

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

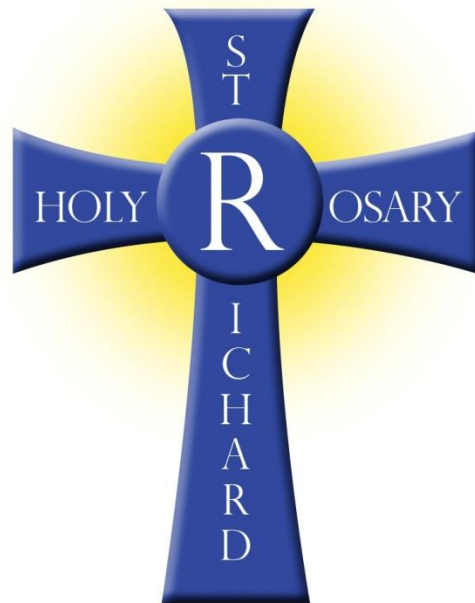
18455 Franjo Road

Cutler Bay, FL 33157

www.holyrosarystrichard.org

Phone: (305) 235-5442

Fax: (305)235-5670



Parent-Student Handbook

2011-2012

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

**Parent-Student Handbook
2011-2012**

Accredited by the Florida Catholic Conference

Founded by the Archdiocese of Miami in 1959

Fr. Luis A. Pérez

Pastor

Fr. Sonny Moreira

Parochial Vicar

Mr. Carlos A. Naumann

Principal

Dr. Emma A. Ventura

Assistant Principal

Table of Contents

Mission Statement	7
Introduction	8
History.....	8
Philosophy.....	9
Goals and Objectives	9
Belief Statement	10
Open Admission Policy	11
Student and Parent Policies and Procedures	11
School Hours.....	11
Office Hours.....	11
Communication.....	11
School Insurance.....	12
School Documents.....	13
School Security.....	13
Visitors and Guests.....	13
Registration.....	13
Emergency Contact.....	14
Notification of Rights under FERPA.....	14
Field Trips.....	15
Fire Drills/Lock down Procedures.....	16
Fundraisers.....	16
School Sponsored Events.....	16
Use of Student Pictures.....	17
School Parties.....	17
Telephone	17
Supplies.....	17
Medication.....	18
Parental Cooperation.....	19
Counseling.....	19
Health Services.....	19
Admission Procedures and Guidelines	20
Age Requirements/Pre-Requisites.....	20
Parish Involvement to be Eligible for Steward Rate.....	20
Report Cards/ Grades.....	21
Admission Tests/ Screening.....	21
Other Commitments.....	21

School Finances..	22
Tuition: 2009-2010 School Year.....	22
Payments.....	22
Tuition and Mandatory Fees Breakdown.....	23
Nonrefundable Fees Due at Registration.....	23
Mandatory Fees Due at Registration.....	23
Tuition Rates.....	23
OLHRS Steward Tuition Rates.....	23
Non-Steward Tuition Rates.....	24
Additional Special Education Services and Fees.....	24
Late Payments/ Uncollected Funds.....	24
Deadlines.....	25
Financial Obligation.....	25
Child Protection Investigations.....	26
Testifying in Divorce or Custody Proceedings.....	26
Academic Policies and Procedures ...	27
Assessment.....	27
Testing Program.....	27
Homework.....	27
Report Cards.....	28
Pre- Kinder/ Kindergarten Grading Rubric.....	28
Grades One and Two Grading Rubric.....	28
Grades Three Through Eight Grading Rubric.....	29
Grade Point Scale: (Grades Three Through Eight).....	29
Monitoring Grades Through Ed-line (Grades 1-8).....	29
Effort.....	29
Personal and Social Growth/ Conduct.....	30
Honor Roll.....	30
Perfect Attendance.....	31
Mid-Term and Final Exams (Middle School).....	31
Promotion/ Retention.....	31
Selection Procedures for HRSR National Junior Honor Society.....	32
Attendance Policies and Procedures ...	33
Tardiness	33
Absences	33
Early Release.....	33
Vacations	34
School Closings/ Disasters.....	34
Withdrawal.....	34
Arrival and Dismissal Procedures	34
Arrival.....	35

Tardy.....	35
Dismissal.....	35
Traffic/ Parking.....	36
School Discipline.....	37
School Conduct.. ..	37
Philosophy of Discipline.....	37
Detentions, Suspension, Expulsion and Evaluations.....	38
First Time Suspension.....	39
Second Time Suspension.....	39
Expulsion	39
Suspension and the Time Off for Evaluation.....	39
School Property.....	40
Cheating.....	40
Gum Chewing.....	40
Drug and Alcohol Policies.....	40
Weapons Policy.....	41
Threats of Violence.....	41
Public Display of Affection.....	42
Electronic Devices.....	42
Search and Seizure Policy.....	42
Harassment/ Discrimination.....	42
Threats.....	43
Anti-Bullying Policy.....	43
Cooperation With Legal Authorities.....	45
Uniform Regulations.....	45
Dress Code Requirements.....	46
Extended Care Program (Before and After-School Care).....	49
Safety.....	49
Before Care.....	50
After Care.....	50
Afterschool Activities.....	50
Participation in School Athletics or Organizations.....	51
Sports Program.....	51
Accountability Procedures for Sports.....	52
Academy 2000 Guidelines.....	53
Communication and Family Involvement.....	54
School Office.....	54
School Calendar.....	54
School Notices.....	54

Parent/ Family Involvement.....	54
School Association and Boards.....	55
Parent-Teacher Covenant.....	56
Acceptable Usage Policy for Technology.....	57
Parent/Student Handbook Acknowledgement Form.....	60
Acceptable Usage Policy forTechnology Parental Consent Agreement.....	61
Release of Information Form.....	61

Mission Statement

**Believing we are all children of God
and integral members of the body of Christ,
Our Lady of the Holy Rosary-St. Richard
Catholic School
in communion with families,
encourages our students to
model Christ's love and pursue
spiritual growth,
academic excellence,
justice and peace for the world.**

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.

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	2010-Present

"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.”

To Teach as Jesus Did
A Pastoral Message on Catholic Education
National Conference of Catholic Bishops

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.

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 student’s 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 the 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.

Belief Statements

1. 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.
2. We believe that our school reflects the integration of Catholic faith and values with learning and life.
3. We believe that student learning is a priority in our school.
4. We believe, understand and accept that students learn in a variety of ways and it is our duty to teach all of them.
5. We believe that each student is recognized and valued as a unique child of God in his or her social, emotional, and academic needs.
6. We believe that cultural diversity increases the student's understanding of different religions, peoples, and cultures.
7. We believe that a supportive and challenging learning environment increases a student's potential for responsible decision making.
8. We believe that a safe and comfortable learning environment promotes learning and success.
9. We believe that ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
10. We believe that mutual respect among and between the students and staff create a wholesome learning environment.

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.

Student and Parent Policies and Procedures

School Hours

Daily attendance at school is fundamental to success in education. The following attendance regulations have been developed to promote good habits for the future as well as for the present. The school day for all students is as follows:

REGULAR: 8:00 A.M. until 2:45 P.M., EARLY DISMISSAL/FIRST FRIDAYS: 8:00 A.M. until 1:15 P.M.

School/classroom doors open at 7:45A.M. Tardy bell rings at 8:00A.M. If a student is not in class by 8:00 am, a parent along with the tardy student(s) will need to go by the school office, sign in and pick-up a tardy pass **BEFORE REPORTING TO HOMEROOM.**

Office Hours

The office is open on school days from 7:30A.M to 3:30 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, to leave a message for a teacher or to arrange for an appointment. Appointments for teachers are scheduled during their planning time or before or after school hours.

