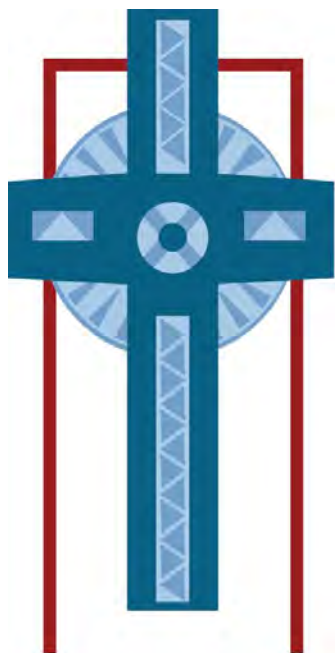


ST. ROSE OF LIMA CATHOLIC SCHOOL
Parent & Student Handbook



2024-25

2024-25 Parent & Student Handbook



St. Rose *of* Lima *Catholic School*

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Website: www.srlschool.com

School Colors: Red & White
School Mascot: Cardinal

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

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I. INTRODUCTION

We are blessed and honored to welcome you as a valued member 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, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

II. MISSION AND PHILOSOPHY OF SCHOOL

MISSION STATEMENT

St. Rose St. Rose of Lima Catholic School is united in the Holy Eucharist to serve God and each other with humility and love. We embrace cultural diversity with a passionate commitment to our Catholic faith, family and academic excellence so all students may reach their God-given potential.

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, including regular mass attendance on Sundays and Holy Days of Obligation.
- 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.

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;
- Attend Mass regularly on Sundays;
- 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.

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 8th 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 2nd grade, and Confirmation in 8th 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 prior to receiving the sacrament. Sporting events and competitions do not constitute a serious reason not to attend the day of reflection.

COMMUNITY SERVICE ACTIVITIES

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, Thanksgiving Food Drive, the Christmas Toy Drive and various other activities.

Community service activities are not school activities and St. Rose of Lima Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Rose of Lima Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

IV. ACADEMIC POLICIES

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.
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. 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 classroom cubbies.

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 may 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 may 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, Curriculum Specialist 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.

AWARDS

1. Eighth Grade Graduation Awards:

- **CORD AND STOLE:** 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.
- **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.
- **SUBJECT AREA AWARDS:** A Subject Area Award will be given for each of our core subjects. Students must meet the academic criteria set forth by the middle school faculty and administration to be awarded this special recognition. Aside from the academic standards for this award, all recipients must have a good disciplinary record with no major disciplinary infractions; good conduct and a hard work ethic across all classes is expected.

2. Service Awards (Grades 6-8):

- **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 30+ hours of community service during their time as a middle school student at SRL to be considered (grades 6-8).

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 (ALT) in all subjects & Departmental ALTs

1ST HONORS:

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

2ND HONORS:

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

**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.*

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 STREAM. 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, ARK, National Catholic Math League and other standardized tests throughout the year.

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
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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 online. 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.
- Remains responsible in satisfying requests instructed by the teacher.

- Competes and submits class work, homework and assignments according to teacher-directed timelines.

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.
- Takes responsibility/ownership for and manages own behavior.
- Behaviors maturely inside and outside of the classroom.
- Does not act impulsively, causing disruption to the classroom learning environment.
- Responds respectfully to classmates, teachers, staff and administration.

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.

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.

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 D or F (69 or below) on their report card. The required number of hours will be determined by the school. Parents will be notified in writing.

V. DISCIPLINE PROCEDURES

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 administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

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. Demeaning comments to others | 11. Unnecessary roughness |
| 5. Annoying others | 12. Three uniform violations |
| 6. Disruptive talking, noises | 13. Improper use of any media or technology |
| 7. Inappropriate public display of affection | 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.

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: ADMINISTRATIVE WITHDRAWAL 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 administrative withdrawal 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 administrative withdrawal from school.

DETENTION

Detention may result for any violation of school regulations or policies. Depending on the type of infraction, detention may be assigned before or after school; 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. A Behavior Report and/or Behavioral Plan is automatically issued to a student following three detentions. Detentions may include reflection activities, writing assignments,

completing tasks for their teacher, clean up and gardening around campus, and/or other reasonable consequences.

