

MISSION STATEMENT

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



Saint Rose of Lima School

425 Northeast 105th Street
Miami Shores, Florida 33138-2041

PARENT-STUDENT HANDBOOK

PASTOR.....Father Seamus Doyle
PRINCIPAL.....Sr. Bernadette Keane, I.H.M.
ASSISTANT PRINCIPAL.....Mrs. Celine Zigmont
SCHOOL RECEPTIONIST.....Mrs. Joan Marston
SCHOOL SECRETARY.....Mrs. Hortensia Tobon

TELEPHONE NUMBERS

Saint Rose of Lima School.....(305) 751-4257
School Fax.....(305) 751-5034
Saint Rose of Lima Parish Office.....(305) 758-0539
Saint Rose of Lima Development Office.....(305) 757-5026
Children's Religious Education Office.....(305) 757-6434

Website -

www.stroseoflimamiamishores.org

HANDBOOK TABLE OF CONTENTS

Absence.....	5
Academic Policy & Grading Scale.....	12-13
Acceptable Use Policy.....	AUP 1-3
Accidents or Illness.....	20
Admissions	2
After School Care Program.....	6
Attendance and Tardiness.....	4
Care of Books and Personal Belongings.....	25
Communication Procedures.....	21
Counseling Services.....	20
Daily School Schedule.....	3
Emergency Information.....	2
Extra-Curricular Activities.....	18-19
Field Trips.....	21
Health and Safety.....	19
Home-School Association.....	23-24
Homework.....	11
Honor Roll.....	14
Insurance.....	21
Liturgy and Paraliturgy.....	4
Lost and Found.....	25
Parental Leadership and Responsibility.....	23
Parental Rights.....	23
Parent-Teacher Communication.....	24
Philosophy.....	1
Prayer.....	4
Progress Reports.....	13
Promotion/Retention Policies.....	15
Release of Students.....	5
Report Cards.....	13
Reporting Physical/Sexual Abuse.....	19
School Cafeteria.....	20
School Policy & Principal's Right to Amend.....	25
School Uniform.....	7-10
Service.....	7
STARS.....	11
Student Code of Conduct.....	15-18
Traffic Regulations.....	26-30
Trips and Vacations.....	6
Tuition Information.....	22
Use of Student Information & Pictures.....	7
Visitors.....	6
Withdrawals.....	24

PHILOSOPHY

Saint Rose of Lima School proclaims the Gospel message and translates this proclamation into action. The school community incorporates the Gospel message in all aspects of the educational program. The belief and values of our Catholic faith are taught and developed in religion class but lived and experienced throughout the school. In all areas of the curriculum the educational programs emphasize the growth of the whole child - spiritually, intellectually, and emotionally. The teachers strive to give witness to Christ, the Master Teacher, and proclaim his message.

This witness extends further through the practiced expression of the truths and values within the lives of members of the faith community. Saint Rose of Lima Catholic School strives to make community not simply a concept to be taught, but a reality to be lived. The school seeks to build a faith community fostered by a deep understanding and appreciation for the Eucharist-the bond of community and the cause of its growth.

The staff, parents, and students of Saint Rose of Lima Catholic School work to foster this sense of community by demonstrating a genuine concern for one another and by sharing a common commitment to the Catholic faith and excellence in education. Saint Rose of Lima Catholic School fosters respect for each individual, regardless of race, color, creed or ethnic background. The school community perceives itself as a microcosm of society where mutual respect promotes peace and justice.

The educational programs at Saint Rose of Lima Catholic School generate a strong sense of service, which is a natural outgrowth of hearing the Gospel message and participating in a community-building process. The faculty and staff provide ways for the students and parents to respond to the needs of the community at large. By forming the whole child within a Catholic community of faith, actively engaged in the service of God and neighbor, Saint Rose of Lima School hopes to produce students who will be responsible, caring adults and citizens of moral character.

ADMISSIONS

St. Rose of Lima School admits students of any race, color, and national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Rose of Lima School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school administered policies. The school does not discriminate on the basis of disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission.

The schools of the Archdiocese follow the guidelines of the Florida Catholic Conference with regard to the age of admission to Pre-K, Kindergarten, or First grade.

In matters of admission and registration, the decisions of the local pastor/principal are final.

EMERGENCY INFORMATION

The policy of the school with regard to school closings in cases of emergencies is to follow the decisions of the public school district in which the school is located. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. More specific information can be found at the web site for the Department of Schools by logging in at www.miamiarch.org and following prompts. In case of emergencies, the decisions about the release of students from school are up to each school.

