

**Our Lady of the  
Holy Rosary  
St. Richard  
Catholic School**



**2025-2026  
Parent – Student  
Handbook**

# **Our Lady of the Holy Rosary- St. Richard Catholic School**

**18455 Franjo Road  
Cutler Bay, FL 33157  
[www.hrsrccs.org](http://www.hrsrccs.org)**

**Phone: (305) 235-5442      Fax: (305)235-5670**



**Parent-Student Handbook  
2025-2026**

**Accredited by the Florida Catholic Conference  
Founded by the Archdiocese of Miami in 1959**

**Administrator**

**Fr. Yosbany Alfonso**

**Principal**

**Mrs. Floreden Brown, Ed.S.**

### **From Archdiocese of Miami**

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to 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.

### **Introduction**

An interesting and challenging experience awaits you as a student or parent of the 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.

## Mission Statement

**Our Lady of the Holy Rosary – St. Richard Catholic School welcomes and educates diverse students and families by providing an excellent program that promotes Catholic faith-driven leaders with a spirit of service.**

## School History

Our Lady of the Holy Rosary-St. Richard Catholic School is fully accredited by the Florida Catholic Conference. Faculty Members are degreed, professional, and meet the requirements of the Florida Catholic Conference and the standards set by the State of Florida.

Our Lady of the Holy Rosary-St. Richard Catholic School follows the Archdiocesan Curriculum Guidelines, thereby, meeting the necessary requirements as outlined by the Sunshine State Standards and National Standards of Education.

Our Lady of the Holy Rosary Catholic School began in August 1959 when Bishop Coleman F. Carroll erected the first new parish in the Miami Diocese and named it “Our Lady of the Holy Rosary” to honor his home church in Pittsburgh, PA. That same year, parishioners’ broke ground for a church and school. Holy Rosary and St. Richard Parishes unified in 2010.

Sister Mary Gabriel, CSJ	1959-1965
Sister Electa, CSJ	1965-1977
Sister Ada, CSJ	1977-1990
Sister Barbara Ann, CSJ	1977-1990
Sister Janice, CSJ	1990-1993
Sister Jean, CSJ	1990-1996
Sister Carol Ann, CSJ	1993-1999
Mr. Mariano Leone, M.S.	1999-2001
Mrs. Bernadette Kraich, M.S.	2001-2008
Dr. Emma A. Ventura, Ed. D.	2008-2010
Mr. Carlos A. Naumann, M.S.	2010-2013
Mrs. Ilma Ninnette Lozano, Ed.S	2013-2019
Mrs. Floredenis Brown, Ed.S	2019-Present

## **To Teach as Jesus Did**

A Pastoral Message on Catholic Education  
National Conference of Catholic Bishops

"More than any other program of education sponsored by the Church, the Catholic School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service; unique because it is distinguished by its commitment to the three-fold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living; contemporary because it enables students to address, with Christian insight, the multiple problems which face individuals and society today; oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic School - parents, pastors, teachers, administrators, and students - must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

## **School Philosophy**

Our Lady of the Holy Rosary-St. Richard Catholic School strives not only to bring forth morally conscientious citizens of the world, but faithful witnesses to the message of Jesus Christ. Our staff works diligently to equip students for the challenges they will encounter by providing a solid academic foundation enriched with biblical teachings and spiritual experiences, within a nurturing, safe community. Our hope is that each child discovers their divine gifts and develops into a living testament of God's love, peace, and social justice.

## **School Goals and Objectives**

### **Spiritual and Moral Development**

- To adapt the gospel teachings and our religious instruction to everyday life situations.
- To provide each child with the opportunity to practice the Catholic faith through school liturgy, religious education, sacraments, and participation in parish activities.
- To prepare students for their rightful place as members of the Body of Christ.
- To be a representative of God's social justice, peace, and love in the world.

### **Intellectual Development**

- To strive for educational excellence, providing a comprehensive curriculum enabling students' opportunities to strive for their fullest potential.
- To provide each child the opportunity for individual success.
- To guide our students on a path of learning which allows for personal creativity and discovery of their divine gifts.

### Physical Development

- To provide a nurturing safe environment which promotes personal growth.
- To promote physical fitness through physical education and extra-curricular sports programs.
- To provide opportunities for screenings in speech, hearing, vision, and scoliosis.

### Social Development

- To promote harmony and open communication between our school, homes, and parish communities.
- To develop student relationships with peers, teachers and parents based on the love of Jesus Christ.
- To provide experiences which will instill confidence and enhance leadership qualities in the child.
- To encourage students to become active members of their parish, community, and country.

## **School Belief Statements**

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distinction.
- We believe that our school reflects the integration of Catholic faith and values with learning and life.
- We believe that student learning is a priority in our school.
- We believe, understand, and accept that students learn in a variety of ways, and it is our duty to teach all of them.
- We believe that each student is recognized and valued as a unique child of God in his or her social, emotional, and academic needs.
- We believe that cultural diversity increases the student's understanding of different religions, peoples, and cultures.
- We believe that a supportive and challenging learning environment increases a student's potential for responsible decision making.
- We believe that a safe and comfortable learning environment promotes learning and success.
- We believe that ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- We believe that mutual respect among and between the students and staff create a wholesome learning environment.

## **School Hours**

### **Regular School Day**

7:55 A.M. - 2:35 P.M. PK2 - 1<sup>st</sup> grade

7:55 A.M. - 2:45 P.M. 2<sup>nd</sup> - 5<sup>th</sup> grade

7:55 A.M. - 2:55 P.M. 6<sup>th</sup> - 8<sup>th</sup> grade

### **Early Dismissal**

8:00 A.M. until 1:00 P.M.

Elementary doors open at 7:30 A.M. Middle school doors open at 7:30 A.M. Drop off gate will be closed by 7:50 A.M. because students MUST BE SEATED IN CLASS by 7:55 A.M. If a student is not in class by 7:55 am, a parent along with the tardy student(s) will need to go to the school office and sign in BEFORE REPORTING TO HOMEROOM.

**\*\*Parents will not be permitted to sign students out after 2:00 pm or 12:00 pm during early dismissal**

### **Office Hours**

The office is open on school days from 7:00A.M to 4:00 P.M. The principal and teachers are always interested in discussing any concerns with parents or guardians. Communication between parents and teachers is always encouraged and is effective in preventing situations from becoming serious in nature. Parents should call the school office, leave a message for a teacher or arrange an appointment. Appointments for teachers are scheduled during their planning time or before or after school hours.