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

CONDUCT POLICIES

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

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

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

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. CELL PHONES IN KINDERGARTEN- GRADE 7 ARE STRONGLY DISCOURAGED AT SCHOOL; IF SEEN OR HEARD, THE CELL PHONE WILL BE IMMEDIATELY CONFISCATED. CELL PHONES IN GRADES 6-8 WILL BE COLLECTED AND STORED BY THE HOMEROOM TEACHER EACH DAY. Students may only carry an e-reading device to class following the policy guidelines stated below. 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 cubbie 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.

COMPUTER/TECHNOLOGY USAGE POLICY

The school may provide its administrators, faculty and students with access to computers, chromebooks, iPads, other tablets and various other information technology resources such as 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.

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not

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

Consent

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

Consequences for Violations

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

Students and their families are solely responsible for any school device (ex Chromebook, iPad, etc) loaned to the student. In the event that the item is damaged, the student will be charged a fee to have the device repaired. If the device is damaged more than three times, lost or stolen (on or off campus), the student's family will be billed the full cost to replace the device at its original cost.

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 administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

DRUG & 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 administrative withdrawal from the school, even for a first offense.

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

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

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 administrative withdrawal from the school.

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

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

SMOKING & VAPING POLICY

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

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.

HARASSMENT & 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 are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

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.

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 administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

ACADEMIC AND/OR DISCIPLINARY PROBATION POLICY

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 administratively withdrawn from St. Rose of Lima Catholic School. New students may be placed on probation.

St. Rose of Lima 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 Principal 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**

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

VIRTUAL LEARNING CODE OF CONDUCT

If at any time students are required to temporarily transition to a virtual learning platform, all policies of our Parent & Student Handbook will remain in full effect.

Infractions of the policies stated above may result in a Behavior Report, Suspension, or Administrative Withdrawal from the school depending on the severity of the infraction.

WEAPONS

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

poisonous substances, mace, pepper spray, and any other items which may result in injury.

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 administrative withdrawal 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 family-centered 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 & EXTRA-CURRICULAR ACTIVITIES

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 may not be allowed to participate in the field trip. Verbal permission may 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.

The school recognizes the following sports, activities and clubs:

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

Major School Activities: Fall & Spring Scholastic Book Fair, Pumpkin Patch, Trunk or Treat, Christmas Show, Parish Carnival, Catholic Schools Week, Family Nights, STREAM Expo, Fun Run, 8th grade Graduation Events (including practices, award ceremony, luncheon, etc), all field trips, and other school activities.

Athletics: Cheerleading, Basketball, Soccer, Volleyball, Softball, Baseball, Track and Field, Flag Football, Golf, Baseball 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, activities or volunteer service hour programs.

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.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

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 may be for the entire marking period or season. 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 may 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 \$100. 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.

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.

Once a student is invited to participate on a team, the child's parent(s) must complete the Play Like a Champion training for the child to play in a game or tournament. Parents are strongly encouraged to be trained ahead of tryouts; Play Like a Champion workshops are sporadically scheduled throughout the school year.

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.***

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 a detention 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.

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or

parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

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

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

VIII. SCHOOL ATTENDANCE, ARRIVAL AND DISMISSAL

SCHOOL HOURS

The School Office is open from 7:30am – 3:30pm 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 8:00am each day for all students, PreK3- Grade 8. 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:

Preschool Only	2:30pm (regular dismissal)	11:30am (early dismissal)*No lunch
Grades K-8	3:00pm (regular dismissal)	12:00pm (early dismissal)*No lunch

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.

Drop-off/Pick-up Location	Grade Level
East Carline/NE 5 th Ave	PreK3 & 4 Families <ul style="list-style-type: none"> • Preschool children and their older siblings only
Main Carline/NE 4 th Ave/Church Parking Lot	Kindergarten- Grade 8 <ul style="list-style-type: none"> • Students in grades 4-8 should only use this carline if they have a sibling in Kinder- Grade 3 • Preschoolers must be dropped off & picked up at preschool entryway
School Office Area/NE 105 th Street	Grades 4-8 (students without siblings only)

In general, supervision is NOT offered before 7:35 AM or after 3:20 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.

