



TUTOR ME PRIVATE SCHOOL K-12

Student & Parent Handbook

CODE OF CONDUCT

Welcome to Tutor Me Private School

Dear Parents and Guardians,

Welcome to Tutor Me Private School. We are honored that you have chosen our school to be part of your child's educational journey.

At Tutor Me Private School, we are committed to providing a safe, supportive, and individualized learning environment where students are encouraged to grow academically, socially, and emotionally. Our goal is to foster confidence, independence, respect, and a lifelong love for learning while supporting the unique needs of every student.

This handbook has been created to provide families with important information regarding school policies, procedures, expectations, and daily operations. We encourage all parents and students to review this handbook carefully and maintain open communication with our staff throughout the school year.

We value the partnership between home and school and believe that collaboration is essential to student success. Together, we can create a positive and productive educational experience for every child.

Thank you for being part of our school community.

Sincerely,

Ms. Jenny Linares Suarez

Principal

Tutor Me Private School

Mission Statement

Tutor Me Private School is dedicated to providing a structured, nurturing, and individualized educational environment that supports the academic, behavioral, social, and emotional growth of every student. We strive to empower students through personalized instruction, positive reinforcement, and collaborative partnerships with families and support providers.

School Hours & Operations

School Hours

Academic Hours: 8:30 AM – 2:30 PM

Extended Care Hours: 7:30 AM – 5:30 PM

Arrival Procedures

Students should arrive on time each day prepared for instruction. Staff supervision begins at 7:30 AM. Students must be dropped off by parent/guardian at the front of the school.

Dismissal Procedures

Students must be picked up by authorized individuals listed on the student's emergency contact form.

Late Pickup Policy

Students must be picked up promptly at dismissal or by the end of aftercare hours.

Parents/guardians who anticipate being late must notify the school as soon as possible.

Repeated late pickups may result in additional fees, required parent meetings, or reconsideration of aftercare services.

The school reserves the right to contact emergency contacts if a student is not picked up within a reasonable timeframe after closing.

Communication Procedures

Tutor Me Private School values open and respectful communication between families and staff.

Please direct all major communication regarding academics, behavioral concerns, disciplinary matters, schedule changes, student services, or administrative decisions through school administration.

Teacher-parent conferences may be scheduled through administration as needed.

Minor daily communication with teachers may be conducted through the student's communication folder or approved school communication methods.

Parents are expected to maintain respectful communication with all school staff at all times.

Staff Communication Boundaries

Staff members are not required to respond to parent communication outside school hours.

Parents/guardians should communicate through approved school channels and administration regarding concerns, complaints, scheduling matters, or disciplinary issues.

Field Trip Policy

Participation in field trips requires signed parent/guardian permission forms.

Students are expected to follow all school behavioral expectations during off-campus activities.

The school reserves the right to deny participation in field trips due to behavioral concerns, safety concerns, or disciplinary issues.

Parents/guardians may be required to provide transportation for students when deemed necessary by administration.

Attendance & Absence Reporting

Regular attendance is essential to student success and academic progress. Students are expected to attend school daily and arrive on time.

Parents/guardians are responsible for keeping the school informed regarding all student absences.

Written excuse notes, medical documentation, or explanations for absences may be requested by the school.

Excessive absences, tardiness, or early dismissals may negatively impact academic progress and participation.

Students with prolonged or consecutive absences may be subject to academic review or possible withdrawal if the school determines it is unable to effectively provide educational services due to lack of attendance or participation.

Student Conduct & Behavioral Expectations

Students are expected to behave respectfully and safely at all times while on school premises, during school activities, and while representing the school.

The Following Behaviors Are Prohibited:

- Physical aggression toward students or staff
- Threatening or unsafe behavior
- Bullying, harassment, or intimidation
- Destruction of school or personal property
- Disruptive classroom behavior
- Inappropriate language or gestures
- Possession or use of vaping devices, tobacco products, alcohol, drugs, or any illegal substances
- Bringing prohibited or dangerous items onto campus

Tutor Me Private School reserves the right to inspect student backpacks, belongings, and personal items when deemed necessary for school safety or school-related concerns.

Disciplinary Measures May Include:

- Verbal warnings
- Parent conferences
- Behavioral intervention plans
- Suspension
- Modified schedules
- Dismissal from the program when necessary

Tutor Me Private School reserves the right to determine whether it can safely and appropriately meet a student's educational and behavioral needs within the school setting.