## **HRSR Catholic School Communication Information**

### **Communication**

Communication with parents, students, teachers, and staff is a vital part of our commitment to ensure that we are all achieving the objectives of your child's education. Please update all pertinent and emergency information concerning your child. It is critical that parents notify the school immediately when and if any information changes. In an emergency, office personnel will rely on this information as your contact data here are a variety of communication tools to facilitate communication.

### **Online Parent Plus Portal for Parents and students:**

Assignments, projects, classroom news and grades will be posted on our website through the Parent Plus Portal. This portal may also be utilized as a communication medium between parents and teacher. Parents should monitor their child's progress on a regular basis. The school will provide login information at the beginning of the school year. The Parent Plus portal can also be accessed through your telephone by accessing the Parent Plus app.

### **Email:**

Our Lady of the Holy Rosary-St. Richard School and Parish employees have email addresses to facilitate communication with our families. Please refer to the website for the addresses.

### **School Notices:**

Notices and announcements will be placed on the school website, on the bulletin boards, and in the church bulletin. Special announcements will be sent as phone-tree messages, e-blasts, texts or in the form of a flyer and/or written by the student in his/her agenda.

**School Website -** [www.hrsrscs.org](http://www.hrsrscs.org)

**Facebook:** Our Lady of the Holy Rosary-Saint Richard

**Instagram:**

- @hrs\_r\_school
- @hrs\_r\_preschool
- @hrs\_rknights
- @hrs\_rperformingarts

### **School EBLASTS**

The school sends out EBLASTS to all families with upcoming events and issues.

### **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 policies, while accepting and supporting the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to withdraw a student at its discretion that the parent or student partnership with the school is irretrievably broken.
- Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:
- Contact the teacher/supervisor – First, the parent/guardian should initially contact the teacher/supervisor. For a variety of reasons, parents should never attempt to discuss concerns with staff members while they are on duty during the regular school day. As a school policy we do not disturb teachers while they are teaching or supervising students. The best way to contact a staff member is through his/her email address, via a note in the student's agenda, a phone message or note to the school office. Information and requests for appointments will be placed in the appropriate mailbox. However, telephone conferences are often satisfactory when discussing a school-related matter. Parents are advised to request an appointment with the teacher(s) to discuss private concerns in person.
- Administrative Involvement - If the problem persists or becomes more serious, the parent/guardian should inform the lead teacher and only then, if necessary, the administrative office to request an appointment. Only signed notes from parents or callers who identify themselves and the need for administrative intervention will be taken seriously. Due to school responsibilities, a member of the administration may not be available immediately. Therefore, concerns should first be presented to the department chair/lead teacher. Patience in setting appointments or in expecting a return phone call is requested.
- Staff members of Our Lady of the Holy Rosary-St. Richard attempt to provide prompt attention to problems, privacy in discussing matters, professional courtesy and respect, and a sincere effort to resolve problems in a Christian manner. That is, we try to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, as well as his or her fellow-students.
- With this in mind, parents and guardians are expected to show the same concern and respect for the staff of Our Lady of the Holy Rosary-St. Richard, as well as other children and families of our community. The following behaviors, therefore, are unacceptable within our community:
  - Assaults or harassment of staff members, students, or parents.
  - Verbal intimidation or abuse of any member of the community in person or in writing.
  - Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
  - Limiting or refusing permission to enter or use school grounds or facilities; Requesting that someone other than the person exhibiting poor behavior represent the child's interest on school matters.
  - Refusing to allow the child to re-register and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

**Parent/ Family Involvement:**

- Parental involvement with Holy Rosary- St. Richard School is a vital part of the community development within the framework of the present educational system. The total involvement of the family within the school is a must in today's education. It is also the foundation of building a strong spiritual life by attending church on a weekly basis with your children.
- Our Homeroom Volunteers are requested to help the classroom teacher organize field trips, class parties, and help when requested to do so. It is up to the teacher to set the limits on these activities. All parents are encouraged to participate.
- Each family is required to participate in school-wide events for a minimum of twenty five angel hours.

## **HRSR Catholic School Admission Procedures and Guidelines**

The Archdiocese of Miami is authorized under federal law to enroll nonimmigrant alien students and issue I-20 certificates in order for students to obtain F-1 status. If you need assistance, please notify the school at the time of registration.

### **Age Requirements/ Pre-Requisites**

- Pre-K2, a child must be 2 years of age on or before September 1st and must be in the process of being toilet trained.
- Pre-K3, a child must be 3 years of age on or before September 1st. and **MUST BE** toilet trained. (No diapers)
- Pre-K 4, a child must be four years old on or before September 1st. and **MUST BE** toilet trained. (No diapers)
- Kindergarten, a child must be five years old on or be
- Grade One, a child must have successfully completed Kindergarten and be six years old on or before September 1.
- Grades Two through Eight, parents must supply copies of the birth certificate and baptismal certificate, if applicable, report cards, standardized testing for the current year, and the Florida Form HRS #3040 and HRS #680

### **PK2- 8<sup>th</sup> Grade**

- Each potential new student is administered an entrance exam or screening.
- Tests that are administered by Our Lady of the Holy Rosary-St. Richard Catholic School are the property of the school and will not be given to parents and/or guardians. For Pre-Kindergarten three and four and Kindergarten students, a screening process will be administered; this is not an entrance exam, but rather an age-appropriate developmental tool in assessing the younger students.
- A student placed on probation will not be eligible to re-register without the expressed written permission of the principal/pastor.

- Parent/guardian provides the school with birth, health, sacramental, current school year report card and standardized test scores, and any other requested student records.
- Child's parent/guardian receives formal notification of acceptance.
- Parents sign the parental agreement and registration forms and handbook acknowledgment receipt.
- Re-registration of students must occur on a yearly basis as no student is automatically accepted for re-enrollment.
- Angel Hours - Each family is responsible for completing 25 service hours and turning in their completed Angel Hour Card to the office. **Note: 8<sup>th</sup> grade parents are expected to submit their angel hours one month prior to the last day of school.**
- **8<sup>th</sup> grade community service hours MUST be completed prior to graduation.**
- Parents are expected to attend Home & School meetings.
- Participate and volunteer at the carnival, and other parish fundraising events.
- It is the responsibility of parents to check that all requirements have been met and records are up to date. Families wishing to enroll siblings should request additional registration forms by the early registration deadline and record sibling registration at that time.