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 educational and emotional needs. Therefore, we have set up a variety of communication tools so that communication is always available and operating for the benefit of all our students and their families.

Agendas (Grades 1-8 only):

Each student is required to keep an agenda of all assignments. It is the student's responsibility to make notes regarding their homework, quizzes, tests, projects, etc. The agenda is utilized for parent-teacher communication. Parents should check/monitor agendas regularly. Students in grades 1-8 are provided with agendas as part of the Instructional Supplies fee. Students may purchase a replacement agenda in the school office if they lose or damage their original.

Ed-line:

Assignments, Projects, classroom news and grades will be posted on Ed-line. Ed-line may also be utilized as a communication medium between parent 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.

www.edline.net

School Calendar:

The school calendar and any special monthly event will be posted on our website and updated weekly. Please refer to the website for current, up-to date information.

www.holyrosarymiami.org

Email:

Our Lady of the Holy Rosary-St. Richard's School and Parish employees has 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 (outside the Academy classrooms), and in the church bulletin. Special announcements will be sent as phone-tree messages, in the form of a flyer and/or written by the student in his/her agenda. The students' agenda is an instrumental tool of communication used frequently between the school, teachers, students and parents/guardians. **Parents are encouraged to read agendas regularly!**

School Insurance

The Archdiocese purchases insurance which covers, in a supplementary manner, the students in all Archdiocesan owned schools during the times that the students are involved in school-sponsored activities or are traveling to or from a school sponsored activity. The Archdiocese also arranges with an independent company to provide an opportunity to the parents to purchase additional twenty-four hour insurance, which covers their children during the times that they are not involved in school-sponsored activities. The application is sent home at the beginning of every school year.

School Documents

Any request for school documents (i.e., health certificate, transcripts, etc.) must be done in writing and presented at the school office. All requests have a twenty-four hour waiting period. The school will provide one copy of the above documents without any charge one time per school year. **More copies can be obtained at a charge of two dollars per copy.**

School Security

The school has specific plans to be followed with parent's entry into the school and overall school security. The safety and security of all of 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 preapproved 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.

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).

Registration

Registration forms are sent home with every eligible student in January. It is necessary that parents complete and return the forms immediately with the child. The appropriate fees must accompany the registration documents. If your child is not returning to Our Lady the Holy Rosary School, please indicate this on the form. The registration fee is nonrefundable.

Registration forms will not be accepted if a family has not met the Mass attendance requirement or their financial responsibilities to the school. In the event that families do not attend Mass or debts become outstanding after registration has been accepted, the school reserves the right to return the registration forms.

The student must complete all academic requirements for promotion to his/her respective grade level. The school reserves the right to revoke registration forms for serious disciplinary matters or poor academic performance. Registration forms will be retained if there is poor church

attendance. **Mass attendance is checked every trimester.** Parishioners must use their church envelopes every Sunday. If the requirement of 75% Mass attendance per month is not met, steward tuition rates may be changed to the non-steward rate.

Emergency Contact

If there is a change in your emergency contact information, or 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.

Notification of Rights Under FERPA

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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.

- Three or more major conduct referrals
- Disciplinary incidents close to the date of field trip
- Authorization by Principal and Lead Teachers

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.

Fire Drills/Lock Down Procedures

Fire drills and Lock Down procedures are conducted regularly 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.

Fundraisers

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

School Sponsored Events

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

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Use of Student Pictures

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish 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. **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.**

School Parties

Birthday celebrations are **NOT ALLOWED** during school hours at any grade level, except the Early Childhood (PRE-K AND KINDERGARTEN) level. Students are not allowed to bring or receive balloons or flowers at any time. Students are permitted two classroom celebrations during the year: Christmas and End of the Year in June. Special event celebrations, such as heritage day and international day, must be approved by the school administration.

Telephone

The telephones in the classrooms are **NOT** for student use. In case of an emergency or cancellation of scheduled after school activity, teachers may allow students to use the telephone to inform a parent of the change. Students may also be sent with a note to the School Office to use the telephone for this type of situation. Students without proper authorization will not be permitted to use the office phones. Calls for such items as forgotten homework, lunches, school uniforms, pick-up arrangements, etc., are not considered emergencies.

Supplies

Student supply lists are sent home prior to the start of the school term. Additional supply lists are available on the school website at www.holyrosarystrichard.org. Supplies can also be pre-ordered from the bookstore.

- Parent/guardian should periodically replace school materials as necessary.
- Students in grades 4-8 will use only standard dark blue or black pen or pencil (as designated by the teacher) for assignments. Red pens may be used for classroom corrections. Other colors for corrections are up to the teacher's discretion to allow.
- No written assignments may be done using a highlighter or "color gel" pen.

Books

- Each student is held responsible for the proper care of all instructional materials. Lost or damaged textbooks, workbooks, or agendas will be an added cost incurred by the parent/guardian. Parents requesting special text editions such as CD versions for home use must inform textbook coordinator and pay the cost for this order.
- Textbooks must be covered in paper or book covers which can be removed without damaging the textbook. (No contact paper).
- Library books not returned or returned late will be subject to replacement and/or fine.

Lunch

Students and teachers will pray together before lunch. Students may bring their lunch from home or purchase hot meals at school. Students are expected to assist in the clean-up of their dining area, be compliant with rules, and show respect for other students, staff and lunch supervisors.

Lunch detention at a designated table will be issued without warning to students abusing lunch privileges. Manners are a learned behavior. All cafeteria lunches are to be purchased with a lunch card available on Mondays from the caterer. The bringing of outside vendor lunches **IS NOT ALLOWED**, students **WILL NOT** be called to the office to pick up lunches as this disturbs their schedule. Any student who forgets their lunch will be given a peanut butter & jelly or ham and cheese sandwich and drink billed to parent for \$2.50. Please cooperate.

Medication

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 not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must 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. Students may not bring the medication to school alone.

3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

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. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Counseling

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

Health Services

- The school attempts to 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 child is picked up.
- In serious emergencies, 911 will be called and immediately after 911 is called the parents will be informed.

Admission Procedures and Guidelines

Given the mission of the school as an agent of Christian formation, the school will accept only those children whose parents, understanding the Catholic nature of the school, demonstrate a desire that their children participate in the Catholic pedagogy of the school, whether the family is Catholic or not. Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. In matters of admission and registration, the decisions of the local pastor/principal are final. Students must meet the following criterion to be admitted:

Age Requirements/ Pre-Requisites

- Pre-K2, 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 before September 1st.
- 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

Parish Involvement to be Eligible for Steward Rate:

Parents must present proof of actual religious involvement. This proof includes parish registration, Mass attendance (use of parish envelopes), membership in our parish ministries, etc. Steward families with insufficient participation will pay the non-steward rate. Mass attendance reviews are conducted every trimester.

- Acceptance for the 2011-2012 school year is contingent upon:
- Regular church attendance
- Participation in the life and support of Holy Rosary Parish
- Parental commitment to the school's religious, educational and social programs.
- Review of student's academic and behavioral performances.
- Presentation of all required documents including health forms and signed parent agreement.
- Fulfillment of all previous school financial and angel hour obligations.

Report Cards/ Grades:

Parents must present the current school year report card and standardized test scores. It is expected that students have successfully completed all subjects.

Admission Test/ Screening:

Students must obtain acceptable scores on admission tests administered by Our Lady of the Holy Rosary-St. Richard School. 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.