DAILY SCHOOL SCHEDULE

TIME	DAY OF THE WEEK	PLAYGROUND
8:00 a.m. - 2:55 p.m.	Regular school days	Students must be picked up by 3:15 p.m.
Early Dismissals	See monthly calendar	Students must be picked up within 10 minutes of dismissal

Students should not be dropped off prior to 7:30 a.m. Students enter the school building at 7:45 a.m. The warning bell rings at 7:55 a.m. Morning prayers, flag salute, and the day's announcements follow the 8:00 a.m. bell. A student is considered to be tardy at 8:00 a.m. Students arriving 8:30 am must be accompanied by a parent or driver to the school office for a late pass.

On early dismissal days students must leave the school playground within 10 minutes of dismissal or report to *After School Care* where an hourly fee will be charged. Students involved in after school activities (sports, choir, scouts, etc.) that are not picked up on time will be taken to *After School Care* by the supervising teacher.

The school day is Monday through Friday from 8:00 a.m. to 2:55 p.m. (except as noted above or on the school calendar) for Grades Pre-K - 8. Please enroll your child in *After School Care* or make arrangements for your child to be supervised elsewhere if your work prevents you from picking up your child by these times.

No students may remain on school grounds unsupervised.

No student is permitted to return to the classroom after being dismissed unless accompanied by a teacher or other authorized person.

The School Office will be open from 7:15 a.m. until 3:30 p.m. on all days that school is in session, unless otherwise indicated.

LITURGY AND PARALITURGY

St. Rose of Lima School students take part in an All School Liturgy once each month as a student body. Students will participate more frequently through attendance at the 8:15 a.m. Mass on Fridays as directed by their individual teachers.

Parents and children are expected to attend Mass **every** weekend. Mass attendance forms are collected **each** week.

The Sacrament of Reconciliation is available at various times during the school year. Children participate in the blessing of throats, reception of ashes, and Stations of the Cross at the appropriate times during the school year. If school is in session on a Holyday of Obligation, all students will attend Mass together on that day.

PRAYER

Prayer is an important part of our lives and the school day. During morning and afternoon prayer time, everyone in school should stop and pray. Parents and visitors are asked to honor this important request.

ATTENDANCE AND TARDINESS

Coming to school on time is very important. Students arriving after 8:00 am are considered late and must come to the school office for a late pass. Students arriving after 8:30 am must report to the school office accompanied by a parent or the person responsible for bringing the child to school.

A student having four (4) or more tardies per trimester will be fined \$3.00 for each tardy. Excessive tardiness may require a meeting with Principal/detention.

ABSENCE

Please contact the School Office by 8:30 a.m. or leave a message on the office voice mail if a child will be absent.

Upon returning to school after being absent, the child must present a note signed by the parent to the teacher explaining the reason for the absence. No child may be admitted without this note. These notes are kept on file during the school year. Three (3) or more consecutive days' absence requires a doctor's certificate for re-admission to school. In case of communicable disease, a physician's note is also required. When students are absent, especially for a prolonged period of time, parents or guardians must see that the child makes up missed work.

Medical and dental appointments, if possible, should be made outside of school hours. No child will be released from class unless he/she brings a note signed by parents or guardians. This note must be presented to the School Office on the day before the appointment. If a student is absent for more than two hours of the school day, it will be counted as a half-day's absence.

Perfect attendance certificates are awarded to all students in Grades PreK - 8 who have not been absent or tardy during the school year.

If anyone other than the parents or guardians has been authorized to pick up the child, this person must be identified by the parents or guardians in writing. No one may call for a student directly from a classroom. A student will be released from class early through the School Office only, and a note requesting this should be submitted to the office the morning of the early dismissal.

RELEASE OF STUDENTS

The school will release the student only to parents, guardians, or his or her designee. This authorization should ordinarily be in writing. Any other person seeking the release of the child must have the approval of the parent with legal custody.

TRIPS AND VACATIONS

All trips and vacations should be scheduled to coincide with school holidays. Children should not be taken out of school for such trips except in special circumstances. The principal should be consulted **before** any child is taken out of school.

All class work is made up upon the child's return to school. **Teachers should not be expected to provide work assignments in advance of an absence.**

Please plan your vacations in accordance with the school calendar.

VISITORS

Anyone visiting the school unexpectedly or by appointment must first report to the School Office. No one is permitted to go through the building or directly to the classroom. Parents may not visit classrooms without having made arrangements with the teacher. Parents, visitors, and volunteers who enter the classroom/school premises must be VIRTUS trained. They are also required to sign in at the School Office upon entering the school building. They are required to wear a Visitor/Volunteer Badge while in the school building. Parents and visitors are asked to wear appropriate attire when they are on the school premises.

AFTER SCHOOL CARE PROGRAM

This is a service provided for students who need day care until 6:00 p.m. on days when school is in session. Any child attending must report to the *After School Care* personnel immediately after school. Drop-ins are allowed in case of emergency. Attendance is taken and parents are billed accordingly. Bills must be paid on a timely basis.