## **Kindergarten – 8<sup>th</sup> Grade ESE Program**

### **Admission Guidelines**

- The HRSR Resource program follows all HRSR school policies and procedures.
- All students must have, or are in the process of receiving, an updated, within 3 years, IEP and Psycho-Educational Evaluation from their local public schools.
- Individual Curriculum Plan (ICP) meetings will be held at the beginning of the year, and then reviewed during the third quarter.
- ILP meetings are only to discuss current goals and objectives, not to be confused with a parent/teacher conference.
- Parent/teacher conferences can be scheduled via email, phone, or student's agenda.
- As per school policy, teachers are not to be disturbed while they are teaching or supervising students (7:45am-3:00pm)
- It is important to use your child's agenda, Google Classroom, or any classroom tool the teacher has selected (i.e. Class Dojo) as a daily conduit of communication with teachers.

**Note: A student attending the ESE program will be accepted on a probationary basis. New student progress will be evaluated mid-first quarter to ensure the ESE is an appropriate program for new pupils. Students who do not show progress during this period may need to enroll in a program that is more suitable to their needs.**

### **School Finances**

Tuition: 2025-2026 School Year

Tuition rates are determined yearly and based on the needs of the school. The school makes every effort in keeping tuition rate increases at a minimum, understanding the impact that these increases have in school families. The school publishes the rates for the upcoming school year, usually around January upon opening for registration. Tuition payments can be made by check, money order, auto debit, and credit cards through FACTS.

## Payments

Ten consecutive payments, due on the tenth day of the month from August 10, 2025, through May 10, 2026.

Families must enroll in FACTS Tuition, the company that handles our tuition collection. An enrollment registration fee will be added to the first tuition payment. If yearly tuition is paid in one or two payments, there is a FACTS enrollment service fee. Participation in FACTS Tuition is NOT optional. Payments received after the 20th of each month will incur a \$55 late fee. For failed tuition payments made by auto-debit or by check, there is a \$30 fee. All registration and tuition payments are non-refundable.

## Registration Fee

### Non-refundable Fee due at Registration

New Student Screening Fee	\$100.00
New Student Screening Fee for ESE	\$175.00
Registration per student by February 6th	\$400.00
Registration per student after February 6th	\$500.00

## Tuition Rates

For the 2024-2025 school year, the school tuition rate is set as follows. Our Lady of the Holy Rosary-St. Richard School offers sibling discounts.

PK2, PK3, PK4	\$8,720.00
Kindergarten and 5th Grade	\$8,920.00
6 <sup>th</sup> and 8 <sup>th</sup> Grade	\$9,577.00

## HRSR ESE Program Tuition

Grade	251 Matrix	252 Matrix	253 Matrix
K to 5 <sup>th</sup> Grade	\$11,983.00	\$12,594.00	\$16,267.00
6 <sup>th</sup> and 7 <sup>th</sup> Grade	\$12,483.00	\$13,096.00	\$16,768.00
8 <sup>th</sup> Grade	\$12,729.00	\$13,340.00	\$17,014.00

## Late Payments/ Uncollected Funds

- Tuition payments must be received by FACTS Tuition on or before the tenth of the month, beginning on August 10<sup>th</sup>, 2025, and ending on May 10<sup>th</sup>, 2026.
- Registration fees are paid to the school office.
- Parents/Guardians that need to discuss financial matters must make an appointment with the accountant during office hours.
- Payments must be made through your FACTS account. Any failed payment due to a returned check must be replaced with a money order, cash, or cashier's check. There will be a \$30.00 handling fee for checks returned.
- Accounts are not current if there are any fees outstanding. Any school family that has two consecutive past due payments must make the account current in a money order,

cash, or cashier's check. Additionally, families presenting two returned checks must make all remaining payments with a money order, cash, or a cashier's check for the rest of the school year.

- Accounts not current at the end of each quarter will prohibit the student from returning to school for the next quarter, and all access to plus portals will be denied.
- **If there are any funds not paid by a student's scholarship, parents are responsible for all remaining funds.**

### **Scholarships**

HRSR Catholic School accepts the following Scholarships.

- Florida Tax Credit
- Florida Empowerment (unique abilities)
- Family Empowerment
- VPK

All fees and tuition not covered by a scholarship must be paid by the student's parent/guardian.

### **Student Referrals**

If an existing school family refers a family that enrolls their child or children in HRSR Catholic school, they will receive a \$350.00 per family referral credit. To receive this credit, the new family must disclose the referring family's name at the time of registration.

### **Volunteer Hours/Angel Hours**

All families are required to support HRSR School by completing 25 hours of volunteer service, known as angel hours.

All **volunteers** that are with children or vulnerable adults must:

- Pass a background check
- Attend a Virtus training, or virtual Virtus training
- Complete ongoing training bulletins
- Sign the Volunteer Pledge to Promote a Safe Environment.

### **Withdrawal**

Parents must complete a student withdrawal form when transferring a student to another school. When all financial responsibilities are settled, the student will be given their report card and copies of academic and medical records are sent, upon request, to the new school.

## **HRSR Catholic School Academic Policies and Procedures**

### **Homework**

Teachers may assign homework for the purpose of reinforcing learning that has taken place at school and fostering habits of independent study and responsibility. Assignments will be given with consideration of students' varying ability levels. At no time should homework be an excessive exercise in "busy work" simply to take up time.

### **Field Trips**

Field trips are planned primarily as a part of, and as an extension of the school instructional program. These excursions are carefully planned and are a means of broadening and enriching the students' background. Field trips are privileges given to students; no student has an absolute right to a field trip.

Any outstanding dues will prevent students from attending field trips. Field trips may also be denied to students failing to meet academic or behavioral requirements at the discretion of the administration.

- Field trip authorization forms, available on the website or given to a student must be signed by the parent and returned to the teacher. Verbal permission or transmittal thru fax will not be accepted in place of signed permission forms.
- Parents may act as chaperones on trips with specific instructions, as determined by the teacher. Fingerprints and Virtus Training required. (No exceptions).
- Transportation of children will be by bus with appropriate staff/chaperone ratio. Parents will ride in their own vehicles.
- Archdiocesan policy does not permit any overnight field trips for elementary school children.
- Parents have the right to refuse participation/attendance to a fieldtrip for their child.