Other Commitments:

Admissions consist of, but are not limited to, the following:

- Each new school family interviews with the Pastor and/or Principal.
- Each potential new student is administered an entrance exam or screening.
- Parent/guardian provides school with birth, health, sacramental, academic, and all requested student records.
- Child's parent/guardian receives formal notification of acceptance.
- Parent signs parent agreement and registration forms, handbook acknowledgment sheet, and technology agreement.
- Re-registration of students must occur on a yearly basis as no student is automatically accepted for re-enrollment.
- A student placed on probation will not be eligible to re-register, without the expressed written permission of the principal/pastor.

All families are **REQUIRED** to support Our Lady of the Holy Rosary-St. Richard School's fundraising events and complete 15 Angel hours of volunteer service each academic year.

- Angel Hours - Each family is responsible for completing 15 service hours and turning in their completed Angel Hour Card to the office. \$30.00 for each hour not completed will be billed to the family account. **Note: 8th grade parents are expected to submit their angel hours one month prior to the last day of school.**
- Parents are expected to attend Home & School meetings. Attendance will be taken in order to collect data regarding parental involvement.
- Participate and volunteer at the harvest festival and other parish fundraising events.

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.

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.

School Finances

Tuition: 2011-2012 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 or February upon opening for registration. Tuition payments can be made in one of the following forms:

Payments:

1. Ten consecutive payments, due on the tenth day of the month from July 10, 2011 through April 10, 2012.
2. One payment in full on or before May 1, 2011 for a discount of **\$200** per family.
3. Two (2) payments, one due in August 2011 and one due in January 2012 for a discount of **\$100** per family.

Families paying in three or more payments must enroll in Smart Tuition, the company that handles our tuition collection. A one time \$43 registration fee will be added to the first tuition payment for families participating in Smart Tuition. Participation in Smart Tuition is **NOT** optional for those making more than two payments. Payments received after the 19th of each month will incur a \$50 late fee. For failed tuition payments made by auto-debit or by check, there is a \$25 fee. All tuition payments are non-refundable.

Tuition and Mandatory Fees Breakdown:

- *Nonrefundable Fees due at Registration:*

Registration (per student) by March 31 st	\$350.00
Registration (per student) after March 31 st	\$400.00
Application Fee (New Students Only)	\$100.00
Graduation Fee (per student 8 th Grade only)	\$100.00
Sacramental Preparation Fee (per student 2 nd Grade only)	\$100.00
Tardy Fees (if applicable)	\$5.00 per tardy for >4 tardies per family each Trimester

Our Lady of the Holy Rosary-St. Richard Tuition Rates:

For the 2011-2012 school year, the school tuition rate is set at \$8,100 per student. Based on parish participation and number of siblings, Our Lady of the Holy Rosary-St. Richard School offers discounts within two tuition tiers: the Holy Rosary-St. Richard Steward Rate and the Non-Steward Rate.

Holy Rosary-St. Richard is a Stewardship Parish. The Holy Rosary-St. Richard Steward Rate is awarded to families that are registered church members and that live up to the commitment made to their parish by being active stewards. Active parish participation is defined as a minimum yearly Sunday mass attendance of 75% (attendance of a minimum of 39 weeks in a calendar year) and a minimum contribution of \$700 per calendar year (approximately \$14 a week or \$60 a month). Active church participation is reviewed on a quarterly basis from January to December against the weekly offertory envelopes deposited in the collection baskets during the Saturday Vigil and all Sunday Masses. Since the tuition discount is awarded to active families as recognition to their contributions, families not meeting these minimum standards will not receive the tuition discounts as listed below:

- *Our Lady of the Holy Rosary-St. Richard Steward Rates:*

One Child	\$ 6,100.00
Two Children	\$10,900.00
Three or more children	\$14,500.00

- Families that are not active in the Catholic Church will only receive multiple children discounts as follows:
- ***Our Lady of the Holy Rosary-St. Richard Non-Steward Rates:***

One Child	\$ 8,100.00
Two Children	\$14,400.00
Three or more children	\$19,600.00

- The following Additional Special Education Services and Fees will be added to the appropriate tuition rate:

Additional Special Education Services & Fees:

Small Class/Full day	\$5,500.00 (includes speech therapy)
Speech Therapy (max.)	Hourly fees apply for students who are not enrolled in the Academy 2000 program

- All fees and tuition not covered by scholarship and/or tuition aid must be paid by student's parent/guardian.

Late Payments/ Uncollected Funds

Tuition payments must be received by Smart Tuition on or before the tenth of the month, beginning on July 10, 2011 and ending on April 10th, 2012. All other fees must be mailed to the Parish Accounting Office or dropped off during office hours in the mailbox located in the school office. Parents/Guardians that need to discuss financial matters must make an appointment with the Parish Accountant during office hours.

Payments must be made by personal check, credit card, money order, or cashier's check. No cash payments. Any failed payment due to a returned check must be replaced with a credit card payment, money order, 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 credit card, money order, or cashier's check. Additionally, families presenting two returned checks must make all remaining payments with a credit card, a money order or a cashier's check for the rest of the school year. Students whose tuition payments are two months behind may not attend class until the account is

current.

A student will not receive a report card nor be allowed to attend class if tuition or any school fees (after school fees, tardy fees, or late fees included) are not current. Any past due amount must be paid by credit card, cashier's check or money order ten days prior to report card distribution dates. A student will be permanently removed from the class roster if tuition payments are outstanding.

IN ORDER FOR A STUDENT TO COMPLETE THE SCHOOL YEAR AND BE PROMOTED TO THE NEXT GRADE LEVEL, ALL FINANCIAL RESPONSIBILITIES MUST HAVE BEEN FULFILLED BY MAY 16TH, 2011 INCLUDING AFTER SCHOOL CARE PROGRAM FEES, SPORTS FEES, TARDY FEES, LIBRARY FEES, ANGEL HOURS, AND ANY OTHER UNPAID FEE.

AT THE END OF THE SCHOOL YEAR IF AN ACCOUNT HAS BEEN DELINQUENT MORE THAN THREE TIMES, REGISTRATION FOR THE UPCOMING SCHOOL YEAR IS CONDITIONAL AND MUST BE PAID IN TWO INSTALLMENTS.

Any outstanding dues will prevent students from attending any sports, enrichment programs and/or fieldtrips

Deadlines

In the interest of fairness to all students and parents, deadlines in all areas must be respected and met. If a deadline has passed, a student or parent is in an indefensible position. Students and parents have a right to be informed of deadline dates; the responsibility of meeting those deadlines rests with the student or parent.

Parish commitment letters are valid and important documents. Any family who does not choose to honor the commitment made with the Pastor to attend Mass, as evidenced by use of envelopes, and be involved in the life of the church may have the Parish discount removed. The parent was informed of the importance of keeping this commitment at the time of the signing of the letter. The base tuition rate will apply to all inactive families.

Financial Obligation

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 trimester, Midterm, 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 disenroll the student if any financial obligations are not met.

Child Protective Investigations

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

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

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.

Academic Policies and Procedures

Assessment

An integral part of education is assessing the progress a student has made and modifying the instruction in light of that assessment. Assessments assist the teacher and parents in evaluating student effort and ability.

Testing Program

A program of standardized testing is used as a diagnostic tool and 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 and the curriculum.

Our Lady of the Holy Rosary-St. Richard School administers the Iowa Tests of Basic Skills (I.T.B.S.) in grades 3rd through 8th, and the Assessment of Catechesis/Religious Education (ACRE) in grades five and eight.

Homework

Homework assignments are designed to supplement and to reinforce the learning that takes place in school by providing practice and application. On occasions some assignments may require a student to explore new areas of content. These assignments will offer him/her valuable practice in budgeting time and using study skills and techniques taught in school.

