



"A Beacon of Light and a Harbor of Hope"

Parent - Student Handbook 2019-2020

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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.

Vision, Mission, Motto and Graduate Statement

Motto:

A Beacon of Light and a Harbor of Hope.

Vision:

The vision of St. Mary's Cathedral School is to empower the whole child in spirit, thought, and discipleship to contribute to our global community.

Mission:

St. Mary's Cathedral School exists to promote Gospel Values, to serve the people of God, to foster a community centered in the Holy Spirit and to provide for the spiritual, intellectual, social and emotional growth of each student.

Philosophy:

St. Mary's Cathedral School believes that inculcating students with the teachings of the Catholic faith is a primary priority. We provide spiritual, religious, intellectual and social growth of every student, and promote the physical and emotional well-being of everyone. The school utilizes a wide variety of instructional strategies, high expectations, structure and discipline to ensure all students are learning and accomplishing goals. The school community is accountable for every student's success. We educate students to become the people of God and promote selfless service.

St. Mary's Graduate @ Graduation:

Graduates of St. Mary's Cathedral School are faith filled followers of Christ committed to a life of service, who use their God given talents and academic achievements to enrich our global community. As recipients of a quality Catholic education offered by St. Mary's Cathedral School, graduates will:

- Promote a Catholic Identity:
 - Our graduates will be responsible and respectful members of society that serve the people of God and continue to strengthen their spiritual growth by a deep Eucharistic centered life and deep Marian devotion. Graduates will live out the Gospel values through service to family, church, community and the world.
- Become contributing members of society:
 - Our graduates will assume accountability for their own actions. Our graduates will serve their community respecting the cultural differences of others and helping those in need.
- Exemplify life-long learning:
 - Our graduates will connect learning with life experiences to strengthen their academic success. Graduates have developed a strong work ethic through goal setting and study habits. Graduates will be prepared and possess the knowledge and skills necessary to excel in their endeavors.

GENERAL INFORMATION & GUIDELINES

Address/Telephone

Change of address or telephone numbers (home, work, and cell) as well email is to be reported immediately to the school office and a note written to your child's teacher.

After School Care Program

This program is an extension of our school day. It is available from the end of dismissal time to 6:00 PM. The program includes recreation, study time, snack time and quiet time. On Early Release Days, after school care begins at the end of dismissal time. A fee is charged for aftercare. Please see the school office staff to enroll your child. Students not enrolled in the Aftercare Program may incur the daily rate for each day they attend regardless of the length of time they are in Aftercare.

Allergies

Children's allergies are to be reported to the child's teacher and the school office. This is of utmost importance for the child's safety.

All allergies must be listed/explained on the Registration Form (Enrollment Form) that is part of the registration process. Please see Medication Guidelines for more information.

Attendance

Florida State Law requires students attend classes 180 days, which constitutes a school calendar. We realize, of course, that sickness and family emergencies will arise during the school year (excused absences). Our attendance regulations seek to help the students develop habits, which will serve them best while in school and in later years:

1. Students returning to school, following an absence must present a written excuse signed by a parent stipulating the reason and the date(s) of the absence. If absence was medical related, a doctor's certificate for readmission to school is required. In cases of communicable diseases, a physician's note is also required stating that the student may return to school.
2. **Excessive absences** - A student who is absent from school more than 20 days in a year or 10 days per semester may not be promoted to the next grade and maybe asked to be withdrawn from St. Mary's Cathedral School.
3. **Excused absences** – The Principal has the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid.
4. **Parents have the responsibility to see that their children are on time for school. Excessive tardiness in elementary school will result in a parent conference with the Principal. A student is tardy after 7:59 AM. Students will not be admitted without a parent escorting them to the office. Please teach your children to follow the rules and to BE ON TIME.**
5. Parents are asked to schedule special appointments (doctors, dentists, etc.) when possible **after** school hours. For exceptions to this, a written note must be submitted to the school office and homeroom teacher, stating plans to leave school. Letter must be received the day prior to absence at minimum.

Birthday/Holiday Celebrations

Holiday celebrations focus on our Catholic faith (Advent, Christmas, Easter, etc). Teacher should discuss plans with the parents for planning. All plans for celebrations will be at the discretion of the teacher and administration. Administration **must** be advised of any celebrations held in the classroom. Students are permitted to have birthday treats for their class **after lunchtime only**. Pre-K students are permitted to have birthday treats during snack time. Siblings are **not** to be pulled from class to attend a sibling's celebration. Siblings not enrolled at St. Mary's may not attend the celebration. Families are not permitted to attend celebrations.

No invitations for personal parties may be distributed at school. Parents are responsible for mailing invitations.