### **Terra Nova Standardized Testing**

Our Lady of the Holy Rosary-St. Richard School administers the Terra Nova Standardized testing in grades 2nd through 8th, and the Assessment of Religious Knowledge (ARK) in grades 5<sup>th</sup> and 8<sup>th</sup>. The Terra Nova standardized testing is used as a diagnostic tool and is conducted annually. The archdiocese follows the standardized testing program recommended by the Florida Catholic Conference. The purpose of the testing program includes the evaluation of instruction of the curriculum.

### **Progress Reports -**

#### **Monitoring Grades On -Line through Parent Plus Portal Grades 1-8**

Due to the current use of Parent Plus Portal, printed progress reports are no longer given.

It is the responsibility of parents and students to monitor their academic progress throughout the school year using Plus Portal. Plus Portal will be updated regularly by teachers to ensure up to date communication.

Faculty members are available to discuss student progress with the parent/guardian by appointment. Regular office hours are 7:00A.M until 4:00P.M. You may request, in writing, a conference with a teacher. At no time are parents to present themselves to a teacher during the school hours. Conference appointments may be scheduled before or after school hours.

### **Report Cards**

Report cards are issued every quarter (9 weeks). They are an evaluation of academic performance and active learner traits. The report cards are available on the parent portal.

### **Grading Policy**

#### **Pre-Kindergarten and Kindergarten through Second Grade**

Pre-Kindergarten and Kindergarten through Second Grade will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

- 4 Exceeding grade level standards
- 3 proficient in meeting grade level standards
- 2 Development in meeting grade level standards
- 1 Emerging in the development of grade level standards

**The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year.**

The standards (under each subject) and Active Learner will be measured by:

- + Area of strength
- Area of weakness
- NA Not assessed this quarter

#### **Grades Three through Eight**

Grades Three through Eight will receive a percentage grade. The grading scale is:

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

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music, Physical Education, and World Language).

The standards (under each subject) and Active Learner will be measured by:

- + Area of strength
- Area of weakness
- NA Not assessed this quarter

### **Honor Roll:**

A student honor roll will be posted each quarter for children in grades 4 – 8 as follows:

#### ***Principal's Honors***

- Receives 94.5 – 100 in the major subject areas and specials (religion, language arts, mathematics, social studies, and science, technology, foreign language, art, music and physical education)
- Receive all (+)'s in Active Learner Traits

### ***First Honors***

- Receives 90-100 in the major subject areas (religion, language arts, mathematics, social studies, and science)
- Receives 90 – 100 in special areas (technology, foreign language, art, music and physical education)

Receive all (+)'s in Active Learner Traits.

### ***Second Honors***

- 84.5 – 100 in the major subjects and special areas (religion, language arts, mathematics, social studies, and science, technology, foreign language, art, music, and physical education)
- Student cannot have a minus (-) in Active Learner Traits

### **Honor Roll Assembly**

There will be an Honor Roll Assembly each quarter to recognize students for their achievements. The Honor Roll Assembly will be the week following the distribution of the report cards after Wednesday Mass.

### **Promotion/ Retention**

The principal, upon recommendation of a student's teacher, will promote or retain the student at the end of the year. Students who have failed two or more core subject areas will not be promoted to the next grade level. "Graduation from eighth grade and acceptance into Catholic secondary schools is granted only to students who have successfully completed the course of studies, i.e., have not failed two or more core subject areas. Core subjects include math, science, social studies, religion, and English/ language arts/ reading. If a student has a possibility of failing, or will not be promoted to the next grade, the parents will be informed, in writing, prior to the end of the school year.

### **National Junior Honor Society**

Any student in the fourth quarter of the sixth or seventh grade is eligible for consideration for membership in the National Junior Honor Society.

The National Junior Honor Society is more than obtaining an honor roll. Consideration for membership is based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character.

**Scholarship:** Students who have a cumulative grade point average of 93% or higher in the core subjects at report card time during the third quarter meet the scholarship requirement for membership. The core subjects are religion, literature, grammar, vocabulary, mathematics, science, and social studies. Students who meet these requirements are then eligible for consideration based on service, leadership, citizenship, and



character.

**Service:** This quality is defined through the voluntary contributions made by a student to the school, works well with others, is willing to take on difficult responsibilities, and shows courtesy by assisting teachers, students, and others.

**Leadership:** Student leaders are those who exercise positive influence on peers in upholding school ideas, inspires positive behavior in others, demonstrates academic initiative, is willing to uphold scholarship and maintain a loyal school attitude is dependable and is a leader.

**Citizenship:** The student who demonstrates citizenship understands the importance of civic involvement and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

**Character:** The student of good character upholds principles of morality and ethics, demonstrates the highest standards of honesty and reliability, observes instructions and rules, manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, shows courtesy, concern, and respect for others, and consistently exemplifies desirable qualities of behavior.

### **Sports Program**

Holy Rosary- St. Richard School has a tradition of active and successful sports programs. These extracurricular activities are a very important aspect of a total educational program. In addition to physical fitness, they build character and develop a sense of sportsmanship and fair play. Students are reminded that, as a member of these teams, they represent Holy Rosary-St. Richard School and are expected to conduct themselves accordingly. We are Christian athletes first, and winners second.

It is understood that all students that try out will not necessarily make the team. Parents do not attend try-outs. The administration/athletic director will not discuss tryout results with parents. Rosters will be posted after the GPA check.

Team membership is not an entitlement. It is a privilege that does not guarantee minimum playing time. Volunteer coaches give their time and talents in the spirit of generosity. The ADOM requires all volunteer Coaches to attend ADOM Classes. Any discussion with coaches should be limited to private conversations where their full attention may be expected. Parents and players should not argue with or criticize coaching decisions in public during games or practices. The athletic director is available to assist parents and coaches with understanding rules and expectations. Students may not be eligible if tuition or other financial responsibilities are in arrears.

To play sports, you must have a physical dated after July 1, 2025, to be used for the 2025/2026 school year. The school office must have all completed forms, we need: all parent and student signatures on each document, a doctor's signature / office stamp and box checked (cleared with no limitations) on the physical page.

