at school.
 - b. Lending equipment to others other than one's parents.
 - c. Using equipment in an unsafe environment, including in the presence of food or beverages.
 - d. Using the equipment in an unsafe manner.

SUSPENSION OF TECHNOLOGY ACCESS

Students who repeatedly abuse the computer through neglect, carelessness, or violate the "Acceptable Use Policy" may have their access to Brito Miami Private School technology suspended.

TEMPORARY REPLACEMENT

During a repair of a computer due to damage caused by student carelessness or negligence, a temporary replacement computer, if available, may be issued for a total of two days per quarter/ or four days per semester. Rentals exceeding this limit may carry an additional rental fee.

REQUIRED IN THE EVENT OF DAMAGE OR LOSS

Report the problem immediately to the administration office. If the computer is stolen or vandalized while not at school, the parent must file a police report. A copy of the police report must be provided to an Administrator before a substitute computer will be issued to the student.

RESPONSIBILITY FOR LOSS

In the event the computer is lost or stolen, report immediately to an Administrator. The Brito computers are equipped with security measures that include anti-theft programming and GPS location software, as well as remote disabling of the device. These measures reduce or eliminate the "market value" of stolen devices and could help locate lost devices. In the event a device cannot be located and retrieved, the student and parent will be billed for the full cost of replacement.

TECHNICAL SUPPORT AND REPAIR

Brito Miami Private School does not guarantee that the computer will be operable, but will make technical support, maintenance, and repair available. A Help Desk is available during school hours for light repairs and should be the first course of action if a device appears to be malfunctioning. If the Help

Desk cannot restore the device to full functionality, a repair order will be issued for the device and a substitute device, if available, will be issued to the student.

ADMISSION INFORMATION

REGISTRATION REQUIREMENTS

A. Admission requirements from Elementary to High School:

- Classroom capacity.
- The student's age meets the standards of the Department of Education.
- Parents must submit birth certificate, social security and a Florida Department of Health physical and immunization form.
- Students' behavior must have been satisfactory during the previous school year.
- Students must have worked according to grade level and earned average grades as a minimum.
- Last year's report card, transcript and current grades must be submitted for review.
- Admissions test may be administered.
- Assessment form may be required for admission.
- References may be required.
- If admission is granted, the signature of the parent/guardian on the registration form indicates that he/she will adhere to all school regulations, policies, and a campus tour and its facilities.
- They must present all the required documents for the admission process for consideration.

B. Admission requirements from Elementary to High School with modified curriculum.

- Students' behavior must be satisfactory during the previous school year.
- Students' IEP, last school year's report card, transcript and current grades must be submitted for review.
- Assessment form and psychological reports are required for admission.
- References may be required.
- If admission is granted it is provisional and the student will automatically be placed under a modified curriculum which will be reflected on his/her report card and transcript.
- Student's adjustment, progress and academic success will be monitored and modified according to his/her specific needs.
- The parent/guardian is responsible for fulfilling services that the school is unable to provide but specified in the child's IEP.
- All scholarship programs have limited funding thus, the parent/guardian is financially responsible for all charges incurred that may not be covered by the program.
- They must present all the required documents for the admission process for consideration.
- The signature of the parent/guardian on the registration form indicates that he/she will adhere to all school regulations, policies, affirms that a campus tour was provided and the facility including, but not limited to the playground is safe and age appropriate for use if applicable.

C. Those students who are accepted conditionally will be placed on probation for a minimum period of three months. They will be observed by the Principal or Asst. Principal during this time. He or she reserves the right to place any student on probation and/or dismiss the student that does not comply with all school based only in his or her personal judgment.

D. Students from abroad may be accepted at our institution if all admission requirements are met. F-1 Student Visas are available (certain restrictions do apply). Parents/guardians of students who are seeking admission must adhere to the Student Visa Agreement and comply with all standards and graduation requirements. Credit recovery, summer classes, FLVS or ESL program may be required.

Brito Miami Private School reserves the right to require immediate withdrawal of a student who comes in conflict with the standards of the school, regardless if they are specified in the regulation book.

FINANCIAL OBLIGATIONS

The tuition may be paid in advance yearly, quarterly or monthly on the 1st of each month. A late payment penalty will automatically be added when tuition is paid after the 5th day of the month. Students who attend part of the month will be liable for the entire month. Absolutely no deductions will be made if a student is absent from school (days, weeks, or months). Vacations or long illnesses cannot be deducted if the student wishes to maintain registration.

All payments made to the school are **NON-REFUNDABLE**. Brito Miami Private School is not liable to refund any money, at any time, if my child/children is/are expelled by the school administration or withdrawn by choice, or for whatever reason.

Forms of payment are as follows: cash, cashier's checks, money orders, personal checks, wire transfers, bank transfers via Zelle or credit cards (Amex, Visa or Master Card). All payments are subject to approval by banking institution. Checks are transmitted electronically, therefore can be withdrawn from financial institutions as early as the same business day. There is a penalty charge on all returned checks.