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

Cameras

Cameras may not be used during the regular school day. Cameras may be permitted for special occasions and celebrations with approval from teacher.

Car Line

Everyone is required to use the car line for arrival and pick up. The use of cell phones is **prohibited** in car line. If someone is to pick up your child other than yourself, the teacher and office must be notified in writing. The school reserves the right to require proper identification from anyone who is coming to the school to pick up a student who is not personally known to the teacher or administrator and to refuse the release of the child without it. If the teacher is not familiar with the person picking up the child, they will be asked to park their car and proceed to the office, where their identification will be verified.

CAR LINE SAFETY RULES

Morning procedure:

- Access to the campus is only permitted from 1 point of entry
 1. Via NW 1st Court and NW 74th Street
- Do NOT drop off students on NW 2nd Avenue to ensure your child's safety.
- Until 7:15am, please drive slowly through the parking lot in a single line/lane.
- Stop and allow for your child to exit the car by the gate closest to the cafeteria.
- Continue to drive and exit through the gate facing NW 2nd Avenue.
- After 7:15am, the entrance gate will remain closed and drop off will occur behind the cafeteria at the corner of NW 1st Court and NW 74th Street.
- Please drive slowly and be patient.
- Make sure your child has all his or her belongings to ensure a prompt and swift drop off.

- **DO NOT UNDER ANY CIRCUMSTANCES UNLOAD WHILE IN A DOUBLE ROW. THIS IS EXTREMELY DANGEROUS AND WE WILL HAVE A ZERO TOLERANCE POLICY.**
- **PLEASE ROLL DOWN YOUR PASSENGER SIDE WINDOW FOR COMMUNICATION PURPOSES.** We cannot communicate with a closed window. It is a safety issue.
i.e. All students are directed to exit from the passenger side. We will only make exceptions if you do not have a vehicle with an accessible door on the passenger side.
- Volunteers or Staff will help your child safely exit the vehicle and direct them safely to the building. Preschool students are always escorted for safety reasons.
- Traffic will be directed to move all at once for safety reasons.
- Do not stop until you are directed to, and please, for safety sake, keep your eyes forward.
- Right turn only onto NW 2nd Avenue when leaving campus.

Afternoon procedure:

- **TIMING IS EVERYTHING**—regardless of when you arrive the earliest the line will move is 2:25pm and that is RARE.
- **There will be 2 dismissal waves:**
 - **Wave 1: Kinder – 4th Grade** will arrive to dismissal area at 2:30pm and stay there until 2:45pm at which time they will be taken to Aftercare. Aftercare fees may apply.
 - **Wave 2: 5th – 8th Grade** will arrive to dismissal area at 3:00pm and stay there until 3:15pm at which time they will be taken to Aftercare. Aftercare fees may apply.
 - **Families with children in both primary and upper grades will dismiss together at the 3:00pm dismissal group.** Aftercare fees may apply for those not picked up by the end of the dismissal times listed above.
- Access to the campus is only permitted from 1 point of entry
1. Via NW 1st Court and NW 74th Street
- **WE WILL BE DISTRIBUTING NAME CARDS WHICH MUST BE HANGING FROM REAR VIEW MIRROR. IF LOST or SOMEONE ELSE IS PICKING UP, A SHARPIE AND PAPER WILL DO. DO NOT STOP AT ANNOUNCERS SPOT AS THIS DELAYS THE LINE.**
- **Please do not arrive before 2:20pm** on regular release days. We have nowhere to put all the cars so if you arrive earlier that 2:20pm you are creating a potential hazard. Your children are safe and enjoying some fresh air while socializing with friends. Our 2:30 release students are outside until about 2:45pm so experiment with different pickup times to ease traffic & frustration.
- A volunteer will bring your child safely to the vehicle. Please help us by training children to buckle up immediately. Those who may need extra help **may be** asked to park in a holding zone to help speed up carline.
- **If your child is not loading during the stop of the carline,** please do not panic or become frustrated, you will be directed to a holding area. Even if your child is standing next to the teacher or aide, we cannot stop the line once in motion. Simply park and we will radio for your child if needed and then escort your child safely to you. This will ensure that the maximum numbers of students are safely loading during each stop of the carline. Additional stops are dangerous and will not be allowed.
- **We reserve the right to refuse to load a child into your vehicle if there is no seat belt available. Be sure if you are carpooling, that your vehicle is equipped with enough seatbelts for every child.**
- When directed resume driving and exit the campus. Passing other vehicles is prohibited.