### **Accountability Procedures for Sports**

#### **Academic:**

- All students participating in the afterschool sports programs must maintain their eligibility. This means achieving a “C” average (70%) or above in all subjects and an “S” in all Active Learner Traits.
- Any student who falls below these standards will be removed from the team’s roster until the situation is corrected.
- A student who receives a failure on the report card will become an inactive member (may not play in any games or attend practices).
- A student who does not show improvement will be dismissed from the team.
- Students will not be allowed to participate in any extracurricular activities if absent on the day of the event.

**Personal Discipline:** Persons that behave in a disorderly manner or show unsportsmanlike conduct may be asked to leave school sporting events and/or practices. Refusal to follow this directive may result in removal of the student from the team.

**School disciplinary concerns:**

- Teachers will inform the administration and coach of a serious discipline problem.
- A decision concerning disciplinary steps to be taken will be made.
- Reinstatement in the program will be at the discretion of the administration, teacher(s), and coach.
  - A student who exhibits a lack of self-discipline over a period of time may be dismissed.
  - Administration reserves the right to remove any student off a team because of poor academic progress or issues

**Regulations regarding preparation for games are as follows:**

- Selected team participants are expected to attend team practices and scheduled games.
- Practices are scheduled for after school when the coach is available to supervise.
- Home games are scheduled after school, typically at 3:30PM or 4:00P.M.
- For away games, participants assemble at a pre-designated area after dismissal.
- Away games, which necessitate traveling a distance, require permission from the principal for an early dismissal. In such cases, time for dismissal will be announced over the P.A.
- Travel to away games will be provided by school buses.

## **HRSR Attendance Policy**

Daily attendance at school is fundamental to success in education. The following attendance regulations have been developed to promote good habits.

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years

of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

Holy Rosary – St. Richard School will enforce school attendance by adherence to the following policy:

Students will be counted as present and attending if they are present and engaged in school-provided educational activities for no less than 4 hours of the school day. Anything short of this will be considered an absence.

Absences are defined as excused in the case of:

1. Student illness
2. Medical appointments
3. A confirmed court appearance
4. Events or activities that are approved and sponsored by the school
5. Other individual absences beyond the control of the parent or student as determined and approved by school administration.

After an absence, parents are expected to:

- Provide the school with a written explanation within three (3) school days, if we have not heard from the parents after this time, it will be considered an unexcused absence.
- Submit make-up assignments within the time frame specified by the individual teacher
- Submit a doctor's note after three (3) consecutive absences
- Make arrangements with teachers to make-up or turn in assignments

A student who accumulates **excessive absences (20 or more)** will be met with the following actions:

- Parents contacted
- Student's case is discussed and reviewed by administration
- Written warning placed in student's perm file
- Scholarships become jeopardized

15 or more absences:

- Summer school required, or student will be retained in current grade level
- Scholarship is terminated

Students are expected to be on time for all classes. Students should be inside the classroom and at their seats by 7:55 am each morning. Students arriving late to school should report to the front office to receive a tardy pass. A student who accumulates excessive tardies will be met with the following actions:

**5 tardies:**

- Parents contacted
- Student's case is discussed and reviewed by administration

**10 tardies:**

- Parents contacted
- Written notice of excessive tardies placed in the student's permanent file.
- Scholarship becomes jeopardized

#### **20 or more tardies:**

- Summer school required, or student will be retained in current grade level
- Scholarship is terminated

\* In the case of any tardies and/or absences, the student is responsible for completion of all missed assignments.

\*\* Makeup work is NOT required to be given to students with unexcused absences.

### **Electronic Devices**

Students are only allowed to use school issued devices while on campus.

Using school issued devices within education can help augment the curriculum while allowing students to better learn and comprehend the material. The policies, procedures, and information apply to all devices and are available on the Student/Parent Agreement that will be given to each child the first week of school. Students will not be issued devices until the agreement is brought and signed. Any protective case provided by the school cannot be changed. Chronic misuse of the devices may result in loss of these privileges.

**No earbuds/ headphones, airpods, Apple watches, Android watches, or any other devices will be allowed on campus.**

#### **Cell Phone Use**

- Students are not permitted to have or use cell phones on campus.
- Cell phones carried by parents to church/classrooms must be turned off or put on vibrate before entering the church/classrooms unless instructed otherwise by a teacher for educational purposes. Do not text or call your children during school hours on their cell phones or iPads.
- Students may use an office phone, if necessary, for emergency purposes.
- Teachers may not be contacted during instruction time. Any emergency must be handled through the administration.
- If the phone is heard or seen it will be confiscated and must be picked up by the parent. (First offense held for one week, second offense or more two weeks)

### **School Discipline**

#### **Student Conduct**

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conducts

that violate this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

### **Discipline**

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and school hours. Students should live their Christian life at all times.

The faculty and staff of Our Lady of the Holy Rosary-St. Richard Catholic School believe that discipline is fundamental to life and that most worthwhile discipline is self-discipline. Discipline in the Catholic school is to be considered as a tool of moral guidance and not a form of punishment. A parent or child chooses one behavior over another and takes upon himself the consequence of the chosen behavior.

Children must accept the controls presented by lawful authority. Children who fail to comply with school regulations will receive consequences according to the judgment of the teachers and administrators.

### **Expected student behavior guidelines in establishing rules for discipline:**

- Respect for themselves and others.
- Respect for the property and the materials used for education.
- Follow school & classroom rules.
- All students are expected to behave consistent with the mission, philosophy of the school, and moral teachings of the Catholic faith. Since the school cannot anticipate all unacceptable behavior, it reserves the right to take any form of disciplinary action, for any behavior, even if it is not stated in the handbook.
- The teachers assume responsibility for maintaining discipline. Only exceptional cases involving serious offenses should be referred to the administrative staff.
- **Violence, aggression, hitting, and CONSISTENT disrespect will NOT be tolerated.**

### **Disciplinary actions, which may not be used:**

- Corporal punishment of any kind.
- Verbal humiliation.
- Sending a student into the hall unsupervised.
- Total group punishment.