Exams, report cards, transcripts, health records or any type of documents will not be issued when accounts are overdue. If an account is thirty days past due, the student may not be permitted in class, may be withdrawn, and consequently will lose his/her placement and registration. The parents' obligations to pay all dues are unconditional, regardless of whether the student is withdrawn by choice or is expelled from school. All terms and conditions regarding financial obligations are stated in the school contract. Furthermore, the acceptance or enrollment in another institution may be hindered if an account is seriously delinquent. Personal checks WILL NOT be accepted beginning three weeks prior to any final exam week.

STUDENT RECORDS

Report cards, withdraw grades, transfer forms including, but not limited to F-1 visa students, official transcripts, and high school diplomas will not be released until the student's account is paid in full.

WITHDRAWAL REQUIREMENTS

Students must officially withdraw from the school by the parent/guardian signing a withdrawal form. The school reserves the right to withdraw a student due to excessive absences or disciplinary problems.

REPORT CARD DISTRIBUTION

Report Cards are released quarterly electronically. Parents are encouraged to attend "Open House" when indicated to discuss the student's progress and academic expectations.

CLOSED CAMPUS

Providing a safe and an orderly environment is important. Therefore, all students are required to stay on campus for the entire school day, unless on a school field trip or excused early by a parent.

EARLY DISMISSAL PASSES

Early dismissal passes will be provided only if the student brings signed a notice signed by his/her parent. This signature will be verified before giving the pass. If the parent comes in person to pick up the student before the regular dismissal time, he or she must go to the main office and explain the reason for the early dismissal and sign the binder. All elementary students must be signed out and called from the office.

THE AMERICAN FLAG

The National Anthem is played over the PA system or the Pledge of Allegiance may be recited at the beginning of the day. A student has the right not to participate in reciting the pledge due to religious beliefs. Upon written request by his/her parent, the student will be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

FACULTY PARKING REGULATIONS

Only faculty and staff members are permitted to park in the school parking lot. Speeding or careless driving on the school grounds during or after school hours is not permitted.

UP-DATING PERSONAL INFORMATION

Any changes of contact information such as e-mail address, home address, telephone numbers, emergency contacts, etc. during the school year must be reported immediately to the main office. The school is not responsible for communications not received, due to the parent/guardian not informing of changes.

TRANSPORTATION

Brito Miami Private School does not provide transportation for students. Therefore, private arrangements must be made with the business owner/driver as to fees, hours, etc. The bus driver has complete authority over any situation that may arise regarding the bus transportation, service, incidents, and/or accidents. Students who are enrolled in the elementary level will not be released to any transportation network company such as Uber, Lyft, etc. It is the parent's responsibility to indicate method of transportation for all grade level students on their registration form.

ATTENDANCE POLICY

All students are required to maintain a good attendance record. Absences will be excused only because of one of the following reasons:

- Illness, of either the pupil or of a close relative in need of the pupil's assistance.
- Death in the family.
- Religious observance.
- Health treatment.
- Extreme emergencies.

Missed transportation, oversleeping, personal appointments, work, errands, etc., will not be acceptable excuses. Students must have 90% attendance during the school year in order to be promoted. More than 18 days of inexcusable absences in any subject may be the cause of failure in that subject including excessive tardy and early dismissals. In any case, the Principal will make the final decision.

EXCESSIVE ABSENCES

The principal may override a non-credit grade for excused absences due to extended illness verified by medical certification, mandatory court appearance (subpoena), death in the immediate family or other extenuating circumstances. Students with excessive absences may be ineligible to participate in extra-curricular activities. Students who are absent for a substantial portion of the school year as a result of illness or medical necessity may be required to repeat the year or be asked to consider home-schooling through the Miami-Dade County Public School System.

PANTHER HALL/ LUNCH-BREAK ROOM

Eating together should be a pleasant experience. Extreme courtesy and good manners are expected of every student. The following rules apply concerning the cafeteria:

- All students are responsible for maintaining the area clean. They are expected to remove debris from their tables, place it in trash bins and pick up after any spills.
- Students must leave all chairs and tables in proper order.
- Speak in a normal tone of voice.
- Respect all employees of the cafeteria and their authority.
- Eat only in the Panther Hall area. No food may be taken out from the cafeteria.
- No games or physical activities are permitted during this time. During school hours, students are not permitted to receive delivered lunch from relatives or friends. Lunch must be brought from home or purchased at the cafeteria.

BREAK/LUNCH

Vending machines are accessible for snacks and refreshments. Also, a hot lunch program is offered and available by contacting the administration. Students may enroll in this program by pre-paying each month. Students may also purchase lunch daily at the cafeteria or bring it from home.

ARTICLES PROHIBITED IN SCHOOL

Items, such as toy guns, water pistols, bean shooters, sling shots, fireworks, laser beams, etc., are not allowed in school. Cellular phones, MP3, smart watches or any other electronic devices that disrupt the normal classroom environment are not permitted as well. Not only do these items disturb classes, but also can be misplaced. Teachers will confiscate any of the above-mentioned items or any other that may interfere with the classroom and hand them over to the office. These items will only be returned to the parents or guardians.

DELIVERIES

Any baskets, arrangements, flowers, balloons, etc. that are delivered or brought to the school will be stored in the administration office until the end of the school day. Under no circumstances will these items be permitted in the classrooms.

POSTERS

Any poster or sign displayed in the interior of the school must be approved by the Assistant Principal and must be of an educational nature.