Homework assignments will be given: Monday through Thursday. Homework will not be given on Friday's unless it is to review for a test or quiz the following week. Homework is the sole responsibility of the student to complete and return on time. Parents are asked to cooperate with the teachers in supervising home assignments and in providing a quiet place for study. Students are expected to complete their work accurately and neatly. Homework is due the next class meeting or when designated by the teacher. Unless there are extenuating circumstances, late assignments will not be accepted and a zero grade will be recorded. Students will NOT be able to "make up" missing assignments just prior to the issuance of Report Cards. Making up missed assignments undermines the student's responsibility and the purpose of the assignments.

The following is the recommended time for homework assignments:

- 20-40 minutes per night for Grades 1-2
- 40-60 minutes per night for Grades 3-5
- 60-90 minutes per night for Grades 6-8

If a student is absent from school, it is the responsibility of the student to inquire about missed assignments. These assignments can only be made up for extreme illness or hospitalization with a Drs. Certificate. Going on vacation when school is in session is NOT an excused absence. Teachers are not required to provide advance assignments for students taking vacations.

Report Cards

Measuring the continuous progress of each individual student shall be the responsibility of every instructor. The method of reporting student progress from Pre-K through 8th grade is the Archdiocese of Miami Trimester Report Card.

Note: Excessive absences and tardies will affect student grades.

Prekindergarten/ Kindergarten Grading Rubric

Evaluations in the form of portfolio assessments will be used for Pre-Kindergarten and Kindergarten students. The Progress Report (Report Card) will be sent home at the end of each trimester (3 times a year). Readiness skills are reported as follows:

- **C** = I CAN
- **W** = I'm WORKING on it
- **N** = I NEED More Time

Grades One and Two Grading Rubric

Grades are determined by tests, homework, class participation, independent projects, and a variety of assessment practices. Letter grades (O, VG, G, S, I, U) apply to all subject areas; numerical grades (4, 3, 2, 1) apply to personal & social growth and effort/study skills.

Grade Point Scale: (grades one and two):

- O= Outstanding 100 – 94.5
- VG = Very Good 94 – 89.5
- G = Good 89 -84.5
- S = Satisfactory 84 – 76.5
- I = Improvement Needed 76 – 69.5
- U = Unsatisfactory 69 -60

Grades Three through Eight Grading Rubric

Grades are determined by tests, homework, class participation, independent projects, and a variety of assessment practices. Numerical grades (100 – 60) apply to the major subject areas: religion, language arts, mathematics, science, social studies; letter grades (O, G, S, I, U) apply to minor subject areas: technology, foreign language, art, music, physical education; numerical grades (4, 3, 2, 1) apply to personal & social growth and effort/study skills.

Grade Point Scale: (Grades Three through Eight)

The Archdiocese of Miami designs the grading point scale that is used by Our Lady of the Holy Rosary-St. Richard School.

- A = 92.5 - 100
- B = 84.5 -92
- C = 76.5 -84
- D = 69.5 -76
- F = 0 -69

Monitoring Grades through Ed-line (Grades 1-8)

- **Due to the current use of Ed-line, printed progress reports will no longer be given.**
- It is the responsibility of parents and students to monitor their academic progress throughout the school year using Ed-line. Ed-line 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 7:30A.M until 3:30P.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. Because of the limited time teachers have for breaks; lunch is not convenient for appointments.

Effort

A student's Effort and Personal/Social Growth grade has a correlation with the academic grade earned. A 4=Exceeding, 3=Appropriate, 2=Needs Improvement, 1=Unsatisfactory. Any major discrepancies between an academic grade and the effort grade should be addressed to the teacher.

The following areas are typically considered when assigning an effort grade:

- Timeliness (Tardiness may affect student's grades)
- Preparedness
- Participation in Groups or Alone
- Organization & Attention to Tasks
- Responsibility in Completing Assignments and Following Directions

Personal and Social Growth/ Conduct

Most students have an excellent understanding of expectations with regards to conduct. If a student is not conforming to the accepted behavior for their developmental stage, a verbal warning is given. If the behavior continues, an unsatisfactory grade will be noted for that day in conduct. If an unacceptable behavior continues, the parent will be notified that an unsatisfactory mark in Personal & Social Growth may appear upon the issuance of the next report card. Major and Minor conduct referrals may be issued as disciplinary actions.

The following areas are typically considered when assigning this grade:

- Adherence to School Honor Code-Respectful
- Adherence to classroom rules and procedures
- Self-Control
- Attitude & Cooperation

Honor Rolls:

A student honor roll will be posted each trimester for children in grades 4 - 8. The guidelines are as follows:

Principal's List is a special category reserved for those students achieving the highest academic and behavioral standards.

- 94.5 – 100 in the major subject areas (religion, language arts, mathematics, social studies, and science)
- O's or 94.5-100 in the enrichment areas (technology, foreign language, art, music and physical education)
- 3.5 or above in Personal & Social Growth
- 3.5 or above in Effort & Study Skills

First Honors

- 92.5-100 in the major subject areas (religion, language arts, mathematics, social studies, and science)

- G's or above or 84.5 – 100 in enrichment areas above in Enrichment subject areas (technology, foreign language, art, music and physical education)
- 3 or above in Personal & Social Growth
- 3 or above in Effort & Study Skills

Second Honors

- 84.5 – 100 in the major subject areas (religion, language arts, mathematics, social studies, and science)
- G's or above or 84.5 – 100 in enrichment areas above in Enrichment subject areas (technology, foreign language, art, music and physical education)
- 3.0 or above in Personal & Social Growth
- 3.0 or above in Effort & Study Skills

Perfect Attendance

To receive recognition for perfect attendance, a student must have attended every school day of the academic year. Tardiness and/or leaving early will disqualify students from this award.

Mid-Term and Final Exams (Middle School)

- Trimester exams will be given. The exam will count as a major portion of the trimester grade.
- Final exams are given at the end of the third trimester.
- A schedule for these exams as well as a rubric will be provided for the students. In addition, each teacher will provide the students with the necessary study sheets and/or outlines in ample time for the students to prepare for these exams.
- According to Archdiocesan policy, students with outstanding tuition or other school debts will not be permitted to sit for exams or receive evaluations and may receive an “Incomplete – I” on their report card.

Promotion/ Retention

Promotion to the next grade level will be based upon successfully completing course of studies. Students who have failed two or more core subject areas will not be promoted to the next grade level. “Graduation” from eight grade and acceptance into Catholic Secondary Schools is granted

only to students who have successfully completed the course of studies, i.e. has 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, several months prior to the end of the school year.

Selection Criteria For Holy Rosary-St. Richard National Junior Honor Society

Any student in the third trimester 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 just 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 progress report time during the third trimester 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 on the basis of 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 and is willing to take on difficult responsibilities, 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, consistently exemplifies desirable qualities of behavior.

Attendance Policies and Procedures

Tardiness

Tardiness tends to be a detriment in the development of good habits. The student is tardy if she/he is not seated in their homeroom at 8:00 AM. Excessive tardies (more than 4 in a marking period) may lower conduct/effort grades, which will affect honor roll eligibility. Students that arrive late, after 8:00 A.M., must **REPORT TO THE SCHOOL OFFICE WITH A PARENT, SIGN IN AND** receive a tardy pass. **NO EXCEPTIONS.** A tardy fine of \$5 per infraction per family for the fifth and subsequent tardies in that trimester will be assessed to the family as an encouragement to be responsible. Five or more tardies may result in disciplinary action for students, including Saturday working detentions. If this occurs, parents must pay a \$20 fee to cover the cost of staffing these detentions, as it is a parental responsibility to help students learn punctuality.