SERVICE

St. Rose of Lima encourages a spirit of service among its students through participation in the Student Council, the Safety Patrol, the Children's Choir, Altar Servers, the Peace Program, the Children Helping Children Project, the Thanksgiving Food Drive and various other activities. Older students often assist teachers of younger students. Each homeroom is responsible for keeping an area of the school grounds clean and tidy.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures in the publications and on the school website. Any parent who does not wish the picture of his/her child to be used must notify the principal in writing prior to the beginning of the school year.

SCHOOL UNIFORM

There will be a concerted effort on the part of the faculty, administration and staff of St. Rose of Lima School to strictly enforce the dress code set forth in this handbook. Parents should expect to be called to bring appropriate uniform clothing to school immediately when there is an infraction. Many of the decisions reached are as a result of safety, not fashion concerns, as this is an educational institution. It should also be noted that in all cases **the administration reserves the right to make determinations when uniform code enforcement is in question. All uniforms must be purchased at Continental Uniform, Inc.**

BOYS & GIRLS IN PRE-KINDERGARTEN

- Khaki pants, shorts or skort (girls) with pink, yellow, blue or white monogrammed golf shirt.
- White socks and sneakers

ALL STUDENTS: GRADES K - 8

Footwear

- Solid brown or black leather shoes. This may include docksiders, penny loafers, "Mary Janes", or T-straps. Traditional white & black saddle shoes may also be worn. ****Heels will be no greater than 1 1/2" measured**

Continental Uniform, Inc.
700 Northeast 125th Street
(305) 895-6528 or
(305) 899-1488
www.continentaluniformsinc.com

at the back of the shoe.** Questions regarding footwear will be handled by the administration on an individual basis.

- **No sneakers** (except on P.E. days), boots, or high top shoes or *Sketchers* are permitted
- **Sock must be at least ¼ crew length**

Outerwear

- Navy blue school jacket with cardinal logo
- Navy blue cardigan sweater with St. Rose of Lima monogram
- Navy blue sweatshirt with or without St. Rose of Lima monogram

BOYS IN GRADES K - 5

Upper Body

- Pink, yellow white or blue monogrammed golf shirt which must be tucked in at all times.
- White or blue long-sleeved monogrammed golf shirt may also be worn.
- Undershirt, if worn, must be white and not visible.

Lower Body

- Khaki pants which will be worn above the hip.
- Khaki Bermuda shorts may be worn for **Kindergarten through Grade 2 only**.
- Belt (solid black or dark brown) which must be visible at all times.
- Visible plain white or dark socks must be worn, at least ¼ crew in length.

GIRLS IN GRADES K - 5

Upper/Lower Body

- Uniform Jumper (pink, blue, yellow, green) with white golf shirt (short or long-sleeved) ****Jumper will be no shorter than 2" above the knee****
- Khaki skort or pants with pink, yellow, blue or white monogrammed golf shirt.
- White or blue long-sleeved monogrammed golf shirt may also be worn.
- Visible plain white socks must be worn, ¼ crew length.
- Undergarments should be white.

BOYS IN GRADES 6 - 8

Upper Body

- White, blue or yellow oxford (short or long-sleeved) monogrammed shirt which must be tucked in at all times or the overblouse style.

- Undershirt, if worn, must be white and not visible.

Lower Body

- Khaki pants which will be worn above the hip.
- Belt (solid black or dark brown) which must be visible at all times.
- Visible plain white or dark socks must be worn, ¼ crew length necessary.

GIRLS IN GRADES 6 - 8

Upper Body

- White, blue or yellow oxford (short or long-sleeved) monogrammed shirt which must be tucked in at all times or the overblouse style.
- Undergarments must be white.

Lower Body

- Khaki skort (no shorter than 2" above the knee). Waistband will be visible at all times
- Khaki pants with belt (solid black or dark brown) which must be visible at all times
- Visible plain white socks must be worn, ¼ crew length.

P.E. UNIFORM FOR BOYS & GIRLS IN GRADES K - 8

Upper Body

- Gray T-shirt with school logo (may not cover shorts)

Lower Body

- Red PE shorts with cardinal logo.
- Visible plain white socks must be worn , ¼ crew length.
- **When cooler weather is forecasted** students may wear gray or navy blue sweat pants (no other colors are permitted)

Footwear

- Sneakers must be white or black with white or black laces or Velcro closures (no high-tops)
- No “FAD” sneakers (lights, sparkles, etc.)