ISOLATION ROOM

Students are permitted to be isolated under special circumstances, such as needing first-aid treatment, contagious illness, etc. This facility is for treatment and may be used for a limited time only.

SCHOOL CALENDAR

The school calendar is available to all parents/guardians and students in the administration office or on-line. This is a very informative tool that clearly states all legal holidays, teachers planning days, school functions and breaks.

SPORTSMANLIKE CONDUCT

As spectators at our games, we expect our students and their family members, as well as friends, to cheer loudly for the players and show support. On the other hand, we cannot tolerate, under no circumstance, disrespect or misconduct towards any official, players, coaches, or parents of the opposite team. Students and supporters participating in school activities are expected to behave as representatives.

Failure to comply with these requirements can cause the student; their family members or friends to be ejected from the game and suffer other consequences depending on the severity of the incident.

LEGAL HOLIDAYS

Our school observes all legal holidays as stated on the calendar. The school will be closed for spring break, Thanksgiving and winter recess, teacher planning days or federal holidays.

CONTINUED ATTENDANCE IN THE SCHOOL

Final acceptance or continued acceptance in the school depends upon Principal's approval. If an unexpected situation occurs that is not mentioned among these regulations, the School Principal reserves the right to take the necessary actions required to resolve the situation. All decisions made are in the best interest of the student body and personnel of the school.

SCHOLASTIC STANDARDS

ACADEMIC EVALUATION

Overall academic evaluations and final quarterly grades are calculated based on averaging class participation, homework, weekly quizzes, and final exam.

GENERAL REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Graduation requires successful completion of a minimum of 24 academic credits in grades 9 through 12, 80 community service hours and one minimum segment of a FLVS course. The 24 credits shall meet the standards of the Florida Department of Education and modifications may be made at the Principal's discretion. According to each student's particular case the Principal will approve elective courses. Students that do not comply with the required yearly credits will not be promoted. For legislation information visit: www.fldoe.org/bii/studentpro/grad-require.asp

REPORT CARD DISTRIBUTION

Report Cards are released quarterly electronically. Parents are encouraged to attend "Open House" when indicated to discuss the student's progress and academic expectations.

Reasons for non-promotion:

- If a student has 2 "F's" in any subject, even though he/she has passed as an average, the student must attend summer school for 0.5 credits. If he/she has 3 "F's" or more, or if their final average is a "D-" or "F" they will have to fulfill 1.0 credit per class. The maximum of credits that can be taken during the summer session are 2.0 credits.
- Excessive absences/tardy as outlined in attendance policy.

PRINCIPAL'S LIST AND HONOR ROLL MEDAL

The Principal's List and Honor Roll Medal is determined by the student's calculated G.P.A. at the end of the year and it is up to the Principal's discretion to award this honor to more than one student in each category.

GRADING SYSTEM

The grading system and interpretation of letter grades used are as follows:

	<u>SCALE</u>	<u>WEIGHT</u>	
		Regulars	Honors
A+	100 or above	4.2	5.2
A	99 - 95	4.0	5.0
A-	94 - 90	3.8	4.8
B+	89 - 87	3.2	4.2
B	86 - 84	3.0	4.0
B-	83 - 80	2.8	3.8
C+	79 - 77	2.2	3.2
C	76 - 74	2.0	3.0
C-	73 - 70	1.8	2.8
D+	69 - 66	1.2	1.2
D	65 - 60	1.0	1.0
F	59 or below		

*** **AP** Classes will include 2.0 bonus points.

SENIOR AWARDS

Valedictorians and Salutatorians

Students who are top of the class and have attended Brito Miami Private School from 10th through 12th grade are eligible. Valedictorians must earn a minimum 3.5 grade point average (GPA) since their freshman year and Salutatorians a minimum 3.0. The Principal reserves the right to select more than one candidate as Salutatorian under special circumstances.

Student of the Year

This award is based on the student's service to the school and is earned through their leadership, citizenship, service and academic performance. The Principal reserves the right to select the most well deserving student, who exemplifies these qualities. More than one student may be bestowed with this honor if they are equally deserving of it.

Integral Medallion

This honor is presented to students who have studied their whole academic life in Brito Miami Private School.

Presidential Club Stoles

This recognition is bestowed upon seniors who served as President of clubs (Interact, National Honor Society and National Student Council Association) and recognized during the commencement ceremony.

President's Education Awards Program

The President's Educational Excellence Award and the President's Educational Achievement Award are sponsored by the U.S. Department of Education in partnership with the National Association of Secondary School Principals. It was developed to help Principals recognize and honor those student who have achieved high academic goals by their hard work and dedication to learning.

ACADEMIC CONDITIONS

Weekly Progress Reports

Parents may request that their child be placed on a weekly monitoring system in order to become better aware of their academic progress and areas of improvements. Parents must request this form in the main office. Weekly progress reports will only be filled out on Fridays. It is the student's responsibility to turn in this form to each teacher during his/her class period.

Unsatisfactory Notices

During each quarter there are mid-term averages presented to the Asst. Principal. Students who are failing or are in danger of failing two or more subjects will receive by mail an unsatisfactory notice. When parents receive this communication, they are encouraged to speak to their children concerning this matter or if they feel it is necessary, they may schedule a parent/teacher conference.

