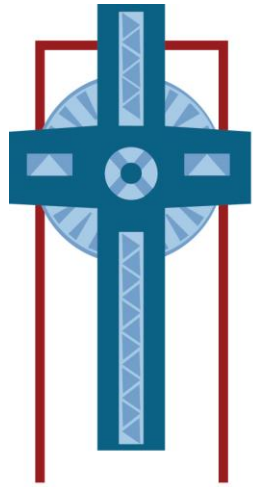


# 2018-19 Parent & Student Handbook



## St. Rose *of* Lima Catholic School

425 NE 105th Street  
Miami Shores, FL 33138  
**Phone: (305) 751-4257**  
**Website:** [www.srlschool.com](http://www.srlschool.com)

School Colors: Red & White  
School Mascot: Cardinal

*St. Rose of Lima Catholic School is accredited by the  
Florida Catholic Conference*

Dear Parents and Students:

Please read this handbook carefully to become familiar with the policies of St. Rose of Lima Catholic School (SRL). As a parent of SRL, we ask for your full support of the guidelines outlined within this manual.

An outstanding Catholic education is our primary focus; therefore, I ask all parents to reinforce the teachings of our Catholic Church. As a family, please remain supportive of all school projects, activities, and expectations established by our faculty so we can grow together as a community of faith.

With your cooperation and assistance, I am confident this coming school year will be a joyful and enriching experience. On behalf of our Catholic school community, I wish you and your family a blessed year!

Sincerely,  
*Dr. Stephen Brown*  
Principal

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**ST. ROSE OF LIMA CATHOLIC SCHOOL FACULTY AND STAFF  
2018-2019**

**Administration**

Rev. George Packuvettithara	Pastor
Dr. Stephen Brown	Principal
Mrs. Celine Zigmont	Assistant Principal
Mrs. Omayra Roy	Dean of Academics and Student Affairs

**School Staff**

Mrs. DiPietro	Resource Specialist
Mrs. Morera	Behavioral Health Counselor
Mrs. Raia	Main Office Receptionist
Mrs. Woods	Learning Interventionist
Ms. Garcia	Learning Interventionist
Mrs. Frechette	Administrative Asst. to the Principal/Office Manager
Ms. Tatoute	Health Room Assistant
Ms. Derinor	Health Room Assistant
Ms. Solis	Cardinal Café Catering Manager

**Parish Support Staff/Admin**

Mrs. Pinder	Parish Business Manager/Bookkeeper
Mrs. Young	Development Director
Mr. Cruz	IT Director
Mr. Manzanero	School Maintenance Supervisor

**Faculty**

Ms. Falzarine

**Grade**

Pre-Kindergarten (PK3)

Ms. Hemphill  
Mrs. C. Clarke

Pre-Kindergarten (PK4A)  
Pre-Kindergarten (PK4B)

Ms. Bruno  
Mrs. Blanco

Kindergarten (KA)  
Kindergarten (KB)

Mrs. Mongston  
Ms. Szucko

1<sup>st</sup> Grade (1A)  
1<sup>st</sup> Grade (1B)

Mrs. Briz  
Mrs. Ponte

2<sup>nd</sup> Grade (2A)  
2<sup>nd</sup> Grade (2B)

Ms. Crush  
Ms. Harvin

3<sup>rd</sup> Grade (3A)  
3<sup>rd</sup> Grade (3B)

Mrs. Cuadrado  
Mrs. Karleskey

4<sup>th</sup> Grade (4A)  
4<sup>th</sup> Grade (4B)

Mr. Comerford  
Mrs. Farrell

5<sup>th</sup> Grade (5A)  
5<sup>th</sup> Grade (5B)

**Middle School Faculty**

Mrs. Machicote  
Mrs. Smith

Language Arts  
Language Arts

Ms. Mesidor  
Mrs. Zavertrnik  
Mrs. Swan  
Ms. Valbuena  
Ms. Schoellkopf  
Mrs. Elston

Science  
Social Studies  
Religion  
Mathematics  
Mathematics  
Mathematics

**Electives**

Mrs. Ojeda  
Mr. Ocampo  
Ms. Goulbourne  
Mrs. A. Clarke  
Mrs. Ettman  
Ms. Gonzalez

Spanish  
Athletic Director/Physical Education  
Music  
Art  
Technology  
Media Assistant/ Math Assistant

**Teacher's Assistants**

Ms. Valencia  
Mrs. Romeo  
Mrs. Terry  
Mrs. Day  
Mrs. Peralta  
Mrs. Cabrera  
Ms. Harrison  
Mrs. Cantey

**Grade**

Pre-Kindergarten  
Pre-Kindergarten  
Pre-Kindergarten  
Kindergarten  
Kindergarten  
1<sup>st</sup> Grade  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade

## **I. INTRODUCTION**

An interesting and challenging experience awaits you as a student or parent of St. Rose of Lima Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy; however, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

## **II. MISSION AND PHILOSOPHY OF SCHOOL**

### **A. MISSION STATEMENT**

St. Rose of Lima Catholic School provides a nurturing and spiritual environment for its culturally diverse community. Rich in faith-based tradition, we offer our students strong spiritual and academic programs that will prepare and challenge them to give witness to Christian values throughout their lives.

### **B. PHILOSOPHY & GOALS**

The purpose of St. Rose of Lima Catholic School (SRL) is to provide a quality education in a Christ-centered environment and to work with families to build a faith community dedicated to fostering the Christian ideals of love, patience, and understanding. The school works to help our students develop their full potential spiritually, intellectually, physically and socially, while leading them to discover and use their God-given talents, which will help them to meet the challenges of our changing society.

We believe each member of the St. Rose of Lima community has a duty to nurture the Gospel values of honesty, sincerity, responsibility, loyalty, cooperation and respect for authority. These values will enable our students to develop their self-esteem, make mature and moral decisions, and become responsible, contributing citizens.

We seek to achieve these objectives through an on-going cooperative relationship with the parents, teachers, and through the curriculum – all ultimately rooted in the Roman Catholic Church and its principles.

*Our primary goals are:*

- To develop an awareness of God's love within each child and an understanding of his/her role within the Church through daily prayer, religious instruction and sacred liturgies held by the individual classes or the entire school community.
- To encourage leadership qualities, decision-making skills, and responsibility towards oneself and others.
- To provide opportunities for each student to work with his/her teachers and peers for the development of meaningful personal relationships, human communication, Christian virtues and service, and leadership through classroom activities and extra-curricular programs.
- To implement and monitor programs that encourage and provide opportunities for students to become involved in family, parish, school or community-based service activities.
- To develop each student's capacity for moral reasoning; for comprehending the possible

consequences of their actions and accepting responsibilities for those actions; and for identifying the level of morality of the people that influence their lives.

- To advocate family participation in the education process by promoting active parent involvement in their child's academic, social and spiritual growth.
- To provide stimulating academic opportunities through the development of a course of studies made available by the Diocese and State Department of Education, so that the child's placement in our highly technical society will be made with confidence and ease.
- To employ a professional and creative teaching staff dedicated to providing a safe, civil and caring environment in which each child is encouraged to learn and grow.
- To meet the needs of each child by identifying his/her individual differences, accepting their unique abilities, and providing effective learning programs tailored to their specific learning styles.
- To enhance each child's appreciation for cultural events and the arts through field trips, special programs and activities, and to extend their interest and concern beyond themselves and into society.

### **C. GRADUATE AT GRADUATION**

Upon graduation, a St. Rose of Lima Catholic School graduate will:

#### **Academically:**

- Excel academically and be well prepared for the challenges of high school;
- Be a creative and independent thinker;
- Use technology proficiently and responsibly.

#### **Religiously:**

- Live and promote Catholic values;
- Understand Catholic traditions;
- Know prayers, catechism, and scripture.

#### **Spiritually:**

- Have begun to develop a lifelong relationship with God;
- Look for opportunities to provide service to others;
- Show respect for the beliefs of others.

#### **Socially:**

- Respect self and others;
- Be a responsible and contributing member of the community;
- Have begun to develop a global perspective.

#### **Physically:**

- Know the importance of good nutrition and exercise;
- Appreciate the gift of life;
- Demonstrate self-control.