Absences

Upon returning to school after an absence, the student should present a note signed by the parent/guardian to the homeroom teacher explaining the reason for the absence. Four or more consecutive days of absences require a doctor's certificate. In case of communicable disease, a physician's note is also required. Students who are absent from school more than twenty days in a year will not be promoted to the next grade unless the principal grants an exception and determines a way in which the student may receive additional instruction. Excess absences will be reported to the Department of Children and Families for truancy.

Medical and dental appointments 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. The note must be presented in the School Office when the student arrives in the morning. Late students are not to be taken to their rooms by parents.

If anyone other than parent/guardian has been authorized to call for the child, this person must be identified by the parent/guardian in writing and present a legal identification. No one may call for a student directly from a classroom.

Early Release

Only the parent/guardian may request, in writing, permission for early release of his/her child for valid reasons. Parents should not request an early release during the last thirty minutes of the school day.

Vacations

Family vacations should not be scheduled during school time. Students receive sufficient time at Christmas, Easter and in the summer. The school will not provide work to be done prior to a family vacation. Students are responsible for requesting and making up work missed.

School Closing/ Disasters

If for any reason the school must be closed, we will attempt to make an announcement on local television, radio stations, phone tree and/or on our Website. All Archdiocesan schools, including Our Lady of the Holy Rosary-St. Richard, will follow the actions of the Dade County Public School system unless otherwise notified. This applies to natural disasters such as hurricanes, tornadoes, flooding or social upheaval.

Withdrawal

Parents must write a letter to the Principal when transferring a child(ren) to another school. (It is necessary to include in the letter to the Principal the name of the new school, the address, provide withdrawal date and reason for the withdrawal. This notice must be given thirty days in advance. At this point, all accounts must be settled including tuition for the month. It is beneficial to leave a forwarding address with the school office. When all financial responsibilities are settled, the student will be given his/her report card. Copies of cumulative and medical records are sent, upon request, to the new school. Fees paid during the school year are non-refundable.

Just as a parent has a right to withdraw a child if desired, the school administration reserves the right to withdraw a student if the parent/school partnership and/or cooperation is broken.

Arrival and Dismissal Procedures

The arrival and dismissal system for cars and busses have been designed to ensure the safety of students and orderly progress of vehicles. Lack of cooperation will result in NO registration for the next school year. It is the parent's responsibility to inform the designated drivers of the schools policies for arrival and dismissal. Throughout the school year vehicle decals may be issued to facilitate vehicle identification by faculty and staff.

Arrival

All students who arrive at school, between 7:00A.M to 7:45A.M **MUST REPORT TO BEFORE SCHOOL CARE! NO EXCEPTIONS.** Students who are dropped off between 7:00A.M and 7:45A.M will be charged for Before School Care.

- Students in grades Pre-K to 4th, report to the library (Parent must sign student in)
- Students in Grades 5th – 8th report to second floor of St. Catherine’s building (middle-school building).
- Students in grades PK-2 must be escorted to their Homerooms BEGINNING AT 7:45A.M.
- Students (grades 3 – 8th) dropped off between 7:45A.M and 8:00A.M will report directly to their homeroom.
- All students are expected to be in their assigned seats by 8:00A.M.
- When accompanying students to their Homerooms, parents/guardians should park in North lot and cross only at designated crosswalk.

STUDENT’S ARE NOT SUPERVISED BEFORE 7:00AM AND THEREFORE, CANNOT BE DROPPED OFF AT SCHOOL BEFORE 7:00AM.

Tardy

Arrivals after the 8:00A.M bell will be marked tardy. **PARENT MUST SIGN STUDENT IN AND PICK UP A LATE PASS IN THE SCHOOL OFFICE. STUDENT WILL THEN PROCEED TO HOMEROOM.**

Parents WILL NOT be allowed on school grounds after 8:00A.M or before 2:45P.M unless otherwise permitted by the administration. School grounds include the classrooms, hallways and common areas.

Dismissal

Regular dismissal time is from 2:45P.M until 3:00P.M.

- Early dismissal on the First Friday of each month is at 1:15P.M until 1:30P.M. (Refer to School Calendar/Website for changes)
- For safety and supervision, students must remain SEATED/LINED-UP with their homeroom teacher in designated areas during dismissal. Students are not to wander off. Upon leaving a classroom, STUDENTS/PARENTS are NOT permitted to return into the school building and/or classrooms.
- Pick-up for students, grades Pre-K3 & 4, Kindergarten and First Grade will be in their Homeroom.

- Pick-up for students, grades 2 - 8, will take place between the administrative building and the picnic tables (south side of the building).
- Poor weather conditions or other safety concerns may require **Rainy Day Dismissal** – pick up in classrooms or rainy day drop offs during arrival.
- No student may be picked up in any other area. No student is to be on campus without a parent/guardian or After School Care staff at any time.
- Students not picked up by 3:00P.M on regular dismissal days or 1:30P.M on early dismissal days **MUST** report to After School Care prior to release for approved activities and will be charged accordingly. **NO EXCEPTIONS.**
- For the safety of the students, parent permission to refuse After School Care if students are not picked up during dismissal will be denied. Discipline policies are in effect during Extended Care and detentions will be issued for noncompliance. Remember for safety, parent must have child in their site at all times.
- Students actively participating in after school programs (school sports, dance, clubs, tutoring, etc.) will be dismissed at the appropriate time, by the office, to report to their activity with an escort.
- Students may NOT call home after school except for injury, illness or cancellation of scheduled school activity in which the student is a participant. The students will report first to After School Care and be sent to the office with a note.

Traffic/ Parking

- ALL PARENTS/DRIVERS MUST OBSERVE THE SCHOOL SPEED ZONE.
- All vehicles should enter the school parking lot SLOWLY.
- To keep traffic moving, cars are directed into one of the drop-off lanes.
- Out of consideration for those behind you, always pull up as far as possible when dropping off or picking up children.
- Students always exit the vehicle from the side nearest the school building.
- Students wait with parents at the designated pedestrian crossing, where a supervising adult directs student to cross the walkway into school.
- After dropping off children in the south lot, vehicles exit the school parking lot by the rear Franjo Road gates.
- Parents needing to do business in the school or parish offices should use the North parking lot only and drop off students in drop off areas before parking and proceeding to the office.
- Walking children in grades 2-8 into school from the parking lot rather than drop off area is NOT ALLOWED; however, when necessary, all students must be accompanied through the lot by an adult. Pedestrians should only cross at the designated crossing area.
- No children are to be dropped off on or near Holy Rosary-St. Richard school property except by the above procedures.

- Only park in designated parking spots. Cars parked inappropriately in fire lanes, disabled spaces, administration spaces, faculty spaces, or driving lanes may be ticketed, sticker warned, or towed.

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 conduct that violates 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.

Philosophy of 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 suspect 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. Permissiveness and severity are extremes we hope to avoid.

Extreme infractions will be presented to a disciplinary committee for review. Consequences will ultimately be decided by the Principal and Pastor.

The following disciplinary guidelines are deemed as necessary for the orderly operation of the school, personal safety, for establishing an atmosphere conducive to learning and for the accomplishment of the purpose of the school.

Detentions, Suspensions, Expulsions, and Evaluations

The discipline of students is to reflect a respect for authority. It is never to be penal for the sake of punishment. However, there are circumstances that necessitate stronger forms of discipline because of disruption of school order. Continued disruption of class after warnings is unacceptable behavior on the part of students. When a conduct referral is issued it must be signed by a parent and returned, for acknowledgement reasons, the next day to school. After two major conduct referrals, or its equivalent, have been sent to the parents, the student will be subject to detention. Two minor infractions will be equal to one conduct referral.