ABSENCES & ILLNESS

- 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.
- Students shall be considered absent when they miss more than 3.5 hours of the school day (or 50% of time for part-day preschool programs).
- **A note from a licensed medical or psychological practitioner** is required for any absence that is three or more days in duration and related to an illness, injury, or hospitalization. This note must be submitted in hard copy (written) form and include the name and contact information of the medical practitioner. The note should include specific clearance for the child to safely return to school. It is preferred that such notes not be provided by practitioners who are immediate family members of the student.
- The school may report “truancy” to the Department of Children and Families when there is an extended absence without written explanation from the parent.
- Children who are sick with a contagious symptom or other illnesses that may cause the child or classmates discomfort (ex. Excessive coughing, diarrhea, vomiting, headache, fever, etc) are asked to remain home until the child is cleared by a pediatrician and/or free from symptoms for 24 hours. The school reserves the right to send a child home from school if they are ill in any way.
- 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 may 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 1-3: If your child is absent **3 or more days**, please contact his/her homeroom teacher to make arrangements for absentee assignments.

Grades 4-8: 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 his/her 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.**

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.

ARRIVAL AND DISMISSAL

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.
- Please do not text or talk on the phone while in our carline.
- Do not play loud music, holler for your child or cause other unnecessary disturbances.
- Vehicles on our campus may not have graphics, advertisements and/or bumper stickers that may be unaligned with the teachings and values of our Catholic faith.
- Drivers must be dressed properly, wearing full body clothing, including a shirt.

DISMISSAL

- After the completion of our second dismissal (12pm/3pm), 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 dismissed from the car pick-up area. In the event of a storm, students may be dismissed from the classroom.
- Please do not text or talk on the phone while in our carline.
- Do not play loud music, holler for your child or cause other unnecessary disturbances.
- Vehicles on our campus may not have graphics, advertisements and/or bumper stickers that may be unaligned with the teachings and values of our Catholic faith.
- Drivers must be dressed properly, wearing full body clothing, including a shirt.
- All families are asked to 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 at the conclusion of the dismissal carline (approximately 3:25pm). Students must wear helmets when riding a bike. Families walking or biking to school must drop off at the Preschool entrance.

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

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.

The school maintains the authority to enforce all rules and regulations detailed in this handbook. If parents or guardians do not comply with the school's arrival and dismissal procedures, the school reserves the right to deny campus access to the driver and/or report the safety concern to local law enforcement.

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 and child's teacher 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 and professional development workshops are scheduled on a monthly basis; therefore, an early dismissal will be followed for all students. 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.

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. Students must be registered for the aftercare program to attend.

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.

Students enrolled in our afterschool care program are expected to abide by all school rules and guidelines; cell phones and other electronic devices are prohibited.

IX. SCHOOL REGULATIONS AND GENERAL POLICIES

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.

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 Principal's designee or the Administrative Assistant to the Principal.

ARTIFICIAL INTELLIGENCE

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

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

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

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.

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, heeilies, scooters, gopeds or skateboards are not permitted on school property.

CELEBRATIONS/BIRTHDAYS

A small birthday celebration will be held by the teacher and classmates for students in Pre-Kindergarten- Grade 2. Parents are welcome to drop off store purchased cupcakes or donuts (ONLY) in the school office for each member of the class. The class will sing happy birthday and enjoy the special treat. Goodie bags, sheet cakes, balloons, gifts, etc are not permitted. INVITATIONS TO OUTSIDE CELEBRATIONS MUST BE MAILED AND NOT DISTRUBUTED IN SCHOOL. The School Office will not supply addresses.

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).

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

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.

COMMUNICATION

Weekly emails, e-newsletters, calendars, and notices via Plus Portals, Google Classroom, the school website, Instagram, 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.

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

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.

CONFIDENTIALITY STATEMENT

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

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.

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.

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.

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.

FUNDRAISING

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

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.

HEALTH REGULATIONS

Immunizations

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

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

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

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 may 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 stay 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.

Communicable Diseases & Related Items

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

LIBRARY/MEDIA CENTER GUIDELINES

We are thrilled to offer you a wealth of resources to enhance each child's learning experience. This entry outlines important information regarding borrowing, responsibility for library materials, and book donations.

1. Borrowing Library Materials:

- Library books can be checked out for a period of two weeks. If more time is needed please see library staff about an extension.
- Books should be returned during Media Class. It is essential to adhere to the return deadline to ensure equitable access for all students.