### **III. CAMPUS MINISTRY**

The primary objective of SRL Catholic School is to develop the Catholic faith of their students. Each religious program is designed to assist parents in the religious education of their children. Our course of study develops the concept of God and focuses on the preparation for celebration of the Sacraments.

Together as a school community, Mass is celebrated every week and on important Feast and Holy Days; parents are always welcome at school Masses. The priests of SRL Catholic Church are also available for confessions and spiritual counseling/guidance, as requested.

#### **A. LITURGY AND SACRAMENTS**

The entire student body attends Mass on Wednesdays and on the Church's Holy Days. Parents are encouraged to join their children at these student body Masses. It is our goal that with proper preparation and a more complete understanding of the Word of God, each child will come to know and appreciate the Sacred Liturgy.

It is your responsibility, as parents, to set an example in your home by attending Mass and celebrating the Eucharist on Sundays and Holy Days. Parents are reminded to provide the opportunity and encourage the receiving of the Sacrament of Reconciliation. You are also reminded to take an active, meaningful part in your child's spiritual growth through daily prayer and other spiritual activities in order to foster the development of our Catholic faith.

The structure and approach of our religious curriculum is an eleven-year program beginning with Pre-Kindergarten and ending with 8<sup>th</sup> grade. During this time, the children prepare and celebrate the three sacraments of Reconciliation, Eucharist, and Confirmation. Reconciliation and First Holy Communion are celebrated in 2<sup>nd</sup> grade, and Confirmation in 8<sup>th</sup> grade. The Sacrament of Reconciliation is held school wide each year for children in grades 3-8.

During the school year, our students participate in several religious programs such as weekend class Masses, Stations of the Cross, Adoration of the Blessed Sacrament, Respect Life, class retreats, monthly rosaries and various service projects. The Confirmation retreat is a vital element to help prepare our students for the Sacrament. If a Confirmation candidate is unable to attend the full Day of Reflection due to a serious conflict (family illness or death, etc), arrangements must be made to attend a similar Confirmation retreat at another parish. Sporting events and competitions do not constitute a serious reason not to attend the day of reflection.

#### **B. STUDENT SERVICE**

St. Rose of Lima Catholic School encourages a spirit of service among its students through participation in the Student Council, NJHS, AV Club, Safety Patrol, the children's Choir, Altar Servers, the Peace Program, Thanksgiving Food Drive, the Christmas Toy Drive and various other activities.

## IV. ACADEMIC POLICIES

### A. ASSIGNMENTS AND BOOKS

1. All assignments are expected to be turned in ON TIME (classwork, homework, special projects, etc.). Work that is not submitted on time may not be given full credit or counted.
2. Parents are strongly discouraged from bringing their child's forgotten assignment to school once the day begins. The school reserves the right to not accept the assignment if forgotten at home and brought in by a parent.
3. Students may not call home for a forgotten assignment.
4. Students should have all the necessary supplies when arriving to school (pens, pencils, paper, books, Chromebooks, etc). Chromebooks must be fully charged before arriving to school. Students must also remember to take home the necessary supplies needed to complete homework. Students may not be permitted to return to the classroom for forgotten supplies after 3:30pm.
5. Hardbound textbooks belong to the school and are provided to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **All textbooks must be covered at all times; students may receive a disciplinary consequence if not followed.** Textbooks are assigned by number to each student. If the book assigned to each student is missing or is significantly damaged when periodic book checks are made, the student may be charged the full replacement cost of that book. Students are required to have a sturdy book bag for their books.
6. School books must be taken home in a book bag. Due to space constraints in the classrooms, it is strongly encouraged that backpacks with wheels *not* be used unless recommended by a doctor. Backpacks that do have wheels must be able to fit into the student lockers.
7. **MAKE UP WORK:**

#### ***Grades K-3***

Assignments may be completed when a child returns from being absent. The student will be given the same number of days missed to make up their work. **Assignments will not be provided until the student returns unless for prolonged illness (3 consecutive days or more).** Pre-assigned work must be brought in to the teacher on the day of return.

#### ***Grades 4-8***

It is the student's responsibility to confer with the teacher concerning makeup work, projects and tests. Pre-assigned work, including tests and projects, must be brought in to the teacher and/or completed on the day of return. Exams, projects and work assigned during the absence must be made up within the same number of days missed or it may not be counted. If a student is absent for a school related activity, the student has an equal number of SCHOOL days to make-up any work missed. Please note, weekends are not included in this count.

It is understood that make up tests and quizzes will not be the same as the original. Students will only be allowed one make up test per course, per marking period unless approved by the Assistant Principal or Principal.

In the case of an excused prolonged illness (3 consecutive days or more) we recommend that the parent contacts the teacher by email, otherwise ill students are to contact other students in each class for assignments.

It is the responsibility of the student, on the first day back to school, to get from the teachers whatever assignments were given during the time of the absence. Assignments

may not be provided before or during the time a child is out from school. **All work will be provided upon the student's return unless it is a case of an excused prolonged illness.** While a student is out sick, we feel it is in the best interest of the child to recuperate physically before their work is given.

## **B. AWARDS**

### **1. Eighth Grade Graduation Awards:**

- **CORD AND STOLE:** The student must obtain 1st Honors or Principal's Honors at least three out of four quarters throughout their 8<sup>th</sup> grade year. In reviewing the student's Final Year Average (FYA) column on the report card, if the FYA column reflects Principal's Honors the student will receive a stole; if the FYA column reflects 1st Honors, the student will receive a cord.
- **PRESIDENTIAL AWARD:** A student's Final Year Average (FYA) column must meet the qualifications of Principals Honors consecutively in grades 6-8.
- **CARDINAL AWARD:** The Cardinal Award is established to recognize a student who serves as a true model to his or her classmates and the school. The recipient must have a clear disciplinary record and continuously exhibit the following characteristics: responsibility, perseverance, kindness, self-discipline, honesty, and a positive attitude. Eligible students will be nominated by the faculty and final approval will be granted by the administration.

### **2. End-of-the-Year Awards:**

- **CITIZENSHIP AWARD:** Students who have been actively involved (ex. Clubs, Volunteering, Organizations, Athletics, etc) at SRL and remain in good academic and disciplinary standing will be eligible for the Citizenship Award. A positive and charismatic daily attitude in and outside the classroom is a must (grades 5-8).
- **PERFECT ATTENDANCE:** Students must have NO absences and no more than four tardies for the entire school year (grades PreK3- Grade 8).
- **SERVANT LEADERSHIP AWARD:** Students must complete a total of 100+ hours of community service during their time as a middle school student at SRL to be considered (grades 6-8).
- **LEADING WITH FAITH AWARD:** Students must complete a total of 25+ hours of community service during their time as a middle school student at SRL to be considered (grades 6-8).

### **3. Honors Program:**

The following applies to the honors program for grades 6-8, as specified by the Archdiocese of Miami Department of Schools.

#### **PRINCIPALS HONORS:**

- 95% or above in all subjects.
- Must receive a (+) or (S) for each Active Learner Trait in all subjects

#### **1ST HONORS:**

- 90% or above in all subjects.
- Must receive a (+) or (S) for each Active Learner Trait in all subjects

#### **2ND HONORS:**

- 85% or above in all subjects.
- Must receive a (+) or (S) for each Active Learner Trait in all subjects

*\*Please note that any student caught plagiarizing or cheating may not be recognized as an Honor Roll student for that particular marking period. Other serious disciplinary infractions may also result in withholding a student's recognition on the Honor Roll.*

### **C. CURRICULUM**

St. Rose of Lima Catholic School is dedicated to providing the highest quality of education to all enrolled students. The course of study follows the "Guide for Elementary Schools of the Archdiocese of Miami" and the Florida State Standards. The curriculum includes the following subjects: Religion, Mathematics, Science, Language Arts, Reading, Social Studies, Spanish, Physical Education, Music, Art, and Computer Education. Standardized testing will be administered at all grade levels for progress monitoring.

The primary Diocesan standardized testing program consists of the Terra Nova assessment, given in Grades 2-8. These standardized tests help parents and teachers evaluate the individual student's progress and growth on a year-to-year basis. The Terra Nova is administered in the spring. Standardized test results from Grades 6-7-8 are required when students apply to Catholic high school programs. Students may also be required to take the STAR Math and Reading, ACRE, National Catholic Math League and other standardized tests throughout the year.