BASIC SAFETY & PROCEDURES:

- **Cellular phones are strictly prohibited – ZERO TOLERANCE, ZERO EXCUSES.** To ensure the safety of the children, staff and volunteers **there will be no exceptions.**
- Practice PATIENCE & RESPECT.
- Regardless of Arrival time, the front of carline is at the entrance gate by the cafeteria curve of the east side of parking lot. **Do not stop while carline is in motion.** That is why you are asked to eliminate **ALL** Gaps in carline. **When you stop the vehicle must be placed in Park.**
- **Drivers or other adults are never permitted to exit the vehicle.** Staff or volunteers will assist your children.
- **PLEASE DO NOT ARRIVE EARLIER THAN 10 MINUTES PRIOR TO PICKUP.**
- Maximum speed of **15 mph.**
- **Parent Teacher conferences may not be conducted during carline.**
- **Parking is prohibited within the coned areas.**
- **All parents are to conduct themselves in a Christian manner. Tempers, arguments and all other inappropriate behaviors will not be tolerated and will be directed to the Principal for intervention.**
- When directed, resume driving and exit the campus. Our exit route will be on the south side of the Parish Center and it will have incoming and outgoing traffic so please remain in the right lane. Passing other vehicles is prohibited.
- **On Early Release Days do not arrive earlier than scheduled release.**

Catholic Identity/Faith Formation

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service.

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than your presence at Mass. It is essential to our mission as Catholic educators, in partnership with parents, that families attend church each Sunday and Holy Days to support the Catholic education of their children. As the primary religious educators of their children, parents are expected to follow through consistently on this most serious obligation.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in the mission. **It is encouraged that all families attend church each Sunday and Holy Days.** The last Sunday of the month is designated as the All School Family Mass day in which all students, their families, our teachers and their families are encouraged to participate in as a school. Students are expected to come in school uniform for the last Sunday of the month mass.

Proof of attendance may be collected each Monday and reviewed monthly by the homeroom teacher.

Parents of students that will be receiving Communion or Confirmation should be participating in weekly Sunday mass and participating in Parish life.

Cellular Telephones

Students are not permitted at any time to use cellular telephones while on campus. They cannot be seen, heard, or used during school hours. If a student needs to contact their parent/guardian before or after school, the student must ask permission from his or her teacher/aide. Cellphones must be turned off and in the student's backpack. **If a phone is seen outside of the student's backpack it will be immediately confiscated. Confiscated phones will be returned to the parents only. Student will be issued a demerit(s) and the parent/guardian will need to pick up the phone. Continued violation of the no cellphone policy may result in loss of privilege to carry a cellphone at school. The school and its employees are not responsible for any lost, stolen, or broken cellphones.**

Change of Clothing for Pre-K

Each child is to have a complete change of clothing in his/her classroom in the event of an accident (be sure to include socks). These should be sent to school in a zip lock bag marked with the child's name. If a child does have an accident, parents are to provide a new change of clothing the following school day.

Child Protective Investigations

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

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

Clinic

Parents will be notified immediately in case of sudden illness or accidents of a serious nature. Please make sure that the office has the correct information and phone numbers for emergency contact. School clinics, by law, are for first-aid only. The school is not permitted to send a child to a doctor for emergency treatment without the permission of a parent or guardian. Your signature on the school's registration / re-enrollment form and/or the Parent-Student Handbook Acknowledgement Form will allow the school to seek emergency care for your child should the need arise, and we cannot contact you.

Conduct

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

Consultative School Board

The St. Mary's Consultative School Board primary concern is the ministry of Catholic elementary school education: the spiritual, intellectual, physical, emotional, and social development of the students. The Consultative Board, operating in conformity with the policies of the Archdiocese of Miami, under the guidance of the Pastor of St. Mary's Cathedral School and Superintendent of Schools, concerns itself with local school policy matters pertaining to the general excellence of Catholic education at St. Mary's Cathedral School.

The Consultative School Board is established to assist the Pastor and Principal by providing advice and counsel particularly in the following areas: Strategic Planning, Policy Formulation, Financial Planning and Financial Management, Institutional Advancement/Development, and Communication and Mission Effectiveness. The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal.

The Consultative School Board members are approved by the Principal and appointed by the Pastor with categorical membership as follows: Parents, Alumni/parents of alums, Leaders within the civic, business, and professional communities and Parishioners.