Academic Warning

For the duration of a quarter, students that earn low grades will be placed in "Academic Warning." During the next quarter, they must raise their grades to improve academically and raise their G.P.A. It is up to the Principal's discretion to dismiss him or her from school if the student does not demonstrate notable improvement.

Non-Promoted Students

The school administration will decide, after a thorough examination, the re-enrollment of students who were not promoted due to his/her low grades. The acceptance of such students will be under tentative conditions. He/she will have to meet certain requirements according to his/her situation.

Athletic Scholastic Requirements

The Florida High School Activities Association requires student-athletes to maintain a minimum GPA of 2.0 or above to be eligible to compete in interscholastic sports. This requirement is subject to change according to the F.H.S.A.A. (Florida High School Activity Association) by-laws. Students-athletes may be prohibited from playing due to grades or special circumstances. The Principal reserves the right to make any decision regarding student participation in all athletic activities.

The Athletic Director, Counselor and Registrar can assist students in planning a program of study that will include the appropriate courses to prepare for college entrance examinations and to meet core course requirements for participation in National Collegiate Athletic Association (NCAA) athletic programs. They may also assist students since their freshman year in calculating their G.P.A., so they may meet all eligibility requirements for the future.

STUDENT OFFICIAL DOCUMENTS

Transcripts

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the registrar for a processing fee. When a senior has been formally accepted to the college or university of his choice, he/she is required to request a final official transcript to be sent.

Report Cards

Report cards are printed at no extra charge but are only released to a parent/guardian when accounts are current.

General Documents

All documents are the property of BMPS once the student is officially enrolled. These documents are confidential and will be placed in a cumulative file that is stored in a fire-resistant cabinet. Documentation includes copy of birth certificate, social security card, divorce and custody proceedings, Immunization/Physical forms, official transcripts of prior school, SAT results, psychological evaluations, and all information pertaining to the student. None of the above-mentioned documents are released unless the student (including brother/sister) has no outstanding balance with the school administration.

COLLEGE SCHOLARSHIPS AND ASSISTANCE PROGRAMS

A wide range of scholarships and assistance programs are available for high school seniors through Florida Grant and Scholarship Programs administered by the Office of Student Financial Assistance and private institutions. They are obtainable through the registrar's office and websites. Students are responsible for meeting each scholarship's criterion.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards: Florida Academic Scholars (FAS) award including Academic Top Scholars (ATS) award, Florida Medallion Scholars (FMS) award, and the Florida Gold Seal Vocational Scholars (GSV) award

Initial Eligibility Requirements to Receive Funding

The student must:

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution. Questions regarding such status should be directed to the financial aid office or admissions office of the institution the student plans to attend.
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.

- Meet specific coursework and minimum grade point average (GPA) and test score requirements which are outlined on the Office of Student Financial Assistance (OSFA) website www.FloridaStudentFinancialAid.org/SSFAD/bf/acadrequire.htm.
- ATS - The Academic Top Scholars award, announced by the Florida Department of Education before the end of the fall term after all term one disbursements are reported, is awarded to the Florida Academic Scholar with the highest academic ranking in each county (based on the product of multiplying the Bright Futures GPA and the highest qualifying SAT/ACT test score). The recipient receives a cost per credit hour award established by the Florida Legislature in the General Appropriations Act in addition to the Florida Academic Scholars award. For current year award amounts visit: www.FloridaStudentFinancialAid.org/SSFAD/bf/awardamt.htm.
- Must annually complete and submit the *Free Application for Federal Student Aid* (FAFSA). The FAFSA does not have to indicate financial need; however, must be complete and processed error free prior to a student's first disbursement of the academic year. Visit the website at www.fafsa.ed.gov for online processing.

MANDATORY TESTING

Stanford Achievement Test-10

On yearly bases, we require our students from first through eleventh grade to take the Stanford Achievement Test. The SAT results are filed in each child's cumulative record folder. A copy is then issued to the parent and the computerized stickers are placed on the student's SAT record sheet. The overall national results in comparison to our school are analyzed by the school Principal and Administrators as well as the teachers. These results are then filed away.

College Board SAT/ACT

SAT/ACT are benchmark standardized assessments of the critical reading, mathematical reasoning, and writing skills students have developed over time and that they need to be successful in college. The ACT also consists of science test content. At the beginning of the school year, our College Advisor will inform juniors and seniors as to SAT and ACT registration information. Students may go on-line to register or fill out the registration booklet. We strongly encourage for twelfth graders to sit for this testing in order for them to be appropriately evaluated when applying for college admission. It will enable him or her to meet requirements for upper level universities.

Armed Service Vocational Aptitude Battery

The Armed Service Vocational Aptitude Battery Test (ASVAB) is an aptitude test offered by the Department of Defense and organized by the school counselor. The ASVAB can determine the academic and vocational ability of students. Guidance Counselors use the ASVAB results, to aid students in planning their career paths, whether civilian or military. All juniors and seniors are required to take this examination on school grounds on a given date.