### **D. REPORT CARD**

Standards based report cards are distributed four times per school year.

Pre-K: Key for Performance Levels are:

- 4-Advanced – Student exceeds expectation for understanding concepts and skills
- 3-Proficient – Student consistently demonstrates an understanding of concepts and skills
- 2-Developing – Student is developing an understanding of concepts and skills
- 1-Developing – Student does not yet demonstrate an understanding of concepts and skills
- NA-Not Assessed at this time

Note: The goal is for all students to reach level 3 by the end of the year.

Grades K- 2: Marking Codes 1-4 represent student success on assessments, project-based learning and classwork. N/A is used for areas not assessed at the time of the report card. The goal is to have all students reach a level 3, to become proficient in grade level standards.

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

Grades 3-8: Each academic subject area will receive a % grade on a 10 point scale.

A 90-100      B 80-89      C 70-79      D 60-69      F 0-59

Standards under each subject will receive (+) for strength, (-) area of weakness, (S) for Satisfactory, or NA for Not Assessed at this time.

Student Progress can be monitored on line. Grades will be updated every two weeks and homework will be posted daily by 4:00pm.

Report cards are issued 4 times during the year. Parent/Teacher conferences will be scheduled twice a year.

Parents are encouraged to frequently check their child's grade on Plus Portals and contact the appropriate teacher with any questions.

**Aside from indicating the academic progress of a student, each report card will reflect the following learning skills and work habits (a.k.a. Active Learner Traits) with a rating scale of Satisfactory (S), Weakness (-), or Strength (+) markings:**

*RESPONSIBILITY*

- Fulfills responsibilities and commitments within the learning environment.
- Competes and submits class work, homework and assignments according to agreed upon timelines.
- Takes responsibility for and manages own behavior.

*ORGANIZATION*

- Devises and follows a plan and process for completing work and tasks.
- Establishes priorities and manages time to complete tasks and achieve goals.
- Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.

*INDEPENDENT WORK*

- Independently monitors, assesses, and revises plans to complete tasks and meet goals.
- Uses class time appropriately to complete tasks.
- Follows instructions with minimal supervision.

*COLLABORATION*

- Accepts various roles and an equitable share of work in a group.
- Responds positively to the ideas, opinions, values, and traditions of others.
- Builds healthy peer-to-peer relationships through personal and media-assisted interactions.
- Works with others to resolve conflicts and build consensus to achieve group goals.
- Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions.

*INITIATIVE*

- Looks for and acts on new ideas and opportunities for learning.
- Demonstrates the capacity for innovation and a willingness to take risks.
- Demonstrates curiosity and interest in learning.
- Approaches new tasks with a positive attitude.
- Recognizes and advocates appropriately for the rights of self and others.

*SELF-REGULATION*

- Sets own individual goals and monitors progress towards achieving them.
- Seeks clarification or assistance when needed.
- Assesses and reflects critically on own strengths, needs, and interests.
- Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals.
- Perseveres and makes an effort when responding to challenges.

As indicated above, students must receive satisfactory ratings or higher in all Active Learner Traits to obtain Honor Roll.

The grading scale is also indicated on the Report Card.

Report Cards and teacher conferences may be withheld from students who have outstanding bills for books, tuition, team uniforms, lunch balances, etc.

#### **E. RETENTION**

A student may be retained (held back) in his/her grade level if he/she receives a final average failing grade in all three subjects: literature, math and grammar/composition.

A student may be retained in his/her grade level or disenrolled from SRL if he/she is absent or tardy more than 20 days in the school year.

The Principal will make the final decision on the retention or dismissal of a student.

#### **F. SUMMER SCHOOL**

A student (grades K-8) may be required to attend summer school, be tutored by a certified teacher and/or complete a web-based learning program if he/she receives a final D or F (69 or below) average in one or more major subjects. The required number of hours will be determined by the school. Parents will be notified in writing.

### **V. DISCIPLINE AND CONDUCT POLICIES**

Students must learn and understand a need for order, discipline, and obedience of rules in our shared world. THEY must be responsible for their actions, behavior, and the consequences that may occur as a result of their actions. Students are expected to:

1. Respect the school and its property.
2. Respect all adults, fellow classmates and their property.
3. Be good representatives of the school at all times.
4. Use acceptable language at all times.

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

#### **A. DISCIPLINARY PROCEDURES**

##### **1. Behavior Report:**

Behavior reports may be given for:

- |  |                                 |
|--|---------------------------------|
| 1. Foul language   | 8. Lying, forgery               |
| 2. Involvement in mischief   | 9. Mishandling equipment        |
| 3. Rudeness  | 10. Copying/Plagiarism/Cheating |
| 4. Inappropriate lunchroom behavior                                  | 11. Unnecessary roughness       |
| 5. Annoying others   | 12. Three uniform violations    |
| 6. Disruptive talking, noises  | 13. Improper use of any media   |
| 7. Inappropriate public display<br>of affection (Middle School Only) | 14. Other                       |

Detention for a Behavior Report will be determined by the teacher. Students may not be permitted to return to class without the signed report. Students caught cheating by either asking for or

providing answers to any assignment/assessment will also receive a grade of zero for the work in question.

If a student receives three Behavior Reports he/she may be placed on “Disciplinary Probation” resulting in a loss of school privileges and issued Disciplinary Reports for all subsequent infractions. A student who receives three Behavior Reports may also be required to complete service to the church and/or school or be requested to attend a prayer service or mediation activity with our Faith Formation Office.

## **2. Disciplinary Report:**

The following infractions may result in a Disciplinary Report:

1. Disrespect for authority
2. Aggressive behavior
3. Defacing school property
4. Indecent and/or morally offensive materials, behavior, or language
5. Bullying or Harassment
6. Stealing
7. Other

### **Disciplinary Report Action:**

**First Infraction:** Disciplinary report to be signed by parent/guardian and returned the next morning, followed by a Parent-Teacher conference. Detention and/or suspension from school will be determined by the teacher and Principal. Length and details of suspension from school to be determined by Principal.

**Second Infraction:** Disciplinary Report to be signed by parent/guardian and returned. Student may be suspended or dismissed from school and a conference with parent, teacher, and Principal may be arranged. Length and details of suspension from school to be determined by Principal.

**Third Infraction:** EXPULSION at the discretion of the Principal and Pastor.

\*\*\*Please note that depending on the severity of a disciplinary infraction, the Principal, in consultation with the Pastor, retains the right to impose suspension or expulsion whenever such an action is deemed necessary. The Principal reserves the right to issue any appropriate disciplinary consequence as outlined in this handbook, regardless of the student’s prior disciplinary record.

\*\*\*Having a weapon or other contraband (cigarette, alcohol, drugs, etc) on campus or being involved with any illegal action off school grounds may result in immediate expulsion from school.

## **3. Detention:**

Detention may result for any violation of school regulations or policies. Depending on the type of infraction, detention may be assigned one day after school or on a Saturday; parents will be notified 24 hours in advance. If a child misses a detention without a prior request from the parent and approval by the teacher, the child may be served with a Behavior Report and have to attend a second detention or complete an additional assignment. Detentions may include reflection activities, writing assignments, completing tasks for their teacher, clean up around campus, and/or other reasonable consequences.

The Principal retains the right to impose suspension or expulsion whenever such an action is deemed necessary.

## **B. CONDUCT POLICIES**

### **1. Anti-Bullying Policy:**

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

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

#### 1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

#### 2. Scope

- a. This policy prohibits bullying that occurs either:
  - on school premises before, during, or after school hours;
  - on any bus or vehicle as part of any school activity; or
  - during any school function, extracurricular activity or other school-sponsored event or activity.

#### 3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

#### 4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom,



loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

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

## **2. Cell Phone/Electronics Policy:**

***STUDENT USE OF CELL PHONES, SMARTWATCHES, FITNESS BANDS AND/OR ANY ELECTRONIC DEVICE ON CAMPUS IS PROHIBITED DURING THE SCHOOL DAY, INCLUDING DURING DISMISSAL AND AFTERCARE. ALL CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE KEPT IN THE STUDENT'S LOCKER, OR IN THEIR BACKPACK TURNED OFF DURING THE SCHOOL DAY.*** Students may only carry an e-reading device to class following the policy guidelines stated below. If a student needs to bring a cell phone or other electronic device to school, **HE / SHE MUST NOTIFY THE HOMEROOM TEACHER.** If a cell phone, smartwatch, fitness band or other electronic device is seen or heard at any time during the school day, a behavior report and detention may be issued and the device may be held in the office until personally picked up by the parent. **Our teachers and school administrators reserve the right to randomly (without warning or notice home) search any backpack, desk, or locker for personal cell phones, smartwatches fitness bands, or other prohibited electronic devices.** The school is not responsible for any lost or stolen electronic devices brought to school.