Outerwear

- Navy blue school jacket with cardinal logo
- Navy blue cardigan sweater with St. Rose of Lima monogram

- Navy blue sweatshirt with or without St. Rose of Lima monogram

JEWELRY, MAKE-UP, AND HAIRCUTS

JEWELRY

Acceptable for Girls:

- Small, non-dangling post earrings (one in each earlobe)
- A small cross or religious medal worn on a thin chain
- A soundless wristwatch

Acceptable for Boys:

- A small cross or religious medal worn on a thin chain
- A soundless wristwatch

MAKE-UP

Acceptable for Girls:

- None
- Clear fingernail polish may be worn

Acceptable for Boys:

- None

HAIRCUTS

Acceptable for Girls:

- Appropriate haircut (no “fad” or extreme hair styles), bangs must be above eyebrows.
- Natural hair color is not to be altered in any way

Acceptable for Boys:

- Appropriate haircut (no “fad” or extreme hair styles)
- Haircut must be above the collar at all times, and above eyebrows
- Natural hair color is not to be altered in any way

HOMework

Homework is generally given daily by teachers in Grades 1 - 8 to reinforce concepts that have been learned or to extend or deepen knowledge. It is also a valuable practice in the development of responsibility and the exercise of initiative. The parent's role is primarily that of ensuring a suitable place for study and helping the child decide the best time for study. Parental discretion is needed to help the child maintain a study plan and to make certain that the homework is neatly completed.

Parents should supervise homework but not actually do the work. When a parent observes that a child is encountering difficulty in doing the assigned work or that the length of time required to do the work is causing frustration or when no homework is being done, parents should consult with the teacher about the specific problem.

Homework (written and/or study) is a regular part of each subject's work in Grades 4 - 8. All students (Grades 4 - 8) are required to use a HOMEWORK PAD to record assignments. This homework, when given, must be completed satisfactorily to fulfill the course requirements. The homework policy of Saint Rose of Lima School is as follows:

Grades 1 and 2 - approximately 20 minutes a night

Grades 3 and 4 - approximately 30 minutes a night

Grades 5 and 6 - approximately 60 minutes a night

Grades 7 and 8 - approximately 90 - 120 minutes a night

STUDENTS TAKING ACTIVE RESPONSIBILITY FOR SUCCESS

Students identified as having varied exceptionalities can participate in the STARS Program (St. Joseph's Workshop) to receive individualized on-site instruction on a regular basis. An additional monthly fee is charged for this service.

ACADEMIC POLICY GRADES 3 - 8

All grading policies are in accordance with the mandates set by the Archdiocese of Miami.

For major subject areas:

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	69 or below

For all other minor subject areas:

O	Outstanding
G	Good
S	Satisfactory
I	Needs Improvement
U	Unsatisfactory

For personal and social growth and effort and study skills:

4	Exceeding
3	Developing Appropriately
2	Needs Improvement
1	Unsatisfactory

For Sub-Headings on ALL Report Cards:

+	Strength in a specific skill
-	Weakness in a specific skill

ACADEMIC POLICY PreK & K

Marking Codes:

C	I Can
W	I am working on it
N	I need more time

ACADEMIC POLICY GRADES 1 & 2

Marking Codes:

- O Consistently produces work of high quality and applies learned skill
 - VG Regularly produces work of high quality and applies learned skill
 - G Frequently produces quality work and applies learned skill
 - S Produces work of satisfactory quality and usually applies learned skill
 - I Produces work of inconsistent quality and needs frequent reteaching
 - U Produces work of unsatisfactory quality
- An M next to a particular indicates modification

PROGRESS REPORTS

An *Insufficient Progress Report* (IPR) will be sent home after the first four (4) to six (6) weeks of each trimester for the following:

- The student is at risk of receiving a "D" or "F"
- The student is at risk of receiving an "I" or "U" in conduct or effort

This notice is a signal for parents to become more involved with the child's schoolwork and to contact his/her teacher. A problem solved early can easily eliminate the need for summer school, private tutoring, or retention. Please note the dates on the school calendar indicating when *Insufficient Progress Reports* (IPRs) are issued. If your child receives an IPR read it carefully, sign the report, and return it to your child's teacher immediately.

REPORT CARDS

Report cards are issued three times during the school year. Consult the school calendar for exact dates. Parent/Teacher Conferences will be scheduled for each individual student as needed.

Tuition payments and other bills must be current before report cards can be taken home, or before eighth grade transcripts and credits will be sent to high school. Diplomas will be withheld until all outstanding accounts are paid.

HONOR ROLL

The following applies to honors programs in the elementary schools of the Archdiocese beginning with Grade 4.

PRINCIPAL'S LIST:

- All 95 and above / O's in Religion, Reading/Literature, Grammar, Writing/Composition, Spelling/Vocabulary, Mathematics, Social Studies, Science, Music, Physical Education, Computers, Art, and Foreign Language for grades 4-8
- No more than two (2) 3's in personal and social growth and effort and study skills.