Custody Issues

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Early Release Days

On First Friday Early Release Days (as designated and noted on the school calendar), in a charitable effort, the students, faculty and staff will not be required to abide by the regular school uniform policy. Students may wear "regular" clothes to dress out – dress out dress code will be a St. Mary's shirt or polo and long jeans with sneakers. However, **NO** baggy pants, no midriff shirts, no tank tops, no sandals or open toed shoes, no platform shoes, no skirts, no jeans with holes or rips, no leggings or jeggings, no shorts and no see-through shirts will be permitted. If a child is in violation of this dress code they will not be allowed the privilege to wear "regular" clothes the next Early Release Friday and the parent may be called to pick the child up from school or bring a change of clothing. A minimum donation of \$2.00 for this privilege is asked of all students and staff members. Monies collected will be used to sponsor special events for the children of St. Mary's Cathedral School. Continued on next page...

Students will be dismissed as follows:

- **There will be 2 dismissal waves:**
 - **Wave 1: Kinder – 4th Grade** will arrive to dismissal area at 12:30pm and stay there until 12:45pm at which time they will be taken to Aftercare. Aftercare fees may apply.
 - **Wave 2: 5th – 8th Grade** will arrive to dismissal area at 1:00pm and stay there until 1:15pm at which time they will be taken to Aftercare. Aftercare fees may apply.
 - **Families with children in both primary and upper grades will dismiss together at the 1:00pm dismissal group.** Aftercare fees may apply for those not picked up by the end of the dismissal times listed above.

No student will be called to the office for dismissal after 12:00 PM.

Early Sign Out

In the event that you must sign your child out early from school, please make note, no student will be called to the office after **2:00 PM** on regular school days or **12:00 PM** on early dismissal days. There is no exception to this rule.

A child will not be released early without the knowledge of the parent/guardian. The Principal or Principal's designee will release the child only to the person previously authorized. Any other person seeking the release of the child must have the approval of the parent with legal custody. Early dismissal requests must be sent in writing to the school office a minimum of 24 hours prior to the release day/time.

Electronic Acknowledgments

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

Emergency Contact Information

This information must be filled out completely and returned promptly as part of the registration/reenrollment process. Please notify the office of any changes during the year. It is imperative that the office has emergency numbers to contact parents/relatives during the day. In a situation that would require immediate medical care, the school will contact the first person listed. Parent signatures on the registration forms empowers the school authorities to exercise their own judgment in calling emergency services.

Excessive absences

A student who is absent from school for more than 20 days in a school year (or 10 days per semester) may not be promoted to the next grade and may be asked to be withdrawn from the school.

Faculty Lounge

The Faculty Lounge allows the teachers to have some privacy and a space to call their own. Parents or students may not enter the Faculty Room for any reason at any time.

Family School Association

The Family School Association (FSA) is the official parent organization of the school, which provides support to the school in order to assist in the achievement of its goals and objectives. All parents of St. Mary's are expected to be active members and take part in school functions. The organization is involved with the fund raising necessary to help meet the needs of the school. General meetings are held four times throughout the school year. All parents will be notified of meeting dates via the communication folder or email and are encouraged to attend. Election of the board members is held at the last meeting of the year.

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

All families are to be enrolled in the FACTS management system (www.factsmanagement.com).

Fundraisers

St. Mary's will have fundraisers during the school year. Our families are encouraged to cooperate in these endeavors since it is they who benefit from the results, and improvements to the school cannot be achieved without them.

Fundraising

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

Illness or Injury

If a child becomes ill or injured, the parent(s) shall be called. If we are unable to reach the parent(s), we shall call the person designated in the emergency contact section of the registration form.

According to state guidelines, there are certain illnesses that require us to send the child home and to refuse admittance for a designated time period. The following is a partial list of such illnesses. Those illnesses designated with an * require a doctor's note to return to school.

- Chicken pox - all lesions are to be dry and crusted
- A cold with green, nasal discharge
- *Conjunctivitis (Pink Eye) - 24 hours after start of medication
- Diarrhea
- Fever - Temperature over 99 degrees - 24 hours fever free
- *Lice and Scabies - following medical treatment
- Rash
- *Strep throat - no sooner than 48 hours after the start of oral medication or
 - 24 hours following an injection
- Vomiting - 24 hours after vomiting subsides
- *Impetigo

Immunizations

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

Kindergarten and Seventh-Grade Immunization Status Report 2016-2017 Provided from the Florida Department of Health Section 1003.22, Florida Statutes, and Rule 64D-3.046, Florida Administrative Code, require the Florida Department of Health (FDOH) to collect annual reports from all public and private schools to certify compliance with the school immunization law. The Florida Department of Education and FDOH continue to work collaboratively to provide technical assistance and support to school districts and local health departments regarding the implementation of these requirements.

Inclement Weather

Please tune in to our local radio and television stations for up-to-date information regarding early dismissals or school closings. In most cases we follow Dade County School's directives and/or the Archdiocese of Miami.