- **E-Reader Policy:**

E-Readers such as the Nook and Kindle are permissible to bring to school for the sole purpose of reading books. Students must have their name on the device. Devices including but not limited to the iPad, iPod, iPod Touch, and iPhone are not permissible. Only E-Readers whose primary purpose is the reading of a book will be allowed. These devices may be utilized only for reading during AR time or as a teacher allows, i.e. after finishing a test, classwork, etc. Students may not use any electronics in the hallways or while waiting in carline. Any student who misuses the privilege and uses the device for any other purpose than reading a book during reading time, will have the device taken away by the teacher. A parent must pick it up from the teacher and the student may receive a Behavior Report, detention and lose the privilege of bringing the E-Reader to school.

## **3. Computer/Technology Usage Policy:**

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

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;

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

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other

student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as *Instagram* and *Facebook*. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### Consent

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

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion, including expulsion. If the device is purposely or carelessly damaged by the student, the family will be billed for all related repairs.

#### **Sexting Policy:**

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

#### **4. Drug and Alcohol Policy:**

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

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits any symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of

substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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

**Smoking/Vaping:**

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

**5. Gum Chewing Policy:**

Chewing gum is NOT allowed either in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. A Behavior Report and/or detention may be issued to any student who does not abide by this regulation.

**6. Harassment and Discrimination Policy**

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

**7. School Suspension Policy:**

The following describes the school suspension policy, which governs the students’ activities, consequences and duties for his/her day(s) on suspension.

**REPORT CARD**

1. The student receives an “S” for attendance.
2. A (–) will be issued for all related Active Learner Traits on the student’s report card. This also means that the student may not achieve honor roll status for that marking period.

**SCHEDULE**

1. At the discretion of the school administration, students on suspension may be required to either remain at home during the school day (under parent supervision) or serve an in-school suspension. During the in-school suspension, a student will be prohibited from attending their regular classes and required to work alone, under the supervision of an SRL staff member, in the school office or another designated location on campus.

2. During an in-school suspension, students must report directly to the school office before the morning bell in full uniform and with sufficient work and materials for the entire day.

### **GRADING**

1. Students are responsible for all class work missed during the day(s) of suspension.
2. Students must make up any tests or quizzes given on suspension days.
3. Partial credit may be given for any work missed during the suspension at the discretion of the teacher and administration.

### **8. Public Display of Affection Policy:**

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **9. Academic and/or Disciplinary Probation:**

Probation is a serious degree of disciplinary and/or academic censure in which a student is required to participate in a routine performance review for a designated period. Probation is notice to the student and his/her parent (s) or legal guardian that the student either chooses to abide by the school's expectations or he/she may be dismissed from SRL Catholic School. New students coming to SRL School may be placed on probation.

During probation, the student is required to meet regularly with the school counselor and/or teacher. The principal/assistant principal will monitor and review the student's progress. SRL reserves the right to dismiss a student on Probation if there is a lack of serious cooperation and/or progress. During Probation, the student may lose his/her privilege of participating in any school sponsored or extra-curricular activities, which include participation in school athletics and/or club activities.

*All disciplinary decisions in accordance with the Pastor are final.*

**Eighth grade activities and graduation: in order for an eighth grader to participate in graduation activities he/she must maintain the following:**

- a. Disciplinary record must be in good standing, as deemed appropriate by school's administration**
- b. Final Averages must be above a 60% in all core subject areas**
- c. Tuition must be paid to date with no outstanding balances**
- d. Parents must be cooperative and in full support of the school's teachers and administration**

### **10. Threats of Violence Policy:**

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

1. Immediate suspension from the school;

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

### **11. Weapons Policy:**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **Disciplinary Policies as Guidelines**

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

## **VI. HOME AND SCHOOL ASSOCIATION**

The Home and School Association is a school sponsored body whose existence and duties are in the best interest of the students enrolled at St. Rose of Lima Catholic School.

The Association provides spiritual and economic support to the school and raises the additional funds necessary to cover ancillary student expenses not covered by tuition and other sources of school funding.

Parents or guardians of children enrolled at St. Rose of Lima Catholic School are automatically members of the Home and School Association. There is an appointed Executive Board that is responsible for managing the affairs of the Association and is vested with the authority to act on behalf of the Association.

The Association also includes various committees in which parents/guardians are welcome and encouraged to join. They range from uniform sales to social committees and all families are welcome to participate. The Principal and/or Pastor must be informed of any major proposals presented by the Home and School Association. Furthermore, the Principal and/or Pastor has the right to deny requests presented by the association and remove the leadership position of any Home and School Board member not acting in the best interest of St. Rose of Lima Catholic School.

All parents/guardians of children attending St. Rose of Lima Catholic School are welcome to review a copy of the Home and School Association bylaws.

## **VII. SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRA-CURRICULAR ACTIVITIES**

### **A. FIELD TRIPS**

Field trips are privileges afforded to students; no student has an absolute right to a field trip. A student can be denied participation if he/she fails to meet academic or behavioral expectations. Parents may always refuse to allow their child to participate in a field trip; however, the child will be asked to stay home due to a lack of adequate supervision when the teacher is out of the classroom. Students are required to bring a parental permission slip which releases the school from liability to participate in the field trip. Only the school's permission form will be accepted. Students who fail to submit a proper form in a timely manner will not be allowed to participate in the field trip. Verbal permission will not be accepted in lieu of written permission. This is the only format that may be used to allow a student to leave campus during the school hours. Please note that most field trips require a fee to attend. **Since trips are scheduled weeks in advance, payment for transportation, admission etc is due upfront from the school; therefore, all students in the class will be billed regardless if participating. The fee will be communicated by the homeroom teacher and automatically billed via FACTS. Field trip fees are non-refundable.**

Students must display proper conduct on the bus and at the field trip site. All school rules and regulations apply while a student is on a field trip. Appropriate disciplinary action will be taken, if any policies are broken.

Parents who have been invited by the teacher to chaperone field trips must have full fingerprint clearance by the Archdiocese of Miami, proof of Virtus training, and background screening information on file in the school office. This must be updated every five years. Parents must follow teacher instructions for chaperoning students. Please note that fingerprints regularly take 3-4 weeks to be cleared; we encourage you to plan accordingly and have your fingerprints completed before the start of school.

At times, teachers may request that only a few parents accompany a class on a field trip. This request will be made when there is limited space or when multiple parents may become a distraction to the learning environment. Siblings are not permitted on field trips.

### **B. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS**

**The school recognizes the following sports, activities and clubs:**

**School Clubs:** Art Club, Math Team, AV Club, National Junior Honor Society, Safety Patrol Club, Rosary Club, Choir, Book Club, Robotics, STREAM, Science Olympiad, Spanish Club, Boys and Girls Scouts, and Student Council.

**Major School Activities:** Fall & Spring Scholastic Book Fair, Christmas Pageant, Catholic Schools Week, Family Nights, Jog-a-thon (Fun Run), 8<sup>th</sup> grade Graduation Events (including practices, award ceremony, luncheon, etc), and all field trips.

**Athletics:** Cheerleading, Basketball, Soccer, Volleyball, Softball, Baseball, Track and Field, Flag Football, and Cross Country.

Parents acknowledge that participation in sports, activities, or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.

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

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

Parents should be knowledgeable of the days and times of the meetings, practices, and/or games. Suspension from extra-curricular activities may result if a student receives an "Unsatisfactory" in Personal and Social Growth or has poor conduct. Suspension will be for the entire marking period. If absent during the school day, students may not participate in any after-school activity.