If a student misses a detention, he/she will not be able to return to school until the detention is served. Detentions will be scheduled the second or third Saturday of every month starting immediately in the month of September. If the student does not serve a Saturday detention, upon return to school, the student will not be permitted in class and will serve a three-hour indoor suspension. All classwork/tests/quizzes will not be able to be made up/turned in, and a zero will be given for all assignments missed. **Parents must come in to the office to sign the indoor suspension notice.**

The following are reasons for suspension:

- Continued misbehavior in the classroom may warrant an indoor suspension. This is determined by two Saturday detentions. The student will be suspended for two days. (First TIME Off Campus Suspension) (Second TIME Off Campus = 3 days Suspension or Expulsion) or may result in expulsion.
- Use of abusive or offensive language at any time.
- Fighting or involved in a fight.
- Destruction of school property
- Theft

The following are grounds for automatic expulsion:

- Possession of materials such as drugs, matches, firearms, cigarettes, sharp-edged instruments or knives.
- Skipping school or leaving school property without permission.
- Bullying.

The policy to be in effect for suspension is to protect the rights of the student, teacher and duty of the school to provide an education to all its students. The students have a right to an education and to be treated fairly, both by faculty, staff and peers. All persons have a right to a good education. These rights have a corresponding duty to others.

First Time Suspension

A student suspended for the first time (non-indoor) will be suspended for two school days. A letter will be sent to the parents stating the effective dates and the reason for the suspension. This letter must be returned to the school office signed by the parents acknowledging that they have read the letter.

Second Time Suspension

A student of a second suspension will be suspended for three school days. A letter will be sent home to the parents informing them of the reason why the suspension is necessary and that the student will not be re-admitted to class without a conference with the Principal and parent/guardian.

Students serving either indoor or outdoor suspensions are not allowed to make up any class work or homework given during the day(s) of the suspension. The student will be given a zero for all assignments missed.

Expulsion

A student will be expelled from Our Lady of the Holy Rosary-St. Richard School if a third suspension is required. The parents will be informed of the reasons. Records will be transferred upon proper notice from appropriate school authorities.

All correspondence regarding suspension will be kept on file in the student's record. The Pastor of Our Lady of the Holy Rosary-St. Richard School will be kept informed in any case requiring suspension or expulsion.

Suspension and Time off for Evaluation

In order for a child that is suspended to be reintegrated with his/her peers, the administration must be provided with proof that during the suspension period the child has attended mass, for each suspension day. The child must also provide a one-page essay on his/her spiritual experience as part of the healing process resulting from the suspension experienced.

This process similarly applies to students who have been asked to take administrative "time off" during the pendency of any psychological/psychiatric evaluation process, until the appropriate results have been provided to the administration and the child has been fully reintegrated into the normal school curriculum.

School Property

It is the responsibility of every student at Our Lady of the Holy Rosary-St. Richard School to use and maintain school property in good condition. Any student found damaging property or abusing of its use, will be suspended. All damage, even though it is accidental, will be acknowledged by the person and reimbursement will be made to the school.

The school is co-tenant of all student lockers; therefore, a search may be conducted when deemed necessary by the Principal, or a designee. No locks are to be placed on the lockers that have not been approved and inspected by the appropriate school personnel.

Cheating

Presenting as one's own a piece of work that has been obtained from another (with or without the knowledge of the other) is considered cheating. Cheating is a sin. No student has a right to a grade obtained in this way. Even when one student allows another to use an assignment, that student also is participating in the deception. Both students will receive a zero on the assignment. Other consequences may also apply, for example, loss of membership in a club, school/church organization or athletic team.

Gum Chewing

Gum chewing is NOT permitted during school hours or at any time on school property. Gum chewing is NOT allowed at any school function. Any student found chewing gum will receive a conduct referral.

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 anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

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

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

If a student exhibits 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 expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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

Weapons Policy

Weapons are not permitted anywhere on school grounds. Any student who brings a weapon on school grounds, 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.

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

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 school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Electronic Devices

Students are not allowed to use during school hours (This includes before/afterschool care) any electronic devices. This includes but is not limited to: **cell phones, cameras, I-pods, Portable game devices, radios, etc.**

If a student is in possession of any electronic device, during school hours, between the months of August through December, the device will be taken away and returned to the parent at the end of January.

If a student is in possession of any electronic device between the months of January through June, the device will be taken away and returned to the parent on the last day of the school year.
No Exceptions.

Search and Seizure Policy

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

Harassment/ 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.

Threats

A student whose verbal or written comments, including e-mail messages that threaten serious bodily harm to another student or member of the faculty and staff or destruction of property, may include, but not be limited to:

- a. Immediately suspended from the school, after the parents have been informed of the situation.
- b. 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, by the evaluation 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.
- c. If allowed to return to the school, the child should be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.
- d. The Department of Schools should be informed in these cases. The school may submit to the police an informational report.
- e. When students from the primary/elementary grades are responsible for verbal or written threats, the administration, after informing the parents involved, will look into the matter, will determine the severity of the threat, and will take appropriate action (which may include any or all of the above steps.)

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.

I. Definition

- a. Bullying** 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).
- 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.

II. 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.

III. Reporting Complaints

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

IV. Disciplinary Action

- a.** Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Cooperation with Legal Authorities

It is the practice of the schools of the Archdiocese to cooperate with any local, state or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation.

All investigators and law enforcement officers must present proper identification prior to obtaining any information from the school and identify themselves to the school principal or designate upon contact with the school.

Whenever an investigator or law enforcement officer comes onto school property with the appropriate legal authority to request records and information, that person will be provided with access to these records. Appropriate legal authority involves a court subpoena specifying the documents and information to be reviewed.

The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement office to the contrary, which is usually the case in investigations involving familial sexual or physical abuse. The school will also attempt to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving institutional sexual or physical abuse.

Uniform Regulations

The prime 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 student 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 to 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 prescribed full school uniform each day including the first day of school at all times and assigned school activities. Parents are requested to sew nametags 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.

Our Lady of the Holy Rosary-St. Richard Catholic School Dress Code Requirements for the 2011-2012 School Year is as follows:

Dress Uniform is required for all school masses. Options may NOT be worn on mass days.

BOYS and GIRLS (Pre K3-Kindergarten)

- **Knit Polo:** White (Mass) or light blue short or long sleeve with embroidery – **Required for Mass**
- **Rugby:** White/Navy short or long sleeve with embroidery
- **Culottes:** Girls- Navy (211) culottes with elastic back
- **Shorts:** Boys- Navy Pull-on with AA Logo (No Gym shorts)
- **Pants:** Navy with AA Logo
- **Socks: HRSR logo socks Boys:** Navy or white with embroidery
- **Socks: HRSR logo socks Girls:** Short or Knee High -White or navy with embroidery
- **Shoes:** White sneakers-Velcro Required – No laces

Girls (Grades 1-5)

- **Oxford:** White Long or Short Sleeve with Navy Cross Tie – **Required for Mass**
- **Knit Polo:** White or light blue short or long sleeve with embroidery
- **Rugby:** White/Navy stripe short or long sleeve with embroidery
- **Skorts:** Navy Side button style (554,664) No more than 2" above the knee
- **Skirt:** Navy blue - **Required for Mass**
- **Slacks:** Navy with AA logo – **Required for Mass**
- **Socks: White or navy- HRSR logo socks** – Short or Knee High with logo
- **Shoes:** Black Lace-Up, Penny Loafer or Mary Jane style (**NO SNEAKERS**)

Boys (Grades 1-5)