Items Brought From Home

At times, teachers allow students to bring items or materials to school that are not of a regular school nature. This should only be done with the teacher's consent. Expensive items should not be brought to school. **Toys or articles that symbolize war, violence or immorality are not acceptable at St. Mary's Cathedral School. St. Mary's Cathedral School is not responsible for any lost or stolen items.**

Lost and Found

To avoid frequent loss of items, please mark all belongings with your child's name. Lost items will remain in the office for two weeks. If they have not been claimed they are given to the needy. School uniforms without names and not claimed after two weeks will be put into the used uniform sale.

Lunch – K-8 Conduct & Food Policy

If you do not want your child to eat the school lunch, please send your child to school with a nutritious lunch. Carbonated sodas or glass bottles and sweets are not allowed at any time. *We have no provisions for refrigeration or heating.* **Do not bring** special lunches for your child such as Burger King, McDonalds, etc. If a lunch is lost or left at home, we will try to notify you as soon as possible.

St. Mary's Cathedral School offers a hot breakfast and lunch with milk program through the National Lunch Program. Sweets (including but not limited to candy, cookies, cupcakes, and doughnuts) are not permitted in the cafeteria area at any time.

Students are responsible for cleaning up after themselves by placing their own trash in the proper receptacles and helping maintain a clean eating environment. Running, shouting and horseplay are considered improper behavior in the lunchroom or pavilion and will not be tolerated.

Mass

Students and teachers celebrate Mass on most Thursdays at 9:00 AM and on Holy Days of Obligation.

Medication Guidelines

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

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

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

Media Center

The library-media center is an exciting, information-packed learning environment where students have the privilege of receiving instruction and checking out books. Students in grades K-1 may check out one book per week and students in grades 2-8 may check out two books per week. PreK4 students begin checking out books in January and may check out one book every other week. Books are loaned for one week and may be renewed twice. If the book is not returned on time, a late fee of \$.05 per day will be charged for students in grades 2-8. If a book is damaged or lost, the book must be paid for in order for students to check out another book. Please reinforce the importance of taking care of library books with your children.

Monetary Collections

Money is not to be collected or solicited for any reason unless permission has been given by the administration.

Notification of Rights under FERPA

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Parental Cooperation

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

Parking

There are designated parking spaces for the faculty and staff. **We ask that you do not park in these spaces at any time.**

School visitor parking is located on NW 2nd Avenue (West side of school) and along NW 75th Street (North side of school).

Peanut Allergy Policy

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

All allergies must be listed in Emergency Medical info section that are part of the registration forms. See Medication Guidelines section for more details.

Photo Usage

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

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

Pre-Kindergarten Philosophy and Goals

We welcome you and your child to St. Mary's Cathedral School. Through a well-organized, though minimally structured program, with emphasis on individuality, our main objective will be to provide an environment which promotes creativity and spontaneity. Minimally structured refers to the manner in which our learning program is implemented - not the content of the program. We utilize a variety of learning strategies emphasizing the use of all five senses to convey reading, science, math and social studies concepts. We will always strive to create a happy, nurturing environment for your child.

We believe that learning at its best happens through imaginative play, rather than forced structure. This imaginative play will have very definite goals and will allow our children the freedom to respond independently within a relaxed atmosphere.

We provide every opportunity for the development of the whole child--intellectually physically, emotionally and especially spiritually. Religion is an integral part of our day for all of our children, providing an opportunity to hear and understand Bible stories. We will guide them to an appreciation for God's beautiful world, His love for us and our responsibility to Him in prayer.

Our early childhood program provides an integrated approach to a developmental education, addressing the intellectual, emotional, physical and social aspects of children 4 to 5 years of age.

OBJECTIVES

We believe that it is the responsibility of our Early Childhood Program to:

- Realize that children must be treated as individuals.
- Guide, protect and encourage children to learn at their own rates.
- Provide activities that are flexible for both large and small groups.
- Provide materials for learning that relate to each age group.
- Provide information to parents concerning the welfare of the child and activities in the school environment.

Preference in Pre-Kindergarten admission is given first to siblings, active participating parish members, then to Catholics from other parishes.

Rest Time – Pre-K

Florida State Early Childhood regulations require quiet time for all preschools. All Pre-K children will use a roll-up mat.

Safe Environment Program

All parents, guardian, relatives, faculty, staff, and clergy who volunteer with children in any capacity, including driving for field trips and helping in the classroom must adhere to Diocesan Safe Environment Program regulations by being Safe Environment trained and fingerprinted. Training and fingerprinting are renewed every five years. Fingerprinting must be done through the Diocese. Fingerprint records from any other source will not be accepted. Only parents who have received Virtus training and received clearance fingerprints will be allowed to work with our students.