Athletics:

- The students of SRL may be eligible for competitive play offered through the Archdiocese of Miami. It must be understood that all students that try out for a team will not necessarily make the team. Parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents.
- Parents wishing to volunteer their services as a coach must be fingerprinted and complete Virtus training before working with any school team.
- Each sport requires a fee of \$80. This fee will be automatically billed via FACTS when the student makes the roster.
- Each team member is responsible for the team uniform. Full compensation is required for damage or loss.
- Inappropriate conduct during a game may result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.
- Students participating on any team, including cheerleading, are required to attend all practices. Missing more than two practices, regardless of cause, may result in suspension from games and/or immediate dismissal from the team.

The administration reserves the right to add or cancel any club, activity, dance, or sport during the school year.

### **C. CONDUCT IN SPORTS**

All athletes and spectators will adhere to **GOOD SPORTSMANSHIP** at all times. Unsportsmanlike conduct will not be tolerated and may result in disciplinary consequences. Any athlete or student spectator guilty of misconduct at any sporting activity will be dealt with appropriately. We are a Catholic School and as representatives of SRL, we are expected to conduct ourselves in a Christian manner. St. Rose of Lima Catholic School policy requires that parents are not permitted to attend tryouts for any sport. Once the coach has determined the team roster, there will be no changes or discussion.



According to league policy, parents who violate any code of conduct while attending any sport activity may be banned from future events. *All athletic fees must be paid prior to student participation in that sport. Once the fee has been paid, it is non-refundable.*

#### **D. ELIGIBILITY POLICY**

The following information is part of our eligibility policy for sports teams, cheerleaders, class officers, student council and other extracurricular activities.

- **ELIGIBILITY:** Those students who maintain a C or above in all subject areas and a clear disciplinary record are eligible to participate on a team or other extra-curricular activity.
- **INELIGIBILITY:** Those students who have received two or more Behavior Reports or are failing a particular subject may be suspended or denied the opportunity to participate on a team or any extra-curricular activity, as deemed necessary by the school's administration.

If a child is suspended from school or receives a Disciplinary Report, the student may automatically be suspended from all extra-curricular activities.

When a child misses school on a game day, he/she cannot participate in the game the same day.

#### **E. SCHOOL SPONSORED EVENTS**

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

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.**

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

### **VIII. SCHOOL ATTENDANCE, ARRIVAL AND DISMISSAL**

#### **ATTENDANCE**

##### **1. School Hours:**

The School Office is open from 7:30 a.m. – 3:30 p.m. daily. All visitors to the school during school hours, including parents, MUST check in at the front office for the safety and welfare of our student body. Appointments with faculty, staff, and administration must be scheduled in advance.

Classes begin at 8:00 AM each day for students in grades PreK4- Grade 8; PreK3 students begin at 8:15am. Once a student arrives, he or she may not leave school property until dismissal, unless picked up by their parent or preapproved family member/friend. The school follows a staggered dismissal:

<b>Grades PreK3- Grade 4</b>	<b>2:35pm (regular dismissal)</b>	<b>12:35pm (early dismissal)</b>
<b>Grades 5-8</b>	<b>3:00pm (regular dismissal)</b>	<b>1:00pm (early dismissal)</b>

*\* On rainy days or when a storm is in the area, we will have one dismissal for all students at 2:45pm. Please see below for rainy day dismissal procedures.*

Please follow these times closely so we can ensure a quick and easy flowing carline. Always follow the pick-up time of your oldest child.

Supervision is NOT provided before 7:30 AM or after 3:15 PM. All students should be picked up or leave the school grounds immediately after school. Any student remaining must be with a teacher, coach, or adult supervisor. All seen after normal school hours will be sent to our school's aftercare program; charges may apply.

## **2. Absences:**

- The office must be notified between 7:30 – 8:30 AM when a student is unable to attend school. Please call (305) 751-4257 to report an absence or email [attendance-SRL@srlschool.com](mailto:attendance-SRL@srlschool.com).
- A student will be marked tardy after 8:00 AM. After three unexcused tardies, a family will be automatically billed via FACTS \$5 each time a child is late to school.
- A student will be marked absent if he/she leaves the school before 9:30 AM. A student is marked with a half-day absence if he/she goes home between 9:30 AM and 1 PM.
- Students must bring a note from parent/guardian upon his/her return to school explaining the absence. THIS IS A STATE LAW. One day's grace will be given for no written excuse. The parent may be called if a note is not sent to school.
- The school may report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.
- Extended absences other than medical must be approved in advance by the Principal. Family vacations and regular doctor visits should be planned on days that school is not in session or after school hours.
- Excessive Absences: A student who is absent from school more than 20 days in a year may not be promoted to the next grade or may not receive credit for courses in which this absence has occurred unless the Principal grants an exception and determines a way in which additional instruction will be received.
- **All work will be provided upon the student's return unless it is a case of an excused prolonged illness. Students will not be provided assignments in advance. Please see pg. 9 of this handbook for all other make-up work policies.**
- If absent during the school day, students may not participate in any after-school functions.

## **ABSENTEE ASSIGNMENTS**

**Grades 1-4:** If your child is absent **3 or more days**, please contact his/her homeroom teacher to make arrangements for absentee assignments.

**Grades 5-8:** It is very difficult with departmental schedules for teachers to organize assignments for absentee students. Therefore, please have your child make arrangements with a classmate to update him/her on absentee assignments upon return to school. Teachers will also be available to speak with students upon return to school regarding missed work.

**Please do not request absentee assignments when calling in absences to the school office.**

**\*\*See Make-up Work policy for all other related procedures.**

### **3. Tardiness:**

All students should be present for morning routines. Any student reporting to homeroom past 8:00 a.m. **must** sign in at the office. Parents should avoid making regular doctor appointments during school hours. Excessive tardiness can be an indication of irresponsibility and lack of motivation. If a child is excessively tardy to school, the student may be required to attend summer school or may be disenrolled from St. Rose of Lima. After three unexcused tardies, a family will be automatically billed via FACTS \$5 each time a child is late to school.

## **B. ARRIVAL AND DISMISSAL**

### **1. Arrival:**

Your child's safety is a primary concern of the administration, faculty, and staff. Please strictly adhere to these guidelines.

School begins at 8:00 a.m. and students must be in their seats by the morning bell to be considered on time. Parents may drop off their child beginning at 7:35 a.m. through the drive-thru drop-off with teacher supervision. After 8:00 a.m. parents must park and walk their child to the school office and obtain a tardy pass. Parents are asked to enter our carline no later than 7:45am to ensure all children have a comfortable amount of time to get to class.

### **2. Dismissal:**

- After the completion of our second dismissal, students who have not been picked up by their parent will be sent to our aftercare program. Charges may apply.
- Students need to have plans made prior to the school day how they are going home (carline, Aftercare, activity, etc).
- Students are to leave the school building at dismissal unless involved in a supervised extra-curricular activity. Transportation for all students must be provided by the parent at regular dismissal time.
- Students are only dismissed from the car pick-up area or a classroom (rainy day dismissals).
- Please do not text or talk on the phone while in our carline.
- All families are asked to visibly display their SafeDismissal carline card on their windshield.
- Students are not permitted to be picked up from school by Uber, Lyft or Taxi services.

Walkers, Bicycle and Bus Riders- Students who walk, bike or take a bus home must have a signed release form on file in the school office. Authorized students will be released by their teachers following the completion of the second dismissal carline (approximately 3:15pm on regular days/1:15pm early release days). Students must wear helmets when riding a bike.

Transportation Arrangements- Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

Rainy Day Dismissal Procedures – **On rainy days or when a storm is in the area, we will have one dismissal for all students at 2:45pm.** Parents are expected to park their car in the parking lot, and go to the classroom of their child(ren) when the dismissal bell rings. Bus riders report to the school library and the buses pull up to the Conference Room entrance.

**The school is not responsible for students on school grounds before or after school hours. Parents will follow drop-off and pick-up procedure according to a map the School Office will provide.**

### **3. Early Dismissal:**

Written permission from the parent/guardian stating why the child must leave early should be sent with the student and submitted to the Main Office on/or before the day of the early release. The parent/guardian picks up student from the school office when an early dismissal is requested and signs the early dismissal book. **Frequent early dismissal is disruptive to the classroom environment and should be avoided. Students may not be released early within the final thirty minutes of the day.** Faculty Meetings are held the first Friday and third Wednesday of each month; therefore, an early dismissal will be followed. There may also be several other early release days throughout the year. On these days, all children must be picked up promptly. Students who have not been picked up by the completion of our dismissal will be sent directly to our school's aftercare program. Charges may apply.