Off-Campus Conduct

The school is not responsible for incidents, disputes, communications, or social media activity occurring outside school hours or off school premises.

However, the school reserves the right to address off-campus behavior if it substantially disrupts the school environment, impacts student safety, or affects the well-being of students or staff.

Educational Services Disclaimer

Tutor Me Private School reserves the right to modify schedules, staffing, classroom placements, support structures, programs, and services based on student needs, enrollment, staffing availability, safety considerations, and operational requirements.

Enrollment does not guarantee specific staff assignments, therapeutic services, schedules, or accommodations unless agreed upon in writing by administration.

Outside Support Services

Tutor Me Private School is an educational institution and does not provide medical, behavioral therapy, ABA therapy, RBT, BCBA, nursing, or one-on-one clinical support services unless otherwise agreed upon in writing.

If a student requires individualized behavioral, therapeutic, or safety-related support in order to successfully participate in the educational environment, parents/guardians are responsible for coordinating and maintaining those outside services.

The school reserves the right to request documentation, meetings, or support modifications if a student's needs exceed the level of supervision or support available within the school setting.

Failure to maintain recommended or agreed-upon outside support services may affect a student's continued enrollment if the school determines it cannot safely meet the student's needs.

Outside Therapist & RBT Procedures

All outside therapists, RBTs, analysts, or service providers attending school with a student must coordinate scheduling and campus procedures with the administration in advance.

Outside providers are considered independent providers and are not employees of Tutor Me Private School.

The school reserves the right to approve, modify, deny, or discontinue outside provider access when necessary for scheduling, safety, staffing, or operational concerns.

Withdrawal

We ask that, for any reason, you withdraw your child from the center, please let us know prior to your departure. If we do not receive payment or prior notice after a week of absence, we will consider your child withdrawn. We will have the option of enrolling another child in his/her place at that time.

Emergency

During hurricane season, Tutor Me Private School will follow NOAA and follow the same scheduled days to close as Miami-Dade Public Schools.

In the event of an emergency situation requiring a lockdown, evacuation, shelter-in-place, or other safety procedure, the school will follow established emergency response protocols.

For the safety of all students and staff:

- Parents/guardians may not enter the campus or remove students during an active lockdown or emergency situation unless authorized by emergency personnel or school administration.
- Student dismissal or release will only occur once law enforcement, emergency responders, or administration determine it is safe to do so.
- Parents/guardians are expected to follow all directions provided by school administration and emergency personnel during emergency situations.
- The school will make reasonable efforts to communicate updates to families as information becomes available.

Emergency contact information must remain updated at all times to ensure proper communication during emergencies.

Emergency Drills

Emergency drills are held periodically to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know what to do.

Technology & Electronics Policy

Students are not permitted to use personal technology devices during the school day unless specifically authorized by administration or staff for educational purposes.

This Includes:

- Cell phones
- Smart watches
- Tablets
- Headphones
- Gaming devices
- Personal laptops or electronics

Teachers may collect student phones at the beginning of class time. Devices will be returned at dismissal or during aftercare.

The school is not responsible for lost, stolen, or damaged electronic devices brought onto campus.

Uniform & Dress Code Policy

Students are expected to arrive to school in proper uniform attire each day.

Monday – Thursday Uniform

Navy blue school polo shirt purchased through the school

Khaki pants, shorts, skirts, or skorts

Sneakers or closed-toe shoes

Friday Dress Code

School spirit shirt purchased through the school

Dress-down pants permitted

Students must maintain a clean, neat, and hygienic appearance at all times.

Clothing with inappropriate graphics, offensive language, or unsafe attire is not permitted.

Anti-Bullying Policy

Tutor Me Private School is committed to maintaining a safe and respectful learning environment for all students.

Bullying, harassment, intimidation, or repeated inappropriate behavior toward another student will not be tolerated.

Incidents of Bullying May Result In:

- Parent conferences
- Behavioral intervention
- Disciplinary action
- Suspension
- Additional administrative consequences when necessary

The school reserves the right to investigate and address situations that negatively impact the emotional or physical safety of students or staff.