FIRST HONORS:

- All A's / O's in Religion, Reading/Literature, Grammar, Writing/Composition, Spelling/Vocabulary, Mathematics, Social Studies, and Science for grades 4-8.
- No more than two (2) B's / G's in the minor subject areas: Handwriting, Art, Music, Physical Education, Computers, and Foreign Language.
- No more than three (3) 3's in personal and social growth and effort and study skills.

SECOND HONORS:

- All B's / G's (or above) in all subjects for grades 4-8.
- All 3's (or above in personal and social growth and effort and study skills

EFFORT AWARDS:

A special award for those students in Grades K - 8 who work to the best of their ability and exert continued effort in all areas of study and conduct will be awarded an Effort Card at the end of each marking period.

PROMOTION/RETENTION POLICIES

UNCONDITIONAL PROMOTION TO THE NEXT GRADE LEVEL

The student must demonstrate a "D" average or above in all 11 subject areas for promotion to the next grade. Summer school is required if the student receives a "D" average in one or more of the following subjects: Math, Reading, English, Science and/or Social Studies. Science and Social Studies are considered Reading in content areas and therefore summer school for Reading is advised.

RETENTION IN PRESENT GRADE LEVEL

Any student whose Reading and/or Math averages are "F" or whose final average in three (3) major subjects is "F" will be considered as not having successfully completed the school year and will accordingly be retained in his/her respective grade level. Students who fail grades 7 or 8 will not be allowed to return to St. Rose.

THE STUDENT CODE OF CONDUCT

One of the primary goals of Catholic education is to assist parents with the religious formation of their children. We accomplish this by endeavoring to keep Jesus Christ at the center of the educational process. Jesus, who is the perfect image of the Father, is indeed the reason for our existence, the Unseen Teacher in every classroom, and the ultimate Model of Behavior within the school community. With this in mind, our discipline structure is geared towards empowering the young people entrusted to our care with the ability to make good choices and to recognize themselves and others as created in God's image. It is our hope that a consistent, caring, and respectful approach to discipline will provide healthy parameters within which our students will have the opportunity and freedom to grow in their love of God, as well as, in their love and respect for themselves and others.

The school strives to provide an educational environment free from improper threats, intimidation, hostility, and offensive/inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise

not conducive to the educational and religious mission of our school. These include, but are not limited to:

- disrespectful behavior of any kind toward or about any staff, student, or other parent of students
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs, alcohol or tobacco
- stealing
- intimidation, harassment, or threats
- weapons
- defacing parish owned property
- being out of the area of supervision

These categories do not cover every possible situation. The administration is responsible for determining what is appropriate or inappropriate behavior on school property, and outside the school community where such improper behavior affects the school community. Transgressions of the above will result in disciplinary action which may include dismissal from school, even for a first offense.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment in any form, including oral, written, or electronic, by a student against any member of the school community, the school will follow the Archdiocesan Guidelines for Threatening Behavior. ***(see Archdiocesan Guidelines below)***. Our policy is to assure students' confidentiality when they report violence or threats of violence.

ARCHDIOCESAN GUIDELINES FOR THREATENING BEHAVIOR

A student whose verbal or written comments, including e-mail messages, include a threat to another student or a member of the faculty shall be:

- immediately suspended from the school after the parents have been informed of the situation.
- be seen by a psychologist at the parents' expense and by the school counselor, both of whom will 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 will be expelled from the school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to the school.
- if allowed to return to the school, the child will be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.
- the Department of Schools will be informed in these cases. The school may submit to the police an informational report.
- special consideration will be given to young children to determine the severity of the threat.

DISCIPLINARY PROCEDURES

While realizing that all students are expected to conform to The Student Code of Conduct, the school recognizes that each child is a unique individual and circumstances can alter situations. As such, the administration and teaching staff reserves the right to make the final determination of all consequences for infractions depending upon the needs of each student, the severity of the infraction, and the welfare of the entire student body.

The following are possible consequences for infractions of The Student Code of Conduct:

- conference
- counseling with school guidance counselor
- detention
- Conduct Report
- suspension
- expulsion from school

DETENTION

Detentions are held on Thursdays from 3:00 p.m. - 4:00 p.m. unless otherwise assigned by an individual teacher or administrator. A detention slip will be sent home with the student prior to the detention. The detention slip must be signed by the parent/guardian and returned to the homeroom teacher. Students serving detention who are not picked up at 4:00 p.m. will be sent to *After School Care* and parents will be charged a fee.