### **4. Aftercare**

After school care is available and managed by St. Rose of Lima. All registration is handled by the school office and billing is done via FACTS. Care is provided on all days that there is school, for those attending school that day.

All students who are not picked up after the completion of our second dismissal will be sent directly to our school's aftercare program. Charges may apply.

## **IX. SCHOOL REGULATIONS AND GENERAL POLICIES**

### **A. OPEN ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

### **B. APPOINTMENTS**

Parents requesting an appointment with a teacher must call the school office or send a written note or e-mail to the teacher. Parents with questions or concerns should first attempt to address the concern with the teacher.

In consideration for the teacher and in justice to the students, neither the teacher nor the class should be interrupted during class hours or visited unexpectedly.

If necessary, the school administration is also available by appointment once all immediate parties have been involved and further action is deemed necessary. A parent requesting a meeting with the school principal must indicate the nature of the meeting to the Assistant Principal or Administrative Assistant to the Principal.

### **C. BICYCLE RULES:**

1. On school property bikes must be walked to bicycle racks, placed neatly in the rack and locked. Parents must complete a waiver if their child will be walking or riding a bike to school.
2. Motor bikes, mini-bikes, mopeds, rollerblades, hee-lies, scooters, gopeds or skateboards are not permitted on school property.

#### **D. CELEBRATIONS/BIRTHDAYS**

Individual students' birthdays are not celebrated with food or drink in school except in **Pre-Kindergarten through Second Grade**. Parents of **Pre-Kindergarten through Second Grade** students, **with teacher permission**, may bring pre-packaged/store purchased (not homemade) cookies, cupcakes, or donuts (small treats, enough for one per child) with clearly listed ingredients. **No cakes, drinks, balloons, gifts, goodie bags, treats, etc may be brought for any child celebrating a birthday.** If a restricted item is brought on campus, it will be held by the school office and must be picked up by the parent at the end of the school day. Extended family (ex. Grandparents, Aunts & Uncles, cousins, etc) and/or nannies are not allowed to attend the classroom celebrations. Please note that classroom lockers may not be decorated for birthdays or any other reason.

Seasonal parties may be celebrated in the older grades during lunch time. These parties must be kept simple and will *always* be under the direction of the teacher. Instructional time cannot be used for seasonal parties unless related to the curriculum.

**INVITATIONS TO OUTSIDE CELEBRATIONS MUST BE MAILED AND NOT DISTRUBUTED IN SCHOOL. The School Office will not supply addresses.**

#### **E. CHILD PROTECTIVE INVESTIGATIONS**

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

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

#### **F. HOME COMMUNICATION**

Weekly emails, e-newsletters, calendars, and notices via Plus Portals, the school website and facebook page will be made available during the school year in order to keep parents up to date on school activities. Parents are asked to keep up-to-date of all information that is disseminated through these notices. Important notices are also put in the Sunday Church Bulletin and should be checked regularly.

A Communications Folder will be sent home **each week**. Please carefully review the folder with your child. Any information (forms, letter, notices, etc.) is consistently sent home in the communication folder on the last school day of each week. Parents are asked to sign the communication folder to indicate that the information was received and read. The communication folder is to be returned to the homeroom teacher on the first school day of the following week.

#### **G. DELIVERIES**

St. Rose of Lima Catholic School does not typically accept deliveries for students. Flowers, balloons, cards, mail, etc. delivered to a student may be returned to sender.

## **H. EMERGENCY INFORMATION**

### **1. Emergency Procedure Cards:**

Emergency Procedure Cards are given out at the beginning of the school year for parents to fill out and return to the school office. A contact other than the parent is required. It is the parents' responsibility to inform the main office of any changes in telephone numbers, home address, and/or email address throughout the school year. Families will be required to provide a family password for identification purposes.

### **2. Weather Emergencies:**

In the event of a weather emergency, such as a hurricane, SRL will follow the Dade County Schools schedule for school closure. Opening of school after the emergency may be conducted on a school-by-school basis.

## **I. ENDORSEMENTS/EVENTS**

Periodically, flyers promoting community organizations and events may be distributed to the students. All flyers must be pre-approved by the Principal. SRL does *not* endorse these organizations and events. Any events, social or otherwise, are the complete responsibility of the sponsoring agents.

## **J. FUNDRAISING**

No student may solicit funds, including via *Go Fund Me* accounts, in the school's name unless it has been authorized in writing by the principal.

## **K. HEAD LICE POLICY**

School board policy requires that students with head lice be sent home from school and not be readmitted until they are free from nits or lice. Parents are expected to accompany students to the school Health Room for re-inspection before a student may re-enter school.

## **L. HEALTH REGULATIONS**

### **Immunizations**

The Archdiocese requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

### **Accidents and Illnesses**

In the event a child becomes ill or is injured in school, the child will go to the school office and the parents will be contacted immediately. In case of a serious accident or illness where the parents cannot be reached, the school office will call 911, and place the matter in the hands of the police/emergency authorities.

Children will not be allowed to attend school unless an emergency phone number is registered with the school. In the event of changes to the emergency contact and numbers, it is the responsibility of parents to notify the school at once.

For the safety and well-being of your child, information regarding any chronic illness (asthma, allergies, diabetes, etc.) which might require attention during school hours must be on file in the school office.

A student who is running a fever, vomiting, displaying intestinal flu symptoms, pink eye, unknown rashes, etc. is required to go home. A doctor's note may be required upon return to school.

### **Peanut and Other Allergies**

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

All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office.

### **M. LOST AND FOUND**

Each student's name must be put on all personal items, i.e. clothing, lunch boxes, book bags, etc. Lost items are stored in the school office. Articles not claimed in a two week period are disposed of properly. Please insist that your child be responsible for his/her belongings.

### **N. LUNCH**

Pre-K students eat lunch in their classroom. All other students eat in the Cardinal Cafe (cafeteria) on a rotating schedule. Students may bring a bag lunch from home or buy lunch at school. It is the responsibility of the parent to keep a positive balance on their child's lunch account to purchase food on campus. If a student has an outstanding balance on his/her lunch account, the school may prohibit the purchase of food from the Cardinal Cafe.

Parents are encouraged to speak with their children daily to ensure they are eating a balanced lunch and not excessively purchasing food. It is ultimately the parent's responsibility to monitor their child's lunch purchases and habits. Parents may speak with the Cardinal Café staff regarding any questions related to the lunch program.

Parents are encouraged to provide healthy lunches for their children, avoiding sodas, candy, etc.

The following snack/lunch items are prohibited:

- Red drinks
- Goopy desserts and foods
- Carbonated drinks
- Candy or foods with high sugar content
- Glass containers
- Any "fast food" items (Burger King, KFC, McDonald's, Subway, etc.)

Parents may not drop off lunch for their child(ren) on a daily or regular basis. Students should come to school prepared for the entire day.

### **O. USE OF PHOTOS & VIDEO**

Throughout the school year, the media may be invited to SRL to cover special activities and events. A parent/guardian must notify the Principal in writing if he/she wishes that his/her child be excluded from any coverage. This information must be updated annually.

The school reserves the right to use student or parent photographs, video, and/or information in any school publication, the church bulletin, e-newsletter, school facebook, and on the school's website. Any parent/guardian who does not wish for his/her child's picture, video, and/or information to be used accordingly must notify the Principal in writing prior to the beginning of each school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos and/or videos.**

#### **P. MEDICATION GUIDELINES**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

#### **Q. PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

#### **R. PARENTAL RIGHTS IN CASES OF SEPARATION**

In the case of divorced parents, SRL will interact with the parent who has legal custody of the child. The school will ordinarily deal with the parent having legal custody in matters of absence, tardy, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. St. Rose of Lima Catholic School, in accordance with Florida Statute 61.13 will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to



provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **S. PERSONAL PROPERTY/PLAY EQUIPMENT**

The School is not responsible for the loss or damage of any personal property brought onto the campus or to a school-sponsored event.

Students are not permitted to bring skateboards, iPods, radios, laser pointers, electronic toys, heellies, balls, gadgets, fidget spinners, cards, games or any playthings to school. These items are not appropriate on school grounds and are not allowed without a teacher's permission. Items brought to school without permission will be confiscated and may not be returned to the student.