Tobacco, Vape, Alcohol & Substance-Free Campus Policy

Tutor Me Private School maintains a tobacco-free, vape-free, alcohol-free, and drug-free campus.

The possession, use, distribution, sale, or being under the influence of any of the following is strictly prohibited on school property, during school activities, or while representing the school:

- Tobacco products
- Vape or electronic smoking devices
- Alcohol
- Illegal drugs or controlled substances
- Drug-related paraphernalia
- Any substance determined to be unsafe or inappropriate by administration

Violations May Result In:

- Immediate parent notification
- Confiscation of prohibited items
- Suspension
- Required parent conferences
- Disciplinary action up to and including dismissal from the program

The school reserves the right to inspect backpacks, belongings, and personal items if there is reasonable concern regarding prohibited substances or items on campus.

Parent/Guardian Conduct Policy

Tutor Me Private School values positive partnerships between families and school staff. Respectful communication and cooperation between parents, guardians, administration, teachers, and staff are essential to maintaining a safe and productive learning environment for all students.

Parents/Guardians Are Expected To:

- Communicate respectfully with school staff, students, and other families
- Follow school policies and procedures
- Maintain appropriate behavior while on school premises and during school events
- Cooperate with school administration regarding academic, behavioral, and safety concerns
- Provide accurate and updated student information when necessary
- Support the school's educational environment and behavioral expectations

The Following Behaviors Are Not Permitted:

- Disruptive, aggressive, threatening, or inappropriate conduct toward staff, students, or families
- Harassment, intimidation, or use of offensive language
- Posting false, inappropriate, or confidential school-related information on social media
- Entering classrooms or school areas without authorization
- Interfering with school operations or instructional time

Parents/guardians must communicate concerns through proper school channels and administration.

Tutor Me Private School reserves the right to restrict campus access, require scheduled meetings, or reconsider a student's enrollment if parent/guardian conduct negatively affects the school environment, staff well-being, student safety, or the school's ability to effectively serve the student.

Emergency Contact & Student Pickup Policy

Parents/guardians must provide updated emergency contact information at

all times.

Students will only be released to individuals authorized by the parent/guardian.

If someone not listed on the student's authorized pickup list will be picking up the student, parents/guardians must notify the school in advance.

Identification may be requested at the time of pickup for safety purposes.

Social Media & Photography Policy

Students are not permitted to take photographs, videos, or recordings of other students, staff members, or classrooms without permission from administration.

Posting photos, videos, or content from school premises onto social media platforms without authorization is prohibited.

The school reserves the right to address any social media activity that disrupts the educational environment, violates privacy, or negatively impacts students or staff.

Tuition & Financial Policy

Tuition may be paid privately by parents/guardians or through approved scholarship programs, including Step Up for Students when applicable.

Families remain responsible for any fees, activities, field trips, uniforms, supplies, or additional costs not covered by scholarship funding.

Additional financial policies and payment agreements may be provided separately by administration.

Illness & Medication Policy

Illness Policy

If a student becomes ill during the school day, parents/guardians will be contacted for pickup when necessary.

Students with contagious illnesses, fever, vomiting, or other symptoms that may affect the health and safety of others should remain home until symptoms improve.

Medication Policy

Medication may only be administered by school administration with written parent/guardian authorization.

All medication must be:

- Brought to school by a parent/guardian
- In its original labeled container
- Clearly labeled with the student's name and dosage instructions

The school reserves the right to refuse administration of medication that is improperly labeled or unauthorized.

Photo & Media Release

Photo release forms are distributed at the beginning of each school year.

Students will only be photographed, recorded, or included in school promotional materials with parent/guardian authorization on file.

Administrative Rights & Policy Changes

Tutor Me Private School reserves the right to interpret, modify, update, or implement policies and procedures when deemed necessary for the safety, well-being, and educational needs of the school community.

Enrollment at Tutor Me Private School is considered a voluntary agreement between the school and the parent/guardian. The school reserves the right to deny, suspend, or discontinue enrollment when the school determines it is unable to appropriately meet a student's needs or when school policies are not followed.



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Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the Tutor Me Private School Student & Parent Handbook.

I understand that it is my responsibility to read, understand, and comply with all school policies, procedures, and expectations outlined within this handbook.

I understand that policies may be updated or modified by school administration when necessary.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature:_____

Student Signature: _____

Date: _____