PUBLIC DISPLAY OF AFFECTION

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

SEARCH AND SEIZURE

The Principal or her delegate in our school has access to the lockers, handbags, desks, cars or any other objects that are brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

EXTRA-CURRICULAR ACTIVITIES

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents. Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or be a team member.

Participation in extra-curricular activities is a privilege and, therefore, all academic and behavioral standards must be maintained at all times. Participants must maintain a "C" average or equivalent in their academic subjects and receive nothing less than an "S" in conduct and effort. Students receiving three or more insufficient progress reports will be monitored by the coach/teacher in charge of the activity. Failure to improve may result in dismissal from the activity. If a

student is involved in any incident that is not representative of a St. Rose student, suspension or dismissal of that student from the activity may occur. It is important to note that all final decisions for continued participation reside with the administration, athletic director, coaches, club monitors and teachers.

Students involved in any after school activities are expected to dress appropriately for the activity. If the student is dressed inappropriately they may be denied the privilege of participating in the activity.

HEALTH AND SAFETY

Students entering Pre-Kindergarten and/or Kindergarten and all new students in Grades K-8 must have a physical examination and present an up-to-date record of immunization. All students entering 7th grade must have completed the Hepatitis B series inoculations. Examinations must be completed and the appropriate paperwork submitted to the School Office on or before the first day of school. It is strongly recommended that eye and ear examinations be included in the physical examination. All records of immunizations are obtained from the Health Department or through a doctor and must show immunization against diphtheria, whooping cough, tetanus (DPT), rubella, rubeola, mumps (MMR), and polio.

Please consult your doctor for the necessary requirements. All forms are available through and can be completed by your doctor. The State of Florida Health Department requires that no student be permitted in school without his or her up-to-date immunization and, if a first time student, without a medical examination.

REPORTING PHYSICAL/SEXUAL ABUSE

Parents and guardians should understand that state law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

ACCIDENTS OR ILLNESS

Parents or guardians will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the School Office and the homeroom teacher have the correct emergency contact information on file. Emergency contact cards are sent home with each child the first week of school. These are to be filled out completely and returned to the homeroom teacher. **Please notify the School Office of any changes in this information during the school year.**

The school is not permitted to send a child to a doctor for emergency treatment without the expressed permission of a parent or a guardian. Over-the-counter medicine or prescription medicines may be dispensed only with the **written permission** of the parent or guardian. Prescription medication must be in the original bottle which must be labeled and must have the exact dosage.

COUNSELING SERVICES

The school is required to have a counselor on staff to provide instruction in the classes and to provide individual counseling when warranted. Any parent who does not want their student to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year.

SCHOOL CAFETERIA

Students may buy lunch or bring a lunch from home. Lunches and snacks items are available most days. Students making any purchases in the cafeteria may prepay for lunch. Prices in the Cafeteria are subject to change based upon food market price fluctuation. A monthly MENU is provided. There is a **NO CHARGING POLICY** in the school cafeteria.

All students are expected to obey the cafeteria regulations. The school cafeteria is a public eating-place; good manners and proper etiquette are the guiding rules of behavior. Chewing gum on school property is forbidden.

COMMUNICATION PROCEDURES

The **oldest** child in each family carries the communication folder. Any information (forms, letter, notices, etc.) is given to the oldest child and sent home in the communication folder on the last school day of each week. Parents are asked to sign the communication folder to indicate that the information was received and read. The communication folder is to be returned to the homeroom teacher on the first school day of the following week.

- If parents need to communicate with their child during the day, they should call the main office, NOT the child's cell phone
- If children need to call home during the school day, it is done with permission through the main office

INSURANCE

Mandatory school coverage insurance is required by the Archdiocese of Miami. The cost of this insurance is included in the school fee. Additional 24-hour coverage is available through the school at an extra cost. All insurance information is sent home the first week of school.

FIELD TRIPS

Field trips which are educational in nature supplement instruction, and are, therefore, desirable and worthwhile. Archdiocesan policy not only discourages field trips that extend beyond school hours for elementary schools but also forbids overnight field trips for elementary schools. Requirements:

- Signed Archdiocesan permission form
- Transportation to and from field trips will only be allowed on approved school buses.
- Good personal behavior while on the trip.
- Siblings are not permitted on field trips.

Field trips are a privilege and not an expectation. A student/family may be denied participation if a student fails to meet academic or behavioral requirements, or if there are unmet financial obligations.

If the permission form is faxed to the school, the student may go on the field trip; however, after the field trip, the original must be submitted.

TUITION INFORMATION

QUALIFYING FOR “SUPPORT” TUITION RATE

To qualify for the lower “Support” tuition rate for the present school year, the minimum \$925.00 church contribution must be paid in full by December 31st. Please use your church envelopes to insure proper credit.