Postsecondary Education Readiness Test (PERT)

Miami Dade College administers the Postsecondary Education Readiness Test (PERT) as a method to assess student's basic skills. The PERT assesses readiness for college-level coursework in English and mathematics. The sections of the test include Reading, Writing, and Mathematics. A student's scores determine appropriate course placement upon entering college and to enroll in the Dual Enrollment program. Placement test scores are valid for two years.

SPECIAL COURSES/PROGRAMS

Honor Courses

These courses are available to high school students for the core subjects. The Assistant Principal selects honor students based on the following requirement: the ability to comprehend and accomplish all assignments issued at this level. This program is designed to provide a higher course of study for students with a greater aptitude.

FLVS Courses

FLVS Flex courses give students an opportunity to expand their elective course selection or enroll AP classes if requirements are met. Advance Placement courses also offer higher G.P.A. opportunity considering the 2.0 bonus points.

College Dual Enrollment Program

This program is designed to prepare students for college level material. Students who wish to apply for this program may do so by obtaining the enrollment form from the college or university of his or her choice. Afterwards, it must be presented to the school Principal for approval. All students must maintain their grades and meet college or university criteria, placement test and cover fees if applicable.

Extended Off Campus Summer Programs

Brito Miami Private School reserves the right to organize or nominate students for out of state distance courses/programs at the high school level. Requirements for these courses/programs will be provided to students who meet pre-requisites and interest in specific majors.

EXTENDED CURRICULUM

Teacher's Aide/Office Aide

It is available to seniors with prior consent of the principal. This program is available as an elective and will fulfill 1.0 elective credit for graduation. There is a wide variety of on campus positions that students may choose from.

Off Campus Work Experience

Work experience is only available to seniors with prior written consent of their parents, school principal and employer. This program is available as an elective and will fulfill 1.0 credit for graduation. Frequent reports from the employer will be required to evaluate and determine the student's grade per quarter.

Tutoring

It is available for students who need to strengthen their academic skills. Tutoring is an option for parents and arrangements can be made by contacting the administration. This service is available through the teaching staff. Under no circumstances are teachers to undertake outside tutoring of any student who is enrolled in our school.

After School Homework Class

The after-school homework class is offered to students from first through eighth grade. This after school program will help students develop self-discipline, independence, and good study habits. There is an extra charge for this service and students may enroll by contacting the administration.

E.S.O.L.

This program is designed to meet the academic needs of students who speak English as a second language. They are given special attention in various areas such as writing, reading, grammar and conversation. This class is offered after school and it is paid separately from tuition. Furthermore, it is up to the Principal's discretion for the student to be enrolled in this program.

After Care

After care is an extra service for the parents of elementary students. This service will alleviate the burden of rushing to pick up their child/children for dismissal. During this time, our students are supervised and are able to play, socialize and snack. There is an additional fee for this care and students may enroll by contacting the administration. Extra charges will be incurred if students are not picked by the scheduled closing time.

Study Hall

It is designed for the students who remain on school grounds after dismissal and are not in an after-school program. Our main objective is not to have any unsupervised students wandering around. There is an automatic charge for those students who are sent to study hall, whether they attend every day.

SUMMER SERVICES

SUMMER SCHOOL

Brito Miami Private School requires that credits not acquired during the regular school year be earned during the summer session for the students to be promoted for the next school year. Final report cards will specify the classes required for promotion which cannot exceed 2.0 (two) credits. Prices will vary according to the amount of credits that must be recovered. All students attending summer school must abide by all rules and regulations pertaining to the regular school year, including students from other schools. Students who do not adhere to all of our standards may be withdrawn.

Student Attendance

Due to the time limitation, attendance is imperative. Students, who are absent or tardy, must make up hours in order to complete their assignments and time missed. Unexcused absences will not be permitted. If a student is tardy three times, an hour of make-up time will be added. When tardy over thirty minutes the student will be counted as absent for that class period.

Closed Campus Policy

Students are not allowed to leave school grounds. Family members or friends are not permitted to stop by and drop off fast food for them. Lunch may be purchased from the cafeteria or brought from home daily.

Dress Code

Students must attend in full school uniform for summer classes and adhere to all rules and regulations as specified in the handbook. In addition, the following garments are not permitted at any school sponsored event:

- No halter, tank, sleeveless, backless or tube tops
- No midriff, short or spaghetti tops

- No flip flops, bedroom shoes or beach sandals
- No hats, caps, head coverings or sweat bands
- No non-prescription shades/glasses
- No shirts with obscene language or inappropriate designs
- No miniskirt or mini-dresses (knee length only)
- No shorts, no leggings or pajamas
- No low cut or spandex apparel
- No oversized or baggy clothing
- No see-through clothing
- Hair color must be natural tones
- Haircuts must be appropriate (boys must have short haircuts)
- No braids or dreaded hair
- No visible tattoos
- No earrings, belly rings, or tongue rings (Girls may wear small studs only)
- No roller shoes or skates
- No caps, shorts, bermudas, tank-tops, cut-offs shirts or mini-skirts. Boys under no circumstances may wear earrings. Tattoos are unacceptable.

SPECIAL EVENTS

HOLIDAYS

Year round our school celebrates and permits students to be involved in festive activities which are organized by clubs or high school sponsors. Brito Miami Private School's primary festivities are as follows: Grand Parent's Day, Spring/Easter Activities, Dr. Seuss Week, St. Patrick's Day, Trunk or Treat/Halloween, Harvest Fun/Thanksgiving and Holiday Celebration/Christmas.