2. Responsibility for Lost or Damaged Items:

- Students are responsible for the library materials they check out. Please take care of the books and return them in the same condition as when borrowed.
- In the event of a lost or significantly damaged book, the student will be required to order a replacement copy through the school.
- The cost of the replacement copy will be charged to the student's Family's FACTs Account.
- It is important to handle library materials with care and avoid any activities that may cause damage, such as writing or highlighting in the books.

3. Book Donations:

- We accept hardcover books in good, readable condition.
- Donated books should align with the school's educational mission and be appropriate for our library collection.
- Donations can be submitted to the library staff, who will review the books for suitability and include them in the collection if appropriate.

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.

LUNCH

Pre-K students eat lunch in their classroom. All other students eat in the Zigmont Cardinal Cafe (cafeteria) on a rotating schedule. Students may bring a bagged 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 food purchased from a café, restaurant or fast food service (ex. Subway, Carrot Express, Starbucks, McDonalds, etc)

Parents may not drop off lunch for their child(ren) on a daily or regular basis. If a forgotten lunch is brought to school, it must be homemade and cannot be purchased or bought from a local café or restaurant. Outside deliveries may not be accepted. We expect all students to come prepared for the entire school day.

Lunch is not provided on early release days.

MEDICATION GUIDELINES

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

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.

3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

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

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 administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

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.

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, heelies, 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.

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 may 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.

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.

PRIVATE TUTORING, COACHING OR LESSONS

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.**

SAFETY IN PRIVATE SPACES

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

SCHOOL STUDENT ADVISOR'S OFFICE

The services of the St. Rose of Lima Student Advisor are available to all students. SRL School views the role of the Student Advisor as an added resource to help guide our students in a positive and proactive manner. The school's Student Advisor provides instruction in our classes and offers individual advising when deemed necessary by the school administration. Students are openly encouraged to visit the Student Advisor 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 Student Advisor and school administration reserves the right to meet and speak to any student without prior parent contact.

SCHOOL INSURANCE

School Insurance is mandatory for all students.

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.

SEARCH AND SEIZURE POLICY

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

SECTION 504- POLICY STATEMENT

St. Rose of Lima Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Rose of Lima Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Gabriel Cambert, (305)762-1269. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a

grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gabriel Cambert, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

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

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.

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.

TEXT MESSAGING/TELEPHONE CALLS

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

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.

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.

USE OF PHOTOS & VIDEO

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

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

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 may 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 may not be available in June.

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. 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 online. To access our school-specific FACTS account:

- Go to www.srlschool.com
- Click on the "FACTS Management Link" then click on "Create FACTS account"

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

Registered and 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. Payments to the school (e.g. tuition, general fees, After Care, lost/damaged books, devices, etc.) must be kept current. Families with accounts more than 10 days past due may result in students not being able to attend school until all balances are satisfied. Report cards (hard copy/electronic), access to Plus Portals and Interim Reports may not be issued, and the school will retain student records until the debt is paid. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

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. **An NSF fee will be automatically charged by FACTS for insufficient funds. Tuition is payable for the entire month.** There will be no prorating of tuition for students who enroll or leave during any month.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

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 Parish Business Manager immediately** so that the situation can be properly handled. The Parish and School 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.

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

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.

Due to the Step-up scholarship funding regulations, any parent who withdraws a child in the middle of the quarter will be billed for the entire quarter. For example, if a parent withdraws a child on January 14th, the parent will be billed for the months of January, February and March.

XI. UNIFORM POLICY

STANDARD SCHOOL UNIFORMS

All uniform clothing must be from Continental Uniforms

Pre-K3 Uniform – boys and girls wear the school’s PE shorts and t-shirts (blue only). Pre-K3 students wear strapped sneakers. Please no laces, lights and/or high tops.

Pre-K4 Uniform – boys and girls wear khaki pants, shorts or skorts (girls) with blue or white monogrammed polo shirt. Girls may wear the blue uniform jumper with **white Peter Pan blouse**. Pre-K4 students wear strapped sneakers. Please no laces, lights and/or high tops. Students may wear the school’s PE shorts and t-shirts (blue only) on PE days.