School Hours

Kinder – 4th Grade:7:45 AM – 2:30 PM
5th – 8th.7:45 AM – 3:00 PM

The children are to arrive at school no earlier than 6:45 AM. **Any child who has not been picked up by 2:45pm (Kinder – 4th grade) or by 3:15pm (5th – 8th grade) on regular schedule days will be sent to Aftercare. It is important that parents are prompt in picking up their children. Aftercare fees may apply.**

On early release days students will be dismissed at 12:30pm (Kinder -) or 1:00pm (Elementary/Middle). We ask that all children be picked up promptly. **Any child who has not been picked up by 12:45pm (Kinder – 4th grade) or by 1:15pm (5th – 8th grade) on early release days will be sent to Aftercare. Aftercare fees may apply.**

School Property

Accidental damage to school or church property must be reported immediately to the school office staff. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property will be brought to the Principal's attention. This is cause for suspension, detention, and/or dismissal from St. Mary's Cathedral School. St. Mary's Cathedral School is co-tenant of student desks and reserves the right to search them at any time without notice.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

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

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

Scouts – Girls and Boys

We provide a meeting place for scouting groups for boys and girls of elementary school age at St. Mary's. Scouting is an integral way of building community and friendships. They are not an official school sponsored activity, but they do meet in our cafeteria and St. Mary's students are invited to join. See the school office for more details.

Section 504 – Policy Statement

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

The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers, (305) 762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

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

Donald Edwards, Ed. D
Archdiocese of Miami
Associate Superintendent of Schools
9401 South Biscayne Boulevard
Miami Shores, FL 33138

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

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.

Telephone

Students will not be allowed to use the office telephone, except in an emergency situation. Forgotten books, homework, money, social plans, etc., **do not** constitute an emergency. Cell phones may not be used while on campus. After school plans need to be finalized before coming to school.

Text Messaging/Telephone Calls

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

Textbooks – K-8

All textbooks must be taken care of during the year. **Writing in textbooks is forbidden.** If a book or workbook is damaged or lost any time during the school year a new book must be purchased by the student's family. Textbooks and workbooks must be brought to class every day until the last day of school.

Toileting Guidelines – Pre-K

Students enrolled in the St. Mary's Cathedral School Pre-Kindergarten program are expected to be fully toilet trained and capable of adequately cleaning themselves following toilet use. No "pull-ups", training pants or diapers are permitted. Teachers and aides will provide verbal assistance and oversight and may not provide physical toileting assistance. Children using "flushable" wipes must provide them from home.

Young children may have unexpected toileting accidents and these will be treated with understanding and the necessary clean-up assistance. However, following a 2 week transition period from the first day of school, no student experiencing more than four (4) accidents in a 2 week period shall be permitted to continue in school. A mandatory one month, home retraining period, will be required before returning to school.

Tuition

Tuition is to be paid through the FACTS management system: www.factsmanagement.com.

Tutoring, Coaching or Lessons (Private)

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

Visitors/Messages and Deliveries

Security is a priority. Students are not to bring visitors to school during regular class hours or during lunchtime for any reason, at any time.

Family messages will be delivered to the students at the end of the school day.

No delivery of balloons, flowers or other personal gifts will be accepted.

All school personnel and students are required to report any visitor, not identified with a badge, to the administration office immediately.

Undocumented Students

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

Volunteers

Volunteers must have a volunteer screening form on file in the school office - **NO EXCEPTIONS**. All volunteers must attend a session of Protecting Gods Children (VIRTUS) workshop, hosted by the Archdiocese of Miami, and receive fingerprint clearance through the Archdiocese of Miami.

Volunteers, parents, or any other visitors, must check in at the school office before entering classrooms or labs. No one is permitted to go through the building or directly to a classroom without stopping at the office and receiving a visitor pass.

Anyone who wishes to volunteer in the classroom must complete and return an Archdiocese of Miami volunteer application form. These are available in the school office. When assisting in individual classrooms, we ask that no discussion take place regarding a student's behavior or progress at any time. Confidential matters that are seen or heard in a classroom should remain confidential at all times.

ACADEMIC INFORMATION & GUIDELINES

Assignments

All assignments are expected to be turned in **on time**. Students are expected to work independently unless instructed by the teacher. Late work may not be accepted.

Curriculum

Our curriculum is designed to provide integrated growth spiritually, intellectually, mentally, emotionally and physically. St. Mary's stresses a solid basic curriculum. There is a strong emphasis on Language Arts, Reading and Math. Subjects included in our curriculum are: Catholic Religious Studies, Math, English, Reading, Spelling, Science, Social Studies, Library Skills, Computer Literacy, Spanish, Art, Drama and Physical Education.