ACTIVITIES

Pep-Rallies

Before our homecoming game and dance there is a Pep-Rally. Pep-Rallies take place on a designated sports facility and its purpose is to motivate our athletes and maintain spirit among our student body.

Spirit Week

This is a special week, which is organized by the seniors and approved by the Principal. Every day there is a different theme such as: Hat Day, Nerd Day, Tie Day, Shirt Day and Spirit Day (Students wear school colors by decorating their faces and clothes)

Homecoming Dance

Our annual Homecoming dance is organized by the senior class. At this formal event the court is announced consisting of the Queen and King which are seniors. Students from sixth through twelfth grade select the Homing Court by an election process.

Prom

The senior class organizes this lavishing event. On this occasion students attend a formal dinner and dance. The prom Queen and King are announced as well as the superlatives. Teachers and seniors choose them through an election process.

Grad Bash

Once a year, the juniors and seniors are permitted to attend Grad Bash. They spend a fun-filled evening with other graduating students and return the following morning. Faculty and chaperones escort students. It is a privilege for students to attend Grad Bash. As representatives of our school, students must conduct themselves in their best behavior and abide by all the rules and regulations set forth by the school, and Universal Studios. Students who come in conflict with the standards of any of the theme parks, and as a result are asked to leave, must be picked up by a parent or guardian. Parents are liable for any damages or expenses incurred due to the student's actions or misconduct.

Field Trips

Teachers are responsible for organizing field trips for their classes. A field trip approval form must be filled out and presented to the Assistant Principal. All field trips are designed to enhance the student's educational or cultural development. In order for students to participate, a permission slip must be signed by the parent or guardian and returned before the excursion. No exceptions will be made!

Chaperons

We welcome parents/guardians to serve as chaperones. The administration appreciates everyone's cooperation and assistance. Parents interested in attending field trips must notify their child's teacher and abide the Parent/Student Handbook. Chaperones are not permitted to bring their young children when officially escorting a school activity and are required a local clearance check.

Take Your Child to Work Day

Students who participate in this activity must submit on the following day a company letterhead certifying participation in order for their absence to be excused.

End of School Year Show

This spectacular performance takes place at the conclusion of the year. The end of school year show is produced with the collaboration and hard work of the teachers, administrators, and students. Professional costumes and choreography is used. Parents and relatives are welcomed and encouraged to attend.

High School Surveys

Students take part in the NRCCUA (National Research Center for College and University Admissions) for the purpose of research and dissemination of college as well as career information, and other educational information helpful to students and their families in the transition from high school to college. In addition, our school conducts the Florida Youth Tobacco Survey. The Florida Department of Health, Florida Department of Education, and local health agencies will use the results from the survey to help determine the extent to which children and teenagers use tobacco products that place their health at risk. They will also use them to develop education programs and other strategies to help prevent and/or reduce their use of tobacco.

National Youth Leadership Forum

It is an educational organization that develops and implements specialized, content-specific, career-oriented programs for secondary school youth with scholastic merit and leadership potential. Students gain invaluable hands on-on experience through large and small group activities and seminars with

distinguished research pioneers and leaders of various communities. Qualified students will have the choice of attending a Forum in another state or country.

Guest Speakers

They are frequently invited to our school. Students are introduced to a wide range of topics through knowledgeable speakers. All grades take part and benefit from this activity. The following are institutions or professionals that take part in educating our youth: Universities, Libraries, Military Services, Dental Hygienist, Firefighters, Police Officers, Historians, Politicians, Doctors, etc.

Bake Sale

The seniors host bakes sales in order to raise funds for their class. During the bake sale an assortment of baked goods are sold in the Panther Hall for all grade levels.

Alumni Association

The association was founded with the purpose of gathering on various occasions with all graduates of Brito Miami Private School. The Principal and the Alumni President organize activities and special events as well as a ten-year reunion.

AWARDS AND RECOGNITIONS

NHS Breakfast

The Brito Chapter of the National Honor Society offers a breakfast to the students who earn Honors or High Honors on their Report Card and maintain this status during the year. In addition, the names of all Honor students are posted in a local bulletin board.

Presentation of Rings

Students during their junior year will attend a ring presentation with their class. During this ceremony they will receive their high school class ring and learn of their significance.

National Honor Society Induction Ceremony

Students who are selected for the NHS must attend an induction ceremony in order to become an official member. Family members are required to attend this exclusive event.

Sports Awards Presentation

This presentation is held on a yearly basis for the student-athletes and coaches of the school. During this event, all athletes are recognized for their hard work and commitment. In addition, the "Most Improved" and "Most Valuable" player for each sport is announced. Following, the "Athlete of the Year" is awarded with a plaque or trophy. No one is aware of who will receive this honor until that very moment. The school Principal selects the candidate with the input of the Assistant Principal, Administrators, Athletic Director and Coaches.

ISSF Star Awards

Students are nominated for this award by the school Principal. They must meet the following criteria: a student who sets an example for others to follow whether in the home, school or community. The student should have excelled in one or more of these areas: academics, community service, citizenship, fine arts, athletics, student activities, perseverance, effort, dedication, commitment to positive goals

and improvement in performance or attitude. Nominated will be presented with an award at the ISSF awards luncheon.