- **Oxford:** White Long or Short Sleeve with Navy Tie– **Required for Mass**
- **Knit Polo:** White or light blue short or long sleeve with embroidery
- **Rugby:** White/Navy short or long sleeve with embroidery
- **Shorts:** Navy with AA logo
- **Pants:** Navy with AA logo- **Required for Mass**
- **Socks:** Navy or white **HRSR logo socks**
- **Shoes:** Black Lace-Up, Black penny loafer (**NO SNEAKERS**)

Girls (Grades 6-8)

- **Oxford:** White short or long sleeve with embroidery with Navy Cross Tie- **Required for Mass**

- **Knit Polo:** White or light blue short or long sleeve with embroidery
- **Skirt:** Navy Split Skirt (UD355) No more than 2” above the knee – **Required for Mass**
- **Slacks:** Navy with AA logo – **Required for Mass**
- **Socks:** White or navy **HRSR logo socks** or White or navy Knee Hi’s with **HRSR logo**
- **Shoes:** Black Lace-Up, Black Penny Loafer or Mary Jane Style (**NO SNEAKERS**)

Boys (Grades 6-8)

- **Oxford:** White short or long sleeve with embroidery with Navy Tie **-Required for Mass**
- **Knit Polo:** White or light blue short or long sleeve with embroidery
- **Pants:** Navy with AA logo – No oversized or baggy pants allowed - **Required for Mass**
- **Socks:** Navy or white **HRSR logo socks**
- **Shoes:** Black Lace-Up, Black Penny Loafer (**NO SNEAKERS**)

***Note-** All girl navy skirts and skorts may be substituted with the traditional HRSR plaid pattern (except for dress uniform days).

Physical Education (PE) **Sun block is always recommended**

- **Gym shorts:** Navy mesh with logo – Worn to school on PE days 2 times a week (**Grades Kinder – 5th**)
- **Gym shirt:** NEW Grey t-shirt w/Navy trim with logo - Worn to school on PE days 2 times a week (**Grades Kinder – 5th**)
- **PE Shoes:** Solid White or Solid Black Sneakers (**No Color**)
- **Sweatshirt/Sweatpants:** (**P.E. only**) Navy
- **Socks:** White OLHR logo socks or plain white ankle socks

PE Uniform Policy

- All students must wear the Holy Rosary P.E. uniform to participate in P.E. Students not in proper uniform for P.E. class will receive a “0” for that class period and sit out. Parents are not allowed to bring P.E. uniforms after the tardy bell.
- Except when otherwise directed, students in grades 1-5 wear P.E. uniforms to school on their P.E. days.
- Except when otherwise directed, students in grades 6-8 always wear regular or dress uniforms to school. These students are allotted time to change for P.E. Upon completion of the P.E. class, these students will change back into their uniforms. P.E. clothes are NOT to be worn during other classes. Sports uniform shirt may be worn on non- Mass game day or after Mass on Wednesday game days.

STUDENTS WITH PROBLEMS WITH THEIR FEET, WHO MUST WEAR TENNIS SHOES, MUST PRESENT A MEDICAL CERTIFICATE. THE ONLY TENNIS SHOES PERMITTED WILL BE SOLID WHITE OR SOLID BLACK

Winter Wear Options for all Students

- **Sweater:** Navy cardigan with embroidery, Navy vest or Navy long sleeve pullover with embroidery
- **Fleece Jacket:** Navy with embroidery in white
- **Tights:** White tights may be worn under skirts

***Note-** “Spiritwear” purchased in the bookstore may be allowed as a supplement to the regular uniform. This is strictly on a case by case basis. Restrictions may be posted in the school store. Violations will result in student losing the privilege of wearing “spiritwear” during school hours.

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. The following items will be permitted: Girls: One pair of simple post earrings (no hoops or wire)

- **Watch (no bracelets)**
- **One ring on each hand**
- **Boys Watch (no bracelets)**
- **One ring on each hand**

***Note-** watches must be subtle and not consist of outlandish colors such as neon or any other colors that would distract from instruction.

Make-up

- Only clear chapstick/lipstick, no other make-up permitted
- No acrylic nails or nail polish

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, 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. mowhawks, 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 pony tail, 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 Dean of Students or 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.

Extended Care Programs – (Before and After School)

Safety

Students are to be dropped off at the time school doors open or enrolled in the morning care program. No child is to be left alone before or after school hours. Any child left unattended during the morning or afternoon will be automatically sent to morning or after school care and charged a fee. No student is to be on campus without an adult supervisor present.

Before Care

- Before School Care is available in the Library for *grades Pre K – 4th* from 7:00A.M to 7:45A.M.
- Before School Care is available in the Second Floor of St Catherine's Building (Middle School Building) for *grades 5-8* from 7:00-7:45A.M.
- Students arriving between 7:00A.M to 7:45A.M must be escorted to Before Care and signed in by their parent/guardian.
- Students, grades PK3-1nd grade, arriving by or after 7:45A.M., should be escorted to their Homerooms when doors open at 7:45A.M.
- Students, grades 2-8 arriving after 7:45A.M., should report to their Homerooms.
- The fee is \$3.00 per hour or any part of the hour.

Aftercare

- All students remaining after 3:00P.M on regular dismissal days or 1:15P.M on early dismissal days must report to the designated After School Care supervisor. Non-compliant students will serve detentions or other consequences.
- Hourly rates start at 3:15pm during regular dismissal days and 1:45pm during early dismissal days.
- The extended care program consists of homework, recreation, snack, crafts, etc.
- The extended care program is available on most school days until 6:00P.M.
- The cost is; one student \$6.00 per hour or any portion of an hour (\$90 per week), two students: \$8.00 per hour or any portion of an hour (\$120 per week), three + students: \$10.00 per hour or any portion of an hour (\$150 per week).
- No student is to be left after 6:00P.M. The parent/guardian will be charged \$1.00 for every minute after 6:00P.M. NO EXCEPTIONS!
- The After Care Office is open until 6:00P.M to receive payments. Late fee of \$2 a day (\$10 a week) will be charged for parents not paying on time.
- Parents/guardians must first report to the afterschool care office, sign out student(s), receive daily pass, and then proceed to pick-up student(s). Identification is required at all times.
- \$1.00 per minute, if picked up after 6:00pm- no exceptions.

Parents who make use of the Extended Care programs must follow the guidelines as stated in the Extended Care Handbook. **Extended care is a service offered to parents. Students with behavior problems could be refrained from using this service.** The school reserves the right of not allowing a student to continue in the After School Care Program due to excessive conduct referrals, financial issues (three weeks past due), and/or excessive late pickups (picked up later than 6:00pm more than twice a year).

Cost for this program and payment plans are available on the Website and/or Extended Care Handbook. All children are required to abide by the same policies described herein. Children requiring supervision beyond that offered by our staff may be asked to find other arrangements. Extended care agreements and registration must be signed by a parent/guardian.

After School Activities

Student participation in any club or enrichment program, i.e. School Tutoring, Choir, & Dance would require the child to make necessary arrangements to meet regularly and carry out the

responsibilities of the group in accordance with the Catholic faith. Any misconduct on or off campus under the supervision of the group moderator may lead to suspension of privilege.

Participation in School Athletics or Organizations

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 or activities.**

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

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. Administration/Athletic Director will not discuss tryout results with parents. Rosters will be posted after 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. Coaches are to be shown respect at all times. 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 is in arrears.

Accountability Procedures for Sports

Academic:

All students participating in the after school sports programs must maintain their eligibility. This means achieving a “C” average (77%) or above in all subjects and an “S” or above in conduct and effort in all subjects.