### **T. PLAYGROUND RULES**

Students are only permitted to play in assigned areas and must observe safety rules on all playground equipment. CONTACT SPORTS are not permitted. Unacceptable behavior or the improper use of equipment will not be tolerated and appropriate action will be taken. At no time should any student be near the fence or property of any neighbor of school property. Calling, teasing, or petting of the animals which belong to these neighbors is strictly forbidden.

The school provides sports equipment to use during recess periods. NO student is permitted to bring any sports equipment from home for recess or the aftercare program.

Playground Rules:

- Students should only play on the designated playground area.
- Students should use the playground equipment in the manner in which it was intended.
- Students should slide sitting down, feet first (NO walking up the slide, no sliding backward or head first.)
- Follow the rules of the games.
- If a ball should be hit or kicked from the playground area, permission to retrieve it will be given by playground supervisors.
- When the signal is given, all students should stop playing at once and prepare to go to their classrooms.
- Adult supervisors should be notified immediately of serious injuries or problems.
- Permission to leave the playground area must be obtained from an adult supervisor, who will then escort the student to the appropriate destination.

### **U. PREGNANCY POLICY**

Although premarital sex is considered neither acceptable nor moral within Church teaching, it is essential that we keep paramount the basic belief in the value of life. Because we are pro-life, we will do all we can to preserve life and will do nothing which may encourage a girl to have an abortion. Therefore, it is advised that the parents, guidance personnel, and administration as well as the couple involved come to a workable solution which would enable the unmarried student to continue her Catholic education at the school. In every case, professional counseling of both the boy and the girl is strongly recommended as they face important decisions. Respect Life and Catholic Social Services are available for counseling.

### **V. SCHOOL COUNSELOR OFFICE/BEHAVIORAL HEALTH SERVICES**

The services of the St. Rose of Lima Behavioral Health Counselor are available to all students. SRL School views the role of the counselor as an added resource to help guide our students in a positive and proactive manner. The school's Behavioral Health Counselor provides instruction in the classes and offers individual counseling when deemed necessary by the school administration.

Students are openly encouraged to visit the school counselor during the school day, before or after school if they feel compelled to speak with an adult. Parents may or may not be notified of the visit depending on the situation at hand. The counselor and school administration reserves the right to meet and speak to any student without prior parent contact.

#### **W. SCHOOL INSURANCE**

School Insurance is mandatory for all students.

#### **X. SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK AND SCHOOL POLICY**

Any student action that is not in keeping with the philosophy of St. Rose of Lima School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the School/Principal reserves the right to initiate, change, or modify the policies as needed at any time. Parents will be notified of any amendments. The Principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

#### **Y. SEARCH AND SEIZURE POLICY**

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

#### **Z. STUDENT DISABILITY AND ACCOMMODATION POLICY**

St. Rose of Lima Catholic School welcomes all requests for reasonable accommodations for qualified students with disabilities. The school will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such request does not cause a fundamental alteration to the school's programs and to the extent that it does not create an undue hardship. All requests must be in writing and directed to the Principal. The parent must provide the school with current documentation of the condition from a qualified professional (such as a physician, psychiatrist, or psychologist). Upon receipt of a diagnosis and recommendations, the school will ask the parents to complete an Accommodation Request form and meet with the Principal, Dean of Academics, School Behavioral Counselor, and/or teacher to discuss the desired accommodations.

#### **AA. PRIVATE TUTORING**

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

#### **BB. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic

faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

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

#### **CC. TRANSCRIPTS**

Transcripts will be prepared in the Main Office. Please make your request at least two weeks in advance of the date on which you need the material. Transcripts and other school documentation may not be released if your tuition/billing account is delinquent.

#### **DD. VISITORS/VOLUNTEERS**

Parents or adults visiting the school must sign in at the office first. In consideration for the teacher and students, neither the teacher nor the class should be interrupted during school hours.

Parents (or any other adult) who wish to volunteer at the school must undergo a background check through the Archdiocese of Miami. Parents will be responsible for submitting fingerprints, a certificate of completion of Virtus training, and a Volunteer Code of Conduct Form to the school office. This will be valid for a period of 5 years. The administration reserves the right to prevent a parent from volunteering at the school.

**Parental Leadership and Responsibility** – The investments families make in choosing a Catholic school education for their child(ren) will, in fact, yield results only if parents, as the primary role models, live a truly Christian life and expect the same of their children. Parents are exhorted to be faithful to the practices of the Catholic faith, including weekend Mass worship, and leading a life that is directed by Christian principles.

St. Rose of Lima School parents are also expected to support fundraising efforts and to involve themselves in the activities of parish life as well as assist the school in various ways according to individual time and talent. Through the **Parish Participation Program** each family is expected to contribute annually at least twenty-five (25) hours of service. Our parish, including church and school, provides a number of ways for parents to fulfill this service requirement. **School families are required to work a minimum of one shift at Carnival time.**

It is the responsibility of each parent to complete their volunteer requirement. Parents will not be reminded or notified throughout the year to fulfill this obligation. All families are asked to complete their hours by the end of each May; volunteer opportunities will not be available in June.

#### **EE. ELECTRONIC ACKNOWLEDGEMENT**

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

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

#### **FF. UNDOCUMENTED STUDENTS**

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

#### **GG. COMMUNICATION DURING THE SCHOOL DAY**

If a parent needs to communicate with a child during the school, they must call the office to have a message sent to a child. Do not call the student's cell phone OR communicate via text or email during school time. Likewise, if a child needs to call a parent during the school day, permission is given by their teacher and the call is made from our school office.

#### **HH. ASBESTOS NOTIFICATION**

Prior to the end of 1988 all schools of the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

As required by federal law, the three year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2014-2015 school year by the firm of ARS Environmental, Inc. St. Rose of Lima Catholic School was found to be in full compliance with federal standards and the school does not anticipate taking any asbestos-abatement actions this year.

In further accordance with AHERA 40 CFR 763.93 (g), the Management Plan for asbestos containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office or at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, Florida.

### **X. TUITION/FINANCIAL INFORMATION**

The satisfaction of all financial obligations to the school, including tuition and fees constitutes a material condition for continued enrollment in the school. The school may withhold the issuance report cards, transcripts, other student records and/or disallow participation in or access to school activities if any financial obligation is not met. Additionally, any tuition or fees that are 10 days delinquent will result in students not being able to attend school until all funds are satisfied.

Tuition Payment is made through FACTS, a company which collects and manages our school tuition. It is necessary to register, set up, and make payments on-line. To do this:

- Go to [www.stroseoflimamiamishores.org](http://www.stroseoflimamiamishores.org)
- Click on the "FACTS Management Link"
- Click on "Create FACTS Account"

Parents may track their family's current tuition rate and payment schedule via the FACTS online system.

Active parishioners of the Church who participate in the faith life of the parish by giving fully of their time, talent and treasure and by regularly attending Sunday Mass and Holy Days of Obligation may be eligible for a discretionary tuition reduction.

A charge will be assessed for all returned checks. The second returned check will result in a “cash-only” policy. Post-dated checks will not be accepted. Payments to the school (e.g. tuition, general fees, After Care, lost/damaged books, etc.) must be kept current. Children in families with accounts more than 10 days past due will result in students not being able to attend school until all funds are satisfied. Report cards (hard copy/electronic) and Interim Reports will not be issued, and the school will retain student records until the debt is paid. Furthermore, any collection fees, or court costs incurred by the school to collect delinquent amounts, will be assessed to the family.

Tuition is due on a monthly basis. **A \$25 late fee is assessed when tuition is not paid on time. Tuition is payable for the entire month.** There will be no prorating of tuition for students who enroll or leave during any month.

If the family becomes delinquent in its tuition payments due to serious financial difficulties caused by illness, death, involuntary job loss, or serious family crisis, it is essential that **the family communicate this to the Principal immediately** so that the situation can be properly handled. The school and the Pastor will make every reasonable effort to assist families who encounter serious financial difficulties. **All information is handled confidentially.** Financial Aid is available through FACTS Grant & Aid Assessment process.

All registration, tuition and fees are non-refundable.