### **Detention, Suspensions, Expulsions, and Evaluations**

The discipline of students is to reflect a respect for authority. Some behavior necessitates stronger forms of discipline because of the disruption of school order. Students are issued written conduct infractions for behavior deemed unacceptable. The conduct infraction can be minor, major, or severe and can result in evaluations, detentions, suspensions, and expulsion based on severity of the infraction, the student's participation, and the student's overall record.

**\*\*\*\*\*The Administration has the final recourse in all disciplinary situations and reserves the right to change a specific policy within this handbook at his/her discretion.**

### **Minor Conduct Infractions**

**(Two minor conduct infractions equal one major conduct infraction.)**

- Chewing Gum
- Uniform Violation.
- Using unauthorized electronic devices

### **Major Conduct Infractions**

- Cheating
- Forging signatures
- Disrupting learning
- Disrespect to self or another person
- Students in an unsupervised location during school hours
- Inappropriate use of technology: tablets, phones, etc.

### **Severe Conduct Infractions**

- Bullying
- Fighting
- Indecent and/or morally offensive materials, behavior, or language.
- Any form of sexual, verbal, physical, or visual harassment.
- Use, consumption, or possession or sale of drugs, tobacco, alcohol or intoxicants.
- Physical, verbal, and technological violence of any form.
- Vandalism, theft or any activity which may cause harm or damage to others, the school, or property.
- Verbal or written comments, threats, including email, social media, that include a threat to another student or member of the faculty or staff.
- Weapons of any kind or objects that can cause bodily harm.
- Leaving the school grounds during school hours without permission.
- Failure to uphold the law at all levels: Federal, State, and Local.
- Inappropriate use of technology. iPads, iPhones, etc.

### **Detention, Suspensions, Expulsions, and Evaluations**

- Two major conduct infractions, the student receives one detention.
- Three major conduct infractions, the student receives two detentions.
- Four major conduct infractions, the student receives one indoor suspension.
- Five major conduct infractions, the student receives two indoor suspension
- Six major conduct infractions, the student receives two outdoor suspensions and probation.
- Seven major conduct infractions, the student will be expelled.

### **Weapons Policy**

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

- The student classrooms have materials and supplies that meet the educational and developmental needs of the children.
- Toys and other related items from home are not permitted at school unless the teacher requests these items
- A toy that resembles a weapon is never permitted at school or on school grounds. If a student brings an item resembling a weapon, it will be confiscated, and the student may face disciplinary action.

## **Uniform Regulations**

- The responsibility for good grooming rests with the student and the parent. Nevertheless, the school shares that responsibility, since it believes that good grooming represents a difference in character and motivation and should distinguish Our Lady of the Holy Rosary-St. Richard students from the pupils attending other schools. Students are expected to come to school looking clean and neat and dressed in a manner that is in accordance with the school uniform regulations.
- Parents are requested to check the child/children's attire each morning. In the event that a student is not in complete uniform, the parent will be called, and the child will be sent home. Students are required to wear the full school uniform each day from Dennis Uniform unless the principal has designated an alternate uniform day such as spirit day. It is recommended to write the **child's** name on all school clothing. The school will dispose of all lost clothing if it is not claimed in the school lost and found after two (2) weeks.
- There are no exceptions to this dress code. Students not in full school uniform must come to school with a note addressed to the principal, explaining the reason(s) and signed by the parent.

### **Other Uniform Policies**

#### **Hair - Girls**

- Simple Navy Blue, White, Lt. Blue, Grey or Plaid bow hair accessories, i.e. ribbons, bows and headbands.
- Simple barrettes or ponytail holders in blue, white, or Lt. blue, Grey or Plaid.
- Hair should be kept out of eyes
- Haircuts must be neat and trimmed
- No hair fads, beads, twists including, but not limited to, unnatural dying and bleaching

#### **Hair - Boys**

- Haircuts must be neat and trimmed and cut above the eyebrows and collar.
- No hair fads are permitted, i.e. mohawks, mullets, twists, braids, long hair, bangs in the eyes, haircuts which can be picked up to expose a shaved area, any hair long enough to be pulled into a ponytail, or hair touching any part of the ear or the collar, completely shaved, or unnatural dying and bleaching,

- Only regular boy's haircuts are allowed.
- Excessive facial hair (as determined by the Administration) is not permitted.
- The Administration reserves the right to determine if a student's appearance (hairstyle, ill-fitted uniform, etc.) is a distraction and, therefore, unacceptable.

### **Jewelry**

It is recommended that students do not wear any jewelry to school. Any improper jewelry will be taken and will be returned only to the parent/guardian, or to the student at the end of the school year. No additional jewelry beyond what is listed for girls and boys, no exceptions.

#### **Girls**

- One pair of simple post earrings (no hoops or wire)
- No bracelets
- Watch - Subtle and no outlandish colors such as neon or others that would distract from instruction. No Apple Watches
- One ring on each hand

#### **Boys**

- No Bracelets
- Watch – Subtle and no outlandish colors such as neon or others that would distract form
- Instruction. No Apple Watches
- One ring on each hand
- No earrings

### **Make-up/Nails**

- Only clear ChapStick/lipstick, no other make-up permitted
- No acrylic nails and only clear or white or pink French polish.

### **Tattoos**

- No Tattoos of any kind are permitted (i.e., Henna, Temporary tattoos, etc.) If a student comes to school with one, they will be sent to the office and the tattoo will be removed.

## **HRSR Catholic School** **Non-Academic School Policies and Procedures** **Arrival and Dismissal Procedures**

### **Car Line**

#### **For Arrival...**

- ALL students in GENERAL EDUCATION from PK 2 to first grade AND their siblings will have to be walked by a parent to the gate by the playground closer to Franjo.
- No parents will enter the building. Students who are sent in through that entrance without a younger sibling will be sent to the office and marked tardy. Students who are sent through the gates and not driven through Carline will also be marked tardy.



- The first gate on Franjo will be closed and the middle gate will be opened instead for the safety of the parents and the students. The gate on Eureka will also be opened for entry.
- ALL ESE students and 2nd through 8th graders must go through the Carline entrance which is by the administrative building.
- **Arrive as early as possible to keep the line always flowing and to avoid delays on Franjo and Eureka.**
- Have your child ready with all the necessary items to get out of the car once you arrive at the front to respect the time of those behind you.
- Parents should NOT get out of their cars for any reason.
- DO NOT drive around a car that is stopped in front of you. This is extremely dangerous for our children, our staff, and the other cars that you are attempting to pass.
- Once our arrival is smoother, we will start closing our gates before 8:00 am to give our students time to get to their classrooms.