TUITION PAYMENTS

All families will be sent tuition statements. These statements will be mailed monthly. The tuition year is divided into ten monthly payments for your convenience. Payment is due on the first of each month. A late charge of \$25.00 will be assessed after the 10th day of the month. Returned checks are charged a fee of \$15.00.

Tuition may be paid at the parish office or by mail. Visa or MasterCard are accepted. Credit card payments must be made in person, weekdays, between 8 a.m and 5 p.m.

RELEASE OF REPORT CARDS

Personal checks will not be accepted seven business days prior to the release of report cards from families with an outstanding tuition balance. Only cash, credit card, or cashiers check will be accepted.

TUITION SCHEDULE

- **June 1st** – First tuition payment is due.
- **July**- No payment due.
- **August 1st** – Book fees are due.
- **September through May** – Tuition is due the first of the month.

PARENTAL LEADERSHIP AND RESPONSIBILITY

The investments families make in choosing a Catholic school education for their child(ren) will, in fact, yield results only if parents, as the primary role models, live a truly Christian life and expect the same of their children. This means, of course, that parents are faithful to the practices of the faith, including weekend Mass worship and that their daily lives are directed by Christian principles.

Saint Rose of Lima School parents are also expected to support fund-raising efforts and to involve themselves in the activities of parish life as well as assist in the school in various ways according to individual time and talent. Through the Parish Participation Program each family is expected to contribute annually at least twenty-five (25) hours of service or the cash equivalent (\$20.00 per hour) for each hour not served. Our parish, including church and school, provides a number of ways for parents to fulfill this service requirement.

PARENTAL RIGHTS

St. Rose of Lima School in accordance with Florida Statue 61.13(3) will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

It is the policy of our school to have school personnel whose presence is required to attend legal proceedings, represented by its attorney. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and or cost incurred by St. Rose of Lima Catholic School will be charged to and become the responsibility of parents.

Parents must be Virtus-trained in order to participate in school activities (parties, field trips, etc. This also applies to relatives and family friends.

HOME-SCHOOL ASSOCIATION

The Home-School Association is the official organization of the school that provides help and support for the parents and teachers. Meetings are held in the school building throughout the school year. The organization is involved with fund raising, organizing social functions, helping to foster a "spirit of community," and providing presentations/speakers on pertinent topics. All parents are strongly

urged to become active members and to support all functions sponsored by the Home-School Association.

PARENT-TEACHER COMMUNICATION

Home-school communications are a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed about school programs, student progress, and special student activities. Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. In these cases, parents will be promptly notified of teacher concerns.

Faculty members are eager to discuss pupil progress with parents or guardians. Parent/teacher conferences are scheduled as needed. Parents are asked not to go to the classrooms before school without an appointment since this is time for teachers to prepare for the day. Teachers can be contacted through voice mail and written messages.

Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the parent contact the principal. If the parent continues to be dissatisfied, the parent should contact the pastor. Only after such attempts have failed should the Department of Schools be contacted.

WITHDRAWALS FROM SCHOOL

Please notify the School Office at least two weeks in advance if your child will be withdrawing from school. Be certain that all student textbooks and library books are returned and that all school accounts are settled. Transfers/withdrawals may only be arranged through the School Office. No student record will be forwarded unless all school accounts, including tuition, are settled.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Withdrawal from school is permanent.

LOST AND FOUND

All articles belonging to a student should be properly identified. Lost and found is located in the Media Center. Please insist that children be responsible for their belongings and that they look for lost objects immediately.

CARE OF BOOKS AND PERSONAL BELONGINGS

It is each student's responsibility to have all books covered at all times. Books must also be carried to and from school in a book bag and kept in their proper place during the school day. Book covers are sold daily in the school supply store. If a textbook or library book is lost or damaged the student must pay for the full replacement value of the book. **Please clearly mark personal items: gym shoes, jackets, etc. with your child's name and help your child learn to exercise responsibility for personal possessions and belongings.**

Electronic devices are not permitted in school. The school is not responsible for any electronic devices lost or stolen. If a parent provides their child with a cell phone it must be in the school bag during the day (grades PreK – 6). Students in 7th and 8th grade must keep their phone in the locker during the school day. Any visible or audible cell phone will be taken and held in the school office for parent pick-up and a \$25.00 fine. Parents can pick up the cell phone for free on the last day of school in June.

SCHOOL POLICY AND THE PRINCIPAL'S RIGHT TO AMEND

Any student action that is not in keeping with the philosophy/objective of St. Rose of Lima School is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

TRAFFIC REGULATIONS (Do not use cell phones.)

The following traffic regulations are necessary to ensure the safety of every child. We expect, therefore, the courteous cooperation of all parents/guardians with the safety patrol members and adults who have assumed responsibility for directing the smooth operation of these procedures.