To prevent families from transferring out of a school without meeting their financial obligations, a child will not be matriculated into another Archdiocesan school when there is an outstanding debt in the last school attended.

The school office must be notified in writing of a student’s withdrawal from school during the school year. Failure to do so will make the parent responsible for any and all fees accrued during that time, and tuition in the full amount will be charged.

## **XI. UNIFORM POLICY**

### **A. STANDARD SCHOOL UNIFORMS**

**Pre-K3 Uniform** – boys and girls wear the school’s PE shorts and t-shirts. Pre-K3 students wear sneakers.

**Pre-K4 Uniform** – boys and girls wear khaki pants, shorts or skorts (girls) with pink, yellow, blue or white monogrammed golf shirt. Pre-K students wear sneakers.

#### **Boys in K–5**

- **Khaki pants** which are worn above the hip. Khaki Bermuda shorts may be worn by boys in grades **K-2 only**.
- **Shirts** are pink, yellow, blue or white monogrammed golf shirts. Long-sleeved golf shirts can be worn in colder weather. All shirts are worn tucked in.

#### **Girls in K-5**

- **Uniform jumper** (pink, blue, yellow, green) with white golf shirt (short or long-sleeved) can be worn in grades **K-2 only**. Jumper needs to come to the top of the knee.
- **Khaki skort or pants** may also be worn with the above stated golf shirt.

### **Boys in 6-8**

- Khaki pants worn above the hip. White, blue or yellow oxford (short or long-sleeved) monogrammed shirt is worn. Shirts are to be tucked in at all times with the exception of straight hemmed white shirt.

### **Girls in 6-8**

- Khaki skort or pants. Skorts must be no more than two inches above the knee.
- White, blue or yellow oxford (short or long-sleeved) monogrammed shirt.

### **All Students:**

- **Socks** - Solid white, ankle length socks must be worn at all times.
- **Shoes**- Shoes need to be solid brown or black leather shoes. This may include docksiders or loafers; girls may also wear T-straps or Mary Janes. No dance slippers are permitted. Sneakers are only worn on PE days; except for Pre-Kindergarten.
- **Belts** - Solid black or brown belts must be worn at all times, if wearing school uniform shorts or pants.
- **PE Uniform** consists of a gray T-shirt with school logo and red PE shorts with cardinal logo.
- **Outerwear for all students** - Navy blue school jacket with cardinal logo, navy blue cardigan sweater with St. Rose of Lima monogram, navy blue sweatshirt with or without St. Rose of Lima monogram.
- **All removable clothing must be labeled with the student's name.**

## **B. UNIFORM REGULATIONS**

1. No ATHLETIC SHOES OF ANY KIND (except for P.E. days)
2. Jewelry: It is advisable that valuable jewelry not be worn to school.
3. No smartwatches or fitness bands of any kind may be worn on school property.
4. Necklaces: Only one small silver or gold cross/crucifix or religious medal on a thin gold or silver chain is allowed. No chokers are permitted.
5. Bracelets: No bracelets or anklets may be worn.
6. Earrings: Only one pair of small earrings, worn on the lobe, is permitted for girls. No hoop earrings. Boys are not permitted to wear earrings.
7. No costume or bead jewelry is allowed.
8. No make up, nail polish (unless clear), or acrylic nails.
9. No cuts in eyebrows or hair for any reason.
10. No body piercings.
11. No tattoos.
12. Undershirts must be solid white.
13. Shoes must be neatly tied at all times.
14. At the responsibility of the parent, students should arrive to school wearing the appropriate strength sunscreen/sun block lotion.
15. Boys' and girls' shirts must be tucked in at all times, except for hemmed uniform shirts. Pants and shorts must be worn with a belt and must fit properly; no underwear showing. They are to be worn at the waist, not baggy or too tight. Waistband and belt must be visible.
16. School uniforms may not be cut, sewn, or altered in any way.
17. All shorts and skorts must be of modest length (no shorter than 2 inches above the knee), fitted at the waist and not rolled.
18. Girl hairpieces (bows, etc) should be small and unobtrusive (school colors are recommended).
19. Hair styles are to be appropriate for school. Boys' hair may not exceed collar length and

may not be worn “shaggy” or long over the eyebrows and ears. Girls’ and boys’ hair may not be colored in any way. Hair must be kept away from face. Hair styles should not be outlandish (determined by ADMIN), including no buzz cuts, lines, designs, mohawks, etc. Hair extensions are not permitted.

20. While on school grounds and at all school events, students must be in proper uniform.
21. If an emergency arises necessitating an incomplete uniform, a note must be submitted stating the reason and giving the date when the student will return in complete uniform attire. If a student does not bring a note, the parent/guardian will be called to bring the proper uniform or to correct the infraction.
22. Not wearing the proper uniform or violating any of the above uniform policies may result in disciplinary action. Dress code violations could result in the child being withheld from attending regular class until the infraction can be corrected or, possibly, the child being sent home.
23. **All new uniforms are to** be purchased at Continental Uniform, Inc.  
700 NE 125<sup>th</sup> Street  
(305) 895-6528  
(305) 899-1488  
[www.continentaluniformsinc.com](http://www.continentaluniformsinc.com)

### C. COLD WEATHER

**On cold days**, students must wear regulation school sweatshirts, bottoms, sweaters, or jackets. Girls may wear solid navy blue, black or white leggings with their uniform skort/jumper. Boys and girls may wear a solid white "Under Armor" style long sleeve shirt under their uniform shirt. Boys and girls may wear a solid navy blue sweatshirt or sweatpants with their PE uniforms. Inappropriate items will be confiscated.

**On extreme cold days (below 60)**, students may wear non-school related heavy winter jackets, gloves, and winter caps when arriving at school and for outdoor activities; such items may not be worn in the classroom and may not have any large or inappropriate logos or graphics. **If a sweater or jacket is hooded, the hood must remain off at all times.**

It is the responsibility of the parent to ensure that their child is dressed appropriately for school, considering the weather conditions. Disciplinary action may be taken if uniform regulations are not followed. Students may also be prohibited to play or eat outside if not dressed properly for cold weather.

### D. DRESS CODE FOR FIELD TRIPS

Students must wear the school uniform or physical education uniforms for field trips. It is the responsibility of the parent that students arrive to school with adequate sunscreen already applied.

### E. OUT-OF-UNIFORM DRESS CODE

The Out-of-Uniform dress code is to be used for all “Dress Down” days. This dress code is also used for special occasions as announced by the school administration.

1. On out-of-uniform days, students must be dressed appropriately for school. Any student wearing inappropriate clothing will be asked to call his/her parent/guardian to bring their school uniform and may be subject to disciplinary action or held from class.
2. Girls’ shorts, skirts, or dresses must be of modest length and of appropriate size. Skin tight clothing is not permissible.
3. Spaghetti strap, bare midriff, strapless, and halter tops are not permitted.
4. Boys’ pants or shorts must be worn at the waist and may not be excessively baggy.
5. No backless, high heel or open-toed shoes. No slippers are permitted.
6. Boots and high top shoes (to the ankle) are permissible but cannot have heels and cannot be higher than the ankle.
7. No sweat pants, pajamas, or any similar type clothing are permitted.



8. Girls in grades 5-8 may not wear leggings alone. Leggings must be worn with a modest length skirt or shorts.
9. All regular policies regarding accessories are to be followed unless otherwise announced by the school administration.
10. The school administration reserves the right to deny any particular clothing deemed as inappropriate for school. We encourage parents to dress their children conservatively to prevent any issues.

St. Rose of Lima Catholic School

**Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

I also acknowledge that I have read the annual notification regarding the availability of the Asbestos Management Plan and any response actions taken or planned.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name) (Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name) (Grade)

\_\_\_\_\_  
(Print Student Name) (Grade)

\_\_\_\_\_  
(Print Student Name) (Grade)

\_\_\_\_\_  
(Print Student Name) (Grade)

**St. Rose of Lima Catholic School Student Pledge**

- I will always do my best and listen to my teacher.
- I believe that St. Rose of Lima Catholic School should be a place where all students feel safe and I pledge to treat each student, teacher and staff member with respect.
- I will not bully or tease anyone.
- I will tell an adult right away if I hear someone say that they will hurt another person.

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

**\*Please return this form to the teacher of your oldest enrolled child at St. Rose of Lima.**