Boys in K–5

Khaki pants or Bermuda shorts which are worn above the hip.

Shirts are blue or white monogrammed (short or long-sleeved) polo shirts. All shirts are worn tucked in.

Girls in K-5

Uniform jumper (blue only) with **white Peter Pan blouse** can be worn in grades **PreK4– Grade 2 only**. Jumper needs to come to the top of the knee.

Khaki skort or pants may also be worn with white or blue polo shirt. **Skorts must be no more than two inches above the knee and must have the school initials embroidered at the bottom by Continental Uniforms.**

Boys in 6-8

Khaki pants worn above the hip. White or blue 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 or blue shirt.

Girls in 6-8

Khaki skort or pants. **Skorts must be no more than two inches above the knee and must have the school initials embroidered at the bottom by Continental Uniforms.** White or blue oxford (short or long-sleeved) monogrammed shirt.

All Students:

1. **Socks - Must be plain Solid white, ankle socks.**
2. **Shoes-** PreK3 & PreK4: Students must wear strapped sneakers. No laces, no high tops.
Kinder – 8th Grade: Students must wear Sperry style boat shoes. Must be light brown with light colored soles.
3. **Belts - Solid brown belts must be worn if wearing school uniform shorts or pants.**

4. **PE Uniform** must be the proper PE shorts and shirt (blue only) from Continental Uniforms. Athletic sneakers are required; no high tops. Fun Run shirts or other school spirit gear are not considered part of the PE uniform.
5. **Outerwear for all students** - Navy blue school jacket, sweater or cardigan with school logo. Sweatpants for PE days must be solid navy blue. **No unaffiliated clothing permitted.**

UNIFORM REGULATIONS

1. No ATHLETIC SHOES OF ANY KIND (except for P.E. days).
2. No light-up sneakers.
3. Jewelry: It is advisable that valuable jewelry not be worn to school.
4. No smartwatches or fitness bands of any kind may be worn on school property.
5. 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. Must be worn under the shirt at all times. If it becomes an issue, the school reserves the right to prohibit the use of a necklace.
6. Bracelets: No bracelets or anklets may be worn; this includes the use of hair ties and scrunchies around the wrist.
7. 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.
8. No rings (finger or nose), costume or bead jewelry are allowed.
9. No makeup, nail polish (unless clear), or acrylic nails.
10. No cuts in eyebrows or hair for any reason.
11. No body piercings.
12. Boys must be cleanly shaved; no mustaches or facial hair will be permitted.
13. No tattoos.
14. Undershirts must be solid white.
15. Shoes must be neatly tied at all times.
16. At the responsibility of the parent, students should arrive to school wearing the appropriate strength sunscreen/sun block lotion.
17. 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.
18. School uniforms may not be cut, sewn, or altered in any way.
19. All shorts and skorts must be of modest length (no shorter than 2 inches above the knee), fitted at the waist and not rolled.
20. Girl hairpieces (bows, etc) should be small and unobtrusive (school colors are recommended). Cat ear headbands, unicorn horn headbands, oversized bows, and other similar fashions, as deemed by the school's administration, are not appropriate for school.
21. Properly groomed hair is required at all times. 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 of colors not naturally occurring in humans are not permitted.

22. While on school grounds and at all school events, students must be in proper uniform.
23. 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.
24. 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.
25. **All new uniforms are to** be purchased at Continental Uniform, Inc.
700 NE 125th Street
(305) 895-6528
www.continentaluniformsinc.com

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 solid navy blue 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 (not sweaters), gloves, and winter caps when arriving at school and for outdoor activities; such items may not be worn in place of a school sweater but worn on top of an SRL sweater. Jackets and extra gear may not include large or inappropriate graphics and may only be worn outdoors. **If a 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 from attending school or playing outside if not dressed properly.

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.

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.

IMPORTANT NOTICE: Students are expected to be in full compliance with all school uniform guidelines/policies. If a student is not properly dressed for school, the student may be sent to the school office to call his/her parent to bring the proper uniform to school. A student may not be permitted to return to class if found in violation of our uniform policies. The school’s administration reserves the right to take any necessary disciplinary action for repeated violations or a family’s disregard for the uniform dress code.

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

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)

***This form will be required by electronic signature; see Electronic Acknowledgement policy.**