Any student who falls below these standards will be removed from the team’s roster until the situation is corrected.

- A student who shows Insufficient Progress in any subject will be put on a two-week probation program, during which time he/she may continue as an active member of the team.
- A student who shows an improvement within two weeks after the report may be reinstated at the end of the second full week. Student is responsible to get report of status from the teacher and present it to the coach.
- A student who receives a failure on the report card, he/she will become an inactive member (may not play in any games or attend practices).
- A student who does not show improvement by the end of the second full week after the report card may be permanently dismissed from the team.

Students will not be allowed to participate in any extracurricular activities if absent on day of event.

Personal Discipline:

Persons that behave in a disorderly manner or show un-sportsmanlike 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 jointly by the administration, teacher(s), and coach.
- Disciplinary steps may include:
 - A student may be deprived of participation in the program for two weeks
 - 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 permanently dismissed.

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 3:30P.M or 4:00P.M.
- For away games, participants assemble at 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 is the sole responsibility of each parent. Coaches and staff will not arrange or provide travel for players.

The School Administration maintains complete authority as to a participant's eligibility.

Academy 2000 Guidelines

- Academy follows all OLHRS school policies and procedures.
- All students must have, or is in the process of receiving, a Psycho-Educational Evaluation from their local public schools.
- Individual Curriculum Plan (ICP) meetings will be held in the First Trimester, and then reviewed during the Third Trimester.
- ICP 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 as a daily conduit of communication with teachers.

Note: A student to the academy will be accepted on a probationary basis. New student progress will be evaluated mid-trimester to ensure the Academy 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.

Communication and Family Involvement

School Office:

The school office is officially open from 7:30A.M to 3:30P.M. All school matters are to be handled during this time. Parents and students are not to contact faculty members at home unless specifically requested and agreed to by the parent and teacher. All persons wishing to meet with the Administration must make an appointment with the Administrative Assistant to be seen between 9:00A.M and 4:00P.M on available appointment days. Appointment requests with the administration must be scheduled in writing through the Administrative Assistant and will require the reason for the appointment. In this way all parents can be assured of appropriate time and privacy to address their child's needs. Please be sure to speak directly to the teacher regarding a solution to school difficulties before requesting an appointment with an administrator as stated in our Parent Teacher Covenant. The Extended Care office on normal dismissal days is open from dismissal to 6:00P.M. Only extended care matters are to be handled during this time.

School Calendar:

The school calendar and any special monthly event will be posted on our website and updated weekly. Please refer to the website for current, up-to-date information.

WWW.HOLYROSARYSTRICHARD.ORG

School Notices:

Notices and announcements will be placed on the school website, on the bulletin board (outside of the administrative building), and in the church bulletin. Special announcements will be sent as necessary in the form of a flyer and/or written by the student in his/her agenda. The students' agenda is a tool for communication used frequently between the school, teachers, students and parents/guardians. **Parents are encouraged to read agendas regularly!**

***Note- In order to receive up to date information parents are required to provide the school with at least one working email address.**

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 this activity. All parents are encouraged to participate.
- Each family is required to participate in school wide events for a minimum of fifteen angel hours.

Allocation of Angel Hours

- No more than 5 hours of the required 15 hours can be used as donated goods. Only a teacher, home and school board member, or office staff can sign off on these angel hours.
- The remaining 10 hours must be acquired through volunteer/ fundraising hours. These hours must have a stamp, **no more signatures will be accepted**. The stamps will be available after Home and School meetings, the office, and the Home and School board president. As always it is encouraged to donate your time, treasure, and talents more than the required hours. Even if you cannot physically be at the school there are other ways to earn your angel hours.
- If by May 1st. of the school year, the fifteen hours have not been completed, a charge of \$30 per hour for each hour will be seen as delinquent on the family account.

School Association and Boards

Home and School Association

The Home and School Association is an organization of faculty and all parents within the school whose mission is to foster a spirit of community. All activities and fundraising must first be approved by the school administration.

- To provide fund-raising assistance to the school
- To provide a vehicle for communication between the home and the school at the request of the administration
- To provide coordination for volunteer service within the school/parish community
- To provide whatever assistance as may be deemed necessary, by the administration, for the benefit of the school.
- School Advisory Board

School Advisory Board- Assists the school administration in developing curriculum goals.

Parish School Financial Board- Assists the school administration with fundraising initiatives, capital improvements, and budgetary planning

Parent – Teacher Covenant

Because Our Lady of the Holy Rosary-St. Richard strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us-teachers, administrators, parents, guardians and other caregivers--has the child's best interest at heart.

While we are as a school excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we at Our Lady of the Holy Rosary-St. Richard will attempt to contact relevant parties to clarify the situation. Parents/guardians and family members, who experience problems or are confused with some matter regarding a child's educational experience, are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with the resolution are asked to approach the lead teacher to request an appointment to investigate the matter. In this way, positive solutions can be reached and maximum support given to students.

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.

The directives identified throughout this booklet have been established for the administration of Our Lady of the Holy Rosary-St. Richard Catholic School. These contents may be altered at anytime at the discretion of the principal and/or pastor.

Acceptable Usage Policy for Technology

The school may provide its administrators, faculty and students with access to computers and 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 the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.

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

Supervision and Monitoring

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

Unacceptable Use of Outside Technology

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

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

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 detention, suspension and/or expulsion.

OUR LADY OF THE HOLY ROSARY-ST. RICHARD CATHOLIC SCHOOL

Parent-Student Handbook Acknowledgement Form

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

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

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

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

Please complete the Parent-Student Handbook Acknowledgement Form, as well as the Acceptable Usage Policy for Technology Parental Consent form, sign in the appropriate spaces, and return to the homeroom teacher. One form must be completed for every enrolled child. If you need additional forms or have any questions, please contact the school office.

Acceptable Usage Policy for Technology Parental Consent Agreement

As the parent /guardian of the student(s) named below, I have read the Acceptable Usage Policy for Technology in the Student/Parent Handbook at Our Lady of the Holy Rosary-St. Richard Catholic School and have explained it to my child or have assured myself that my child understands this policy. I also understand my own and the student’s responsibilities regarding school hardware, software, and telecommunications access at Our Lady of the Holy Rosary-St. Richard Catholic School. I also accept the use of cameras for surveillance.

Please check one of the following, sign and return to your child’s homeroom teacher. Failure to complete this consent form will result in the student(s) not being allowed access to technologically related equipment and materials.

____I hereby consent to the student(s) having access to, and use of, the technology resources available at Our Lady of the Holy Rosary-St. Richard Catholic School. I hereby indemnify and hold harmless the Archdiocese of Miami and Our Lady of the Holy Rosary-St. Richard Catholic School for any claim of loss or damage resulting from any infraction by the student(s) of the aforementioned policy or any applicable laws.

____I do NOT consent to the student(s) having access to, or use of, any technological resources at Our Lady of the Holy Rosary-St. Richard Catholic School.

_____ Date	_____ Parent Name (Print)	_____ Parent Signature
_____ Date	_____ Student Name (Print)	_____ Student Signature
_____ Grade	_____ Homeroom Number	_____ Homeroom Teacher

Release of Information Form

I _____, hereby give consent to Our Lady of the Holy Rosary-St. Richard Catholic School to exchange and receive information regarding my child, _____- _____, for the purpose of educational planning.

_____ Date	_____ Parent Name (Print)	_____ Parent Signature
---------------	------------------------------	---------------------------

Please complete both sides, sign in appropriate spaces, and return ONLY this page to Homeroom teacher. One form must be completed for every enrolled child. If you need additional forms or have any questions, please contact the school office.