The Pre-Kindergarten program is developed within an experiential, hands-on curriculum; with an emphasis on religious experience, language arts, problem solving, gross and fine motor development, and acceptable social behavior.

The school's overall curriculum follows the guidelines of the Archdiocese of Miami Department of School.

Extracurricular Activities

St. Mary's Cathedral School provides various types of extracurricular activities, which are designed to meet the needs of, and to develop the talents of our students, and are provided for student enrichment. We strongly believe that the daily academic work of the student must always remain the first priority.

Field Trips

Field trips will be selected by each individual classroom teacher and organized with the help of the Administration, Activities Director, and bookkeeper. All trips must be approved by the Archdiocese of Miami. Educational trips are an extension of the classroom learning experience. Appropriate follow up will take place in the classroom the following day. Information about the trip and a permission slip will be sent home. Parent signatures, fees, and any other required paperwork must be submitted to the homeroom teacher by the deadline provided. Because field trips are considered part of the educational process, students who elect not to participate will still be required to attend school.

Make-up Class Work

Students are given time to make up work. They will have as many days as they were absent to complete their work. It is the responsibility of the family/student to communicate with the teacher to get the work missed. **Please do not call the office for make-up homework unless your child has been absent 3 or more days. When requesting make-up work, please contact your child's teacher or call the office before 8:30 am to allow the teacher time to gather the assignments.** If you know that your child will be out for a week or more, please notify the teacher ahead of time in writing so that he/she will have time to gather the assignments. Please include an explanation of absenteeism, dates etc. This will give the teacher sufficient time to prepare your child's assignments for the time he/she will be absent.

Grading Guidelines

In accordance with the Archdiocese of Miami, St. Mary's Cathedral School issues report cards for grade Pre-K through 8th grade on a quarterly basis.

Pre-Kindergarten through Second Grade

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

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

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

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

- + Area of strength
- S Satisfactory performance
- Area of weakness

Grades Three through Eight

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

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

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

- + Area of strength
- S Satisfactory performance
- Area of weakness

Grades 3rd through 5th

40% Test/Quiz
25% Project-based learning activities
35% Classroom activities

Grades 6th through 8th

40% Test/Quiz
30% Project-based learning activities
30% Classroom activities

Any student with a final average of 59% in any of the core subjects is required to attend and pass 30 hours of summer remediation by a certified teacher and/or learning center in that subject. Proof of successful completion of summer requirements must be submitted to the school office prior to the following year in order for a student's re-admittance. Failure to pass summer requirements may result in retention. Summer course fees are the financial responsibility of the parent or guardian.

Honor Roll Policy Honor Roll

Students in grades 5th – 8th are eligible to receive special recognition of **Principal Honor Roll, First and Second Honors**.

To be eligible to receive Principal Honors: the student must earn a 100%-93% in all core and enrichment subject areas and all +’s in all Active Learner Traits categories.

To be eligible to receive First Honors: the student must have earned a 92%-90% in all core and enrichment subject areas and/or +’s and S in all Active Learner Traits categories.

To be eligible to receive Second Honors: the student must earn an 89%- 80% in all core and enrichment subject areas and/or +’s and S in all Active Learner Traits categories.

Each core subject (Religion, Reading, Language, Mathematics, Science, and Social Studies) will receive a percentage grade.

Each enrichment subject (Drama, Music, Physical Education, and World Language) will receive a percentage grade.

Honor Roll Policy Summary

Principal Honors – 100%-93%, All + (Active Learner Traits)

1st Honors – 92%-90%, +, S (Active Learner Traits)

2nd Honors – 89%-80%, +, S (Active Learner Traits)

Health and Hygiene

General health and hygiene will be taught and required of all students.

Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs (including but not limited to):

- **School Clubs:** Altar Servers, Choir, Safety Patrols, Student Council, Yearbook
- **Major School Activities:** School dances, Catholic Schools Week, Lenten Play, 8th Grade Social, 8th Grade Graduation, Science Fair
- **Athletics:** Basketball, Cheerleading, Flag Football, Soccer, Track & Field, Volleyball

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician’s certificate to the effect that the student is physically fit for participation in the sport.

Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues 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.

Athlete Eligibility Policy Grades 5th-8th

Student athletes at St. Mary's Cathedral School are representatives of the school and must maintain high standards of excellence. Extra-curricular activities, specifically, athletic activities are, an essential part of a student's experience at school. There is an abundance of research indicating that participating in athletics promotes student achievement. Coaches, teachers, and the administration must work together to be certain that all athletes excel.