### **For Dismissal:**

- **EVERYONE WILL GO THROUGH THE CARLINE! IMPORTANT!!**
- There are TWO lines for dismissal as you begin to lead up to the gate.
- The line on the left, closest to our hall on the left, will go in first. This is the line for preschool through third grade students that get dismissed at 2:30.
- The line on the right, closest to the parking lot as you face the building is for the 2:45 dismissal for all 4th through 8th graders.
- If you have children in both age groups you should get in the second line since you must wait for the older child to get out at 2:45. If you get in the wrong line, you will hold up traffic while you are waiting for your older child to complete instruction.
- Again, DO NOT drive around a car that is stopped in front of you. This is extremely dangerous for our children, our staff, and the other cars that you are attempting to pass.
- DO NOT use profanity, tailgate behind another car, or cut other cars off.
- Our students will no longer be dismissed from the office after 2:00 pm. If you come to the office, you will have to wait for your child until the carline is closed.
- **NO EXCEPTIONS!**

All these actions delay our lines, and they are not Christ like.

### **Before School Care**

- Students are not supervised before 7:00 AM and therefore cannot be dropped off at school before 7:00 A.M.
- All students who arrive at school, between 7:00 A.M. to 7:30 A.M., MUST REPORT TO BEFORE SCHOOL CARE located in the St. Katherine Building, STEAM Lab
- All students who arrive 7:30A.M to 7:55 A.M all report directly to their homeroom
- The morning care fee is \$5.00

### **After School Care**

All students remaining after 3:20 P.M on regular dismissal days or 1:30 P.M on early release days must report to the designated After School Care facilitator. Hourly rates start at 3:20 P.M. during regular dismissal days and 1:30 P.M. during early dismissal days.

**If you choose to pay by September 1st, your fee for the year will be \$2,400, providing you a savings of \$300 over the monthly option of \$270 per month.**

If you will need this service, please complete the After School Care Agreement, which also provides the payment rates and options. (A copy was provided to you with your registration but additional copies can be obtained from the Front Office.)

### **Celebrations**

A child's birthday is a time for family celebration. We welcome the opportunity to share in these family celebrations with the following guidelines:

- Parents of preschool PK-K may bring cookies, mini-cupcakes, mini ice cream cups, or other goodies after checking with the teacher.
- Parents of children in grades 1-8 may bring a simple snack to be shared at school lunch after checking with the teacher.
- Cupcakes will be distributed at lunchtime.
- Party bags/favors are not permitted at any time.
- Balloons are not permitted at any time.
- Party invitations may not be distributed on school grounds at any time but rather should be mailed by the parents.
- If you do not wish for your child to participate in birthday celebrations by eating, please notify the teacher immediately.
- No hard candy is permitted and please notify the teacher if your child has any allergies.

### **Counseling**

Our school has a counselor on staff to provide services or counseling when warranted. Any parent who does not wish their student to be seen by the counselor must notify the principal in writing at the beginning of each school year.

### **Early Release**

Only the parent/guardian may request, in writing, permission for the early release of his/her child for valid reasons. Parents should not request an early release after 2:00pm.

### **Emergency Contact**

If there is a change in your emergency contact information, please come to the school office and correct your release information. If your address or phone number changes, please notify the school as soon as possible so we may update your information. This is vital for the safety of your child.

### **Fire Drills/Lock Down Procedures**

Fire drills and Lock Down procedures are conducted quarterly for the entire school. It is essential that ALL students, faculty members and staff, volunteer personnel, etc., participate in these drills. Students will be expected to behave in accordance with the teacher's policy to ensure safety.

### **Food Services/ Snacks for Preschool**

Each family is asked to provide a daily snack/beverage for their child from a suggested list of snacks provided by the school. The snacks should be packed in easy to open containers or Ziploc bags as local Board of Health guidelines prevent employees from handling student food. Drinks should be unsweetened; water and natural fruit juices are preferable.

Note: Written notification of a child's allergies should be given to the teacher and the school office on the first day of school and updated as necessary.

### **Homeroom Volunteers**

The Principal will select Homeroom Moms, who will then select the classroom volunteers. The homeroom volunteers are responsible for assisting the teacher for classroom parties, field trips, lunchtime supervision, and other responsibilities found necessary by the administration. There is a Homeroom Volunteer Chairperson on the Home and School Board who is to help direct and orient these volunteers. All volunteers must go through the Parish/School Process including fingerprints and Virtus training.

### **Lunch Services**

- Students and Teachers will pray together before lunch
- Lunch is provided by Ralph's Catering Service for \$5 per day
- School Lunches are provided by our EZ school app. Students may bring their lunch from home or purchase hot meals at school for \$5.00 day through the EZ school app
- All lunch selections must be made by 8:00am the day of the lunch
- K-8<sup>th</sup> Grade will eat lunch in the school hall under the supervision of school staff.
- Proper manners and good discipline are expected from all students during lunchtime.
- Parents are strongly discouraged from bringing "forgotten" lunches to school for their children. Lunches that are brought to school will be placed in the office.
- Food may not be delivered to the classrooms by outside food sources.
- Students may not bring games from home for use in the school at lunch.
- At the conclusion of lunch, the school hall will be cleaned by the students who use it.
- Lunch detention at a designated table will be issued without warning to students abusing lunch privileges. manners are learned behavior.
- Note: It should be noted that the school cannot be held responsible or liable for any student who may have an adverse reaction to any food or beverage provided by outside vendors. Parents who participate in the catering program for the children will hold the Archdiocese of Miami and HRSR Catholic School harmless.

### **Health Services**

- The school will provide an opportunity for 7th grade students to be screened for scoliosis. If your child receives a notice recommending further examination, the completed form should be returned to the school office.
- A vision and hearing screening will be made available for a fee to all students.

- If any student becomes too ill to remain in class, he/she will be sent to the office. If it is necessary for the student to be sent home, the school office will call parents. If parent/guardian is not available, other emergency contacts as noted on the emergency card will be contacted until the child is picked up.
- In serious emergencies, 911 will be called and immediately followed by contacting the parents.