Commencement Ceremony

This is the most important and significant event of the year. This formal ceremony takes place an exclusive university. Parents, relatives and friends are invited to attend our commencement ceremony. On this occasion, seniors graduate, awards are presented; the Valedictorian, Salutatorian and “Student of the Year” say their final farewell. In addition, the school Principal and a Guest Speaker addresses the graduates.

Awards and Medals Ceremony

On this occasion awards, Principal’s List and Honor Roll medals are presented for all grade levels.

Presidential Awards

The awards are presented to well deserving students when completing the following levels: elementary, middle school and high school. This award is based on academic excellence, achievements and fitness. It is an honor to receive such prestigious award, which is signed by the President of the United States and has the Presidential Seal affixed.

Guaimaro Medal

The Guaimaro Lodge presents this medal to a student who has participated in Cuban Ethnic events during the school year. He/she must demonstrate to be well deserving of this recognition by having a strong language foundation and proves to be proud of his/ her heritage.

Foreign Language Contests

Students are encouraged to participate in a wide variety of Spanish competitions in order to complement their curriculum and enhance their knowledge in the foreign language area.

COMMUNITY INVOLVEMENT

It is a customary for our school to be involved with community affairs in order for our students to maintain an interest in the wellbeing of our fellow citizens and the future of America. Community service projects are significant, planned, well thought-out and voluntary. They are designed to tackle a problem or need in the community. Students should choose a community service projects that mirror their personal interests and skills.

Community service may be fulfilled by becoming a National Honor Society Member, Interact Club Member, National Student Council Association, Ambassadors Club Member and volunteering in local hospitals or community outreach centers. We suggest a minimum of 80 hours for those students who are working towards the Florida Academic Scholars Award (FAS) or scholarships.

Students may complete community service projects anytime between grades 9th through 12th. Those students, who elect volunteering in a local hospital or community outreach center during their senior year, must turn in all required documentation in order to fulfill graduation requirements. It is up to Principal discretion to accept and honor service hours.

We are frequently involved with the following organizations and take part through school Clubs.

- League Against Cancer
- Susan G. Komen
- Live Like Bella
- Florida Blood Drive
- The National Multiple Sclerosis Society
- Charity Events of Alzheimer's Patients
- Autism Speaks Inc
- Epilepsy Foundation
- "Jump for Heart" for the American Heart Association
- Brothers to the Rescue
- Feed the Starving Children
- Leukemia Lymphoma Society
- Aids Walk Miami
- Children Home Society of Florida
- Camillus House
- Habitat for Humanity
- Sickle Cell Disease Association
- Michael J. Foundation
- Miami Children's Health Foundation
- Toys for Tots

EXTRA CURRICULAR ACTIVITIES

One of the primary objectives besides offering our students a strong academic education is providing them with a series of extra-curricular activities and sports. This selection of activities helps motivate and make the students educational experience at Brito Miami Private School memorable and challenging. They are as follows:

ATHLETICS

Our sports program continues to prosper and has accomplished a great deal such as being Varsity Baseball State Champions several times and State Runner-Up. In addition, BMPS has earned various District Regional Champions titles in varsity basketball as well as in soccer. Furthermore, we have competed in various Cheerleading State competitions receiving recognitions as well. Athletics is offered to the junior varsity and varsity level and eligibility depends on academic grades and regulations set forth by the F.H.S.A.A. The Athletic Director and the coaching staff select players after tryouts have been held. In order for the players to remain part of their team they must maintain their grades, attend practices. An athletic agreement must be signed by the parent and student athlete after attending a mandatory FHSAA by laws and policies meeting.

Dance Squad

Regulations for the selection and eligibility of dance members shall be the responsibility of the Athletic Director, Dance Squad Sponsor and Coach. All dancers must abide by our athletic policies and responsibilities. Dance performances will be respected as any other competitive sport. Students must complete the appropriate selection process and have parental consent to participate.

Responsibilities and Policies Regarding Athletes

- A. Athletics are available to all students who meet the following requirements:
- Scholastic eligibility must be met as regulated by the Florida High School Activities Association.
 - Signed parent/guardian consent must be turned in.
 - A Consent and Release from Liability Certificate and Pre-participation Physical Evaluation form must be correctly filled out and submitted.
 - Student must be academically in “good standing”.
- B. Athlete Code of Conduct:
- Must demonstrate good sportsman like behavior at all times.
 - Unsportsmanlike conduct (Misconduct, malicious acts, cursing, striking or threatening an opposing player, parent, or official) will not be tolerated. The student conducting them self in this manner will be ejected from the game and other measures will be taken depending on the severity of the incident.
 - Athletes must be well groomed and presentable for games.
 - Abide by all school standards and regulations.
- C. Termination of participation during a season:
- Students are not permitted to quit an athletic squad without a conference with the head coach and athletic director. When a student-athlete chooses to quit a team, he is ineligible to participate in another team until the season of the sport he has dropped is over.
 - If a student is suspended or dismissed from a team for disciplinary reasons, he or she cannot participate in any other sport.
- D. Equipment/uniform policy:
- At the end of each sports season students must return all uniforms and equipment. Students are responsible for any damage done or for the loss of such items. They will be held liable for replacement costs. When a student is terminated from a team, all equipment and uniforms must be returned to the coach within one week. Students who withdraw/or are expelled from school must also return all equipment and uniforms or no official documents such as transcripts; reports cards etc. will be released.
- E. Game day attendance:
- On game days when classes are in session, students must be in school by 12:00 noon in order take part in sports activity.
 - Students, who are issued a detention/s, must serve their detention before leaving to a game. Players will not be permitted to participate in a game if they were absent during detention.
- F. Suspension from school:
- When an athlete is suspended from school, he is suspended from all activities including sports. The athlete cannot practice or participate in inter-scholastic competitions until he/she is reinstated in school.