MORNING DROP-OFF TRAFFIC PATTERNS

ALL PARENTS/DRIVERS MUST OBSERVE THE SCHOOL ZONE SPEED LIMIT

Parents or guardians are responsible for providing transportation to school. All cars enter the school lot **SLOWLY** through the **blue gate**. (4th Avenue behind Church - refer to map on page 29.) Cars enter gate by making a right turn from NE 4th Avenue. **Left turns are not permitted**. To keep traffic moving, cars are directed into one of the two drop-off lanes. Out of consideration for those behind you, **always pull up as far as possible when dropping off your child(ren)**. **Students always exit car from the right side**. Students wait at the designated pedestrian crossing, where a supervising adult directs students to cross the traffic lane into school.

After dropping off child(ren), cars exit the school parking lot by the **red or green gate**. The gate you choose will determine the direction in which you must turn after exiting:

- Cars exiting through the **red gate** proceed west across NE 4th Avenue and continue west on NE 107th Street. No turns in either direction are permitted on NE 4th Avenue.
- Cars exiting through the **green gate** may turn left and continue west onto NE 107th Street and turn right heading north onto NE 4th Avenue or turn right and continue east onto NE 107th Street.

Parents needing to do business in the school or parish offices should use the regular 4th Avenue entrance; drop off students in drop off areas and then park to go into the offices.

Walking children into school from the parking lot is strongly discouraged; however, when necessary, the child must be accompanied by an adult. The designated pedestrian crossing ONLY is to be used for this purpose.

No children are to be dropped off on or near St. Rose of Lima School property except by the above procedure.

Students who walk and /or ride bicycles to school enter the school parking lot at the NE 105th Street entrance nearest the church. Bicycle riders are reminded that they must walk their bicycles upon reaching the sidewalks surrounding St. Rose of Lima property. Bicycle riders are expected to obey all rules of the road and wear helmets in accordance with state and local laws.

RAINY DAY ARRIVAL

Cars will enter as usual, turn left towards NE 107th Street and then follow cone markers and directions of safety patrols. Students are not permitted to leave the cars until a safety patrol opens the car door. No parents may park and walk students into school during rainy day arrivals.

AFTERNOON PICK-UP PROCEDURES AND TRAFFIC PATTERN (DO NOT USE CELL PHONES.)

The parking lot will be divided into three color coded pick-up zones. Cars will enter the school parking lot through the **blue gate**. The zone in which you park will determine:

1. the gate through which you will exit
 2. the direction you must turn after exiting (Please refer to the diagram to clarify the dismissal routes.)
- After parking in the **blue zone**, you must exit through the **red gate** and turn left heading south onto NE 4th Avenue.
 - After parking in the **green zone**, you must exit through the **green gate** and turn left heading west onto NE 107th Street then turn right onto NE 4th Avenue heading north.

- After parking in the **yellow zone**, you must exit through the **yellow gate** and turn right heading east onto NE 107th Street.

Cars will be dismissed on a first-parked, first-out basis for each zone. Therefore, take note on the map of the number of rows for parking. There will be no parking along the perimeter fence. After studying the exit routes, please tell your children which parking zone you will use in order to facilitate finding your car. **All car engines must be turned off until the whistle blows indicating that movement of cars is allowed.** The "Late Line", which begins at the parking lot entrance behind the **blue gate**, will proceed only after the gate has been opened. Late cars are asked to use the 107th Street exit.

Some parking zones may become overcrowded. When a particular zone is filled, those arriving later must park in another color-zone. It is recommended that parents have another color zone in mind as a back-up.

Children will wait in the school yard for 10 minutes after dismissal. After this time they will be escorted to *After School Care*. A fee of \$5.00 per hour per child will be levied unless specific arrangements have been made beforehand with the School Office. No children are to be picked up on or near St. Rose of Lima School property except by one of the above procedures. Those who walk home will exit by the NE 5th Avenue exits. Bike riders will exit the school property through the gates on NE 105th Street. After 3:30 p.m. all gates except those on 105th Street will be locked.

RAINY DAY DISMISSAL PROCEDURES

CAR RIDERS

The regular procedure will be followed during light rainfalls. During a heavy rainfall, all children in a family will go to the homeroom of the youngest child in the family or car pool. Please do not form a line by the school as is done on rainy day arrivals. Parents are expected to park and pick-up their child(ren) from the above mentioned homeroom within 20 minutes after dismissal time.

WALKERS AND BICYCLE RIDERS

Walkers and bike riders will follow the usual procedure in situations of light rainfall. In a heavy rainfall, these students will report to the school library. They will be held in the library until such time that a parent or guardian picks them up or until the rainfall subsides enough to allow them to safely walk/ride home.