### **No-Nit Lice Policy**

- Head lice does on occasion present itself in the school environment. Head lice are passed from person to person by direct contact or on shared objects (brushes, combs, hair clips, etc.) Nits are the tiny white eggs that attach themselves to the shaft of the hair. If your child is found to have head lice or the nits, they may not return to school unless ALL LICE and NITS ARE REMOVED. In order for the child to return to school, they must bring a professional certificate stating that they are lice and nit free.

By following this policy Holy Rosary- St. Richard Catholic School:

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion -- *Were these eggs here before or do they represent a new infestation?*
- Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents.

### **Peanut Allergy Policy**

In order to ensure the safety of students with peanut allergies, please notify homeroom teachers 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 Contact Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

### **School Insurance**

The Archdiocese purchases insurance which covers, in a supplementary manner, the students in all Archdiocesan schools during the times that the students are involved in school-sponsored activities or are traveling to or from a school sponsored activity.

### **Lost and Found**

Items that are left at school will be held in the school office. Items left more than 7 days will become the property of the school and used/sold/donated as needed.

### **Pets and Animals**

Animals are not permitted inside the school building, including small pets, except in the Science Lab as class pets.

### **School Association and Boards**

- Florida Catholic Conference
- Home and School Association
- National Catholic Education Association
- National Junior Honor Society
- School Consultative Board.
- School Finance Board

### **School Security**

The school has specific plans to be followed with parents' entry into the school and overall school security. The safety and security of all our students demand that **ONLY** authorized personnel be permitted on school property during the school day. The school does not allow parents, relatives, or friends to visit classrooms or deliver any items such as clothing, books or lunches unless pre-approved by the school administrator. Students from other schools are not permitted on school grounds during school or After-School Care hours. Parents who disregard the rules of security will be asked not to be in school grounds for the remainder of the school year.

### **Notice regarding Supervision of Students**

HRSR personnel are not responsible for supervising students outside of the regular school day, on school or church property, unless you have made specific arrangements for your child. (For example, if your child participates as a member of a sports team, on a school field trip, or your child is enrolled in before or after care.) At special events hosted by HRSR School during non-school hours, such as the Carnival and International Day, only parents are responsible for supervising their children, even if such events take place on school or church property. Casual or incidental contact between school personnel and students on school property outside of the regular school day or during such events shall not result in a duty to supervise. Parents shall abide by posted school hours and may not leave their children unattended on school or church property.

### **ADOM Safe Environment Policy – Protecting God's Children**

Recognizing that each individual is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment.

To read the complete policy log into the website at [www.miamiarch.org](http://www.miamiarch.org) under Protecting God's children/policies.

All employees and **volunteers** that are with children or vulnerable adults must:

- Pass a background check
- Attend a Virtus training and submit certificate
- Complete ongoing training bulletins
- Sign the Volunteer Pledge to Promote a Safe Environment.

### **Visitors and Guests**

All persons visiting or volunteering must sign in at the School Office and wear a visitor's badge while on campus. As a rule, students are **NOT** permitted to bring guests to school to spend the day or to visit during any part of the day (including lunch).

**Religion and Intervention**

We are a proud Catholic school, and we take pride in all the teachings and traditions of our Catholic Church. Although we do welcome all religious backgrounds to choose our school as an option, we do closely adhere to all the teachings of our Catholic Church. We attend mass once a week, we celebrate Feast Days, and we teach Catholic based Religion classes. Please take this into consideration when you select our school to educate your child.

# **Archdiocese of Miami**

## **Policies and Procedures for Schools**

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## I. 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:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

### 3. Reporting Complaints

- Each student and parent has a duty to report any bullying to the school immediately. If a student experience (or a parent witness 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.

#### II. 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 (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

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

#### III. Community Service Activities

Community service activities are not school activities, and Our Lady of the Holy Rosary St. Richard 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. Our Lady of the Holy Rosary St. Richard 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. Conduct

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.

#### V. Communicable Diseases and 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.

#### VI. 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.

#### VII. Drug and Alcohol Policy

The use or possession of illegal drugs or 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 any time 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 the 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.

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

#### VIII. Electronic Acknowledgments

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 acknowledgment of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

#### IX. Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may 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.

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.

## X. 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.

## XI. Harassment and Discrimination

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.

## XII. 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 participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## XIII. Introduction to Handbook

We are honored to welcome you as a valued member of Our Lady of the Holy Rosary St. Richard 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.

#### XIV. 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 Archdiocese, 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.

#### XV. 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.
  1. 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

#### XVI. Open Admission Policy

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

#### XVII. 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.

## XVIII. Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

1. School Clubs:

Choir

National Junior Honor Society

Performing Arts

Sewing Club

2. Major School Activities:

Please refer to the school calendar.

3. Dances:

Please refer to the school calendar.

4. Athletics:

Cheerleading

Cross Country

Golf

JV Baseball

JV Basketball

JV Flag Football

JV Soccer

JV Volleyball

Primary Baseball

Primary Basketball

Primary Soccer

Track and Field



Varsity Baseball

Varsity Basketball

Varsity Flag Football

Varsity Soccer

Varsity Volleyball

Parents acknowledge that participation in these 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, activities, 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 program 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.

#### XIX. Private Tutoring, Coaching or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these 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, 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 private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

#### XX. Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, student 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.

#### XXI. Safety in Private Spaces

Our Lady of the Holy Rosary St. Richard 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.

#### XXII. 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.

#### XXIII. Search and Seizure Policy

The principal and his/her designee has access to any lockers, 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.

#### XXIV. Section 504 – Policy Statement

Our Lady of the Holy Rosary 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, Our Lady of the Holy Rosary 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:

Dr. Jim Rigg, Superintendent of Schools

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.

#### XXV. Sexting

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.

#### XXVI. Smoking/Vaping

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

#### XXVII. Technology Use

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) various information technology resources including 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 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 the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting 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;
  - 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 or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

## Unacceptable Use of Outside Technology

The school expects students to use information technology 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.

## XXVIII. 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.

#### XXIX. 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.

#### XXX. Threats of Violence

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:

- a. Immediate suspension from the school;
  - b. Reporting to law enforcement;
  - c. 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.
1. 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;
  2. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

#### XXXI. 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.

#### XXXII. 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.

#### XXXIII. Use of Photos

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, Instagram 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.

#### XXXIV. Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be 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.