G. Parent Responsibilities:

- It is crucial that parents understand that they play an important role as parents and spectators. Not only do they represent their child/children, they also represent the school. Misconduct, malicious acts, cursing, striking or threatening an opposing player, parent, or official will not be tolerated. Parent/s who conducts themselves in this manner will be ejected from the game and other measures will be taken depending on the severity of the incident.

DRAMA/DANCE

Our drama and dance program are one of our most creative; it enables the student to perform in outstanding productions. With fully set up stages, and background scenes students perform in their professional costumes. Rehearsals are mandatory and essential in order to remain in this group and receive credit course. Through this program students learn to maintain character and an enthusiastic personality at all times. Acceptance to this program is a based-on auditions and the discretion of the drama/dance instructor.

FUND-RAISERS

Field Day

Our annual field day focuses on celebrating positive school culture through physical activity and developmentally appropriate competition. It is a day that all students, staff, and administrators look forward to and enjoy,

Chocolate/Baked Goods

These are our most delicious fund-raisers. Students sell chocolates and baked goods to their family, friends and neighbors in order to support the P.T.S.O. (Parent Teacher Student Organization). According to the registration contract, all students are required to sell one box of chocolates per family. Participation in the bake sale is optional.

Picture Day

All students are required to have their school picture taken; this photo will be used for the yearbook. This is a memorable item for all parents to always cherish with family and friends.

CLUBS

INTERACT CLUB

It is one of our most fulfilling and rewarding clubs. INTERACT deals with helping and serving our community and is sponsored by the Miami Granada Rotary Club. United they work hard to aid the less fortunate and needy. During the school year, the Interact Club visits orphanages and other institutions. They sponsor toys drives, can drives and other activities in order to raise funds for the less fortunate.

NATIONAL HONOR SOCIETY

In order to be granted membership to the Brito Miami Chapter of the National Honor Society, students must apply after their freshman year. The Faculty Council bases selection upon careful consideration of scholarship, service, leadership, and character. A minimum cumulative grade point average of 3.0 is required.

PEER AMBASSADOR CLUB

The Peer Ambassador program is focused on character education and building relationships with our student body in order to create fine citizens and awareness. The

Peer Ambassadors are freshmen who actively maintain contact with students through activities to promote and build character. In addition, they also volunteer their time to the community and serve as mentors.

YEARBOOK

Being a yearbook staff member is a very challenging and demanding job. All members fully acquire the skills that are required in today's job market. They work hard in order to meet deadlines and put together a very creative yearbook. In addition, all members are expected to be assertive, responsible and willing to give their very best. The school Principal selects the Editor and Co-editor every year and they are required to be seniors.

PARENT TEACHER STUDENT ORGANIZATION

Our P.T.S.O. strives all year around to organize functions for the benefit of our students. One of their objectives is to maintain parents and teachers involved with student activities. Just as, to raise funds for our school in order to provide extra learning materials, equipment and any other necessary items for the welfare of our children.

STUDENT COUNCIL/NASC

The Student Council of Brito Miami Private School is made up of various officials elected by the student body. There is a Class President and Vice-President elected for each grade level from sixth through twelfth grade. Among the Student Council members there is a President and Vice-President elected which is the voice in our P.T.S.O. (Parent Teacher Student Organization) meetings.

The objective of the Student Council is as follows:

- To represent the student body.
- To work together with our administration and faculty in order to encourage and promote education.
- To maintain our school's high standards and values.
- To instill and maintain school spirit.
- To assist the administration and faculty in enforcing school regulations.
- To promote and maintain a good rapport among students and faculty.
- To sponsor activities and programs for the wellbeing of the students.

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ALMA MATTER

There you stand, Brito Miami Private,
tall and proud as you can be.
With Rays of knowledge, you surround us.
With guidance you help us succeed.
Gold and Green, Brito Miami Private
your colors will forever shine,
as we sing our Alma Mater.
Hail! Brito Miami Private High!

MOTTO: School of Values and Solid Education

MASCOT: Panther

COLORS: Hunter Green/Gold

ACCREDITED BY: COGNIA/SACS - Southern Association of Colleges and Schools
NCPA - National Council for Private School Association
NIPSA - National Independent Schools Association
COBIS - Council of Bilingual Schools

AFFILIATED TO: ISSF - Independent schools of South Florida
FHSAA - Florida High School Activities Association
NHS - National Honor Society
NASC - National Association of Student Councils



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