For students to be eligible to participate in sports the following guidelines must be strictly adhered to:

- Student athletes must have a minimum of a 2.0 cumulative GPA on their current report card or Plus Portal Grades to try out.
- Student athletes must have a minimum of a 2.0 cumulative GPA to participate in all sports. Student athletes may not participate in sports if GPA is below 2.0.
- Student athletes who receive any grade lower than a "C" may not be able to participate in sports at the discretion of the coach, Athletic Director and/or administration. Student athletes having grades lower than a "C" will need to complete a progress report that will need to be filled out by each teacher of the student to be considered for participation in the sport.
- Any student athlete having 3 or more detentions during a sport season may be benched for 1 or more games. Student athletes may be benched at any time even if they have less than 3 detentions on a case by case basis.
- Students athletes may not have 9 or more demerits during the sports season. Any athlete having 9 or more demerits during a sport season may be benched for 1 or more games. Students may be benched at any time even if they have less than 9 demerits on a case by case basis.
- A student participating in athletics **must attend a full day of school on the day of the activity.**
- Missed practices and games need to have approval from the coach or athletic director or student will sit out a game for each practice missed.
- Any student athlete who is removed from a sports team due to disciplinary reason, or who quits a sports team anytime during the school year may not be permitted to try out for another sport during the remainder of the academic school year. If a student quits a sport, it will be up to the Athletic Director and coach of the sport if he or she can participate in another sport.

Physical Education

Physical Education plays a significant role in the curriculum of the Archdiocese of Miami. A student requesting to be excused from PE class must submit a written notification from a parent with a valid explanation. Should this exemption be necessary for more than one (1) day, a doctor's note must be submitted to the school office. Your child should wear their PE Uniform underneath their official school uniform. Please be sure your child wears sneakers and socks suitable for Physical Education on P.E. days. No sweat pants or sweat shirts are to

be worn during warm weather.

Religious Education/Activities

St. Mary's Cathedral School, an integral part of the St. Mary's Parish community, believes in our Christian responsibility to educate our children in an atmosphere of loving acceptance. Nurtured by a spirit of faith commitment in our Lord Jesus Christ, we strive to help our students achieve their God-given potential as individuals and as members of the community. It is for this reason that St. Mary's Cathedral School exists. Because our philosophy is gospel oriented, the curriculum is taught in light of Catholic Christian values. Christian morals and values permeate our entire education system.

Parents and students are expected to attend and participate in Mass weekly, especially the All-School Family Mass on the last Sunday of each month at 10am at the Cathedral church. The sacrament of reconciliation is available several times during the year at scheduled times for the students. Children participate in the blessing of throats, reception of ashes, Stations of the Cross, Respect Life Presentations, May Crowning and other Paraliturgies at the appropriate seasons of the liturgical year. No student is exempt from taking religion class or participating in the liturgical celebrations.

Spiritual Program

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

- (1) At 7:55 A.M. each school day, there is school-wide prayer and pledge of allegiance for which all students must stand.
- (2) School Masses are held weekly on Thursdays. All students are required to attend and participate in school Masses.
- (3) There is a school wide closing prayer each at 2:50pm.

Religion in the Pre-Kindergarten program will be integrated into the activities of the day. The concepts of God and His Family will be presented in a manner, which gives students an opportunity to creatively express these concepts. Students will learn prayers, and participate in religious celebrations that are age appropriate.

Report Cards

Report cards will be issued four times during the school year. Please consult the school calendar for dates. Any student with a final average of 59 or below in any of the core subjects is required to attend and pass a summer course remediation program at an established learning center with a certified teacher in that subject. Proof of successful completion of summer remediation requirements must be submitted to the school office prior to the following year in order for a student's re-admittance. Failure to pass summer requirements may result in retention. All summer remediation class fees are the financial responsibility of the parent or guardian.

Test/Quiz Policy and Procedure – Grades 6-8

This test/quiz policy and procedure is for all subject areas including specials.

Test/Quiz hand-out procedure

- Students are to be seated with two pencils on their desks.
- Teacher will pass out scantrons and reinforce testing procedures.
- Following testing procedures, teacher will distribute test/quiz material.

Test/Quiz collection procedure

- Students turn over their paper and place on corner of the desk when finished.
- Student will raise their hand and test/quiz material will be collected by the teacher.
- Student may then read a book, study for another test/quiz or place head down on the desk.

Cheating Policy

Cheating is to influence or lead by deceit, trick, to elude or thwart by or as if by outwitting.

(Merriam-Webster)

The exchange of information before and/or during a test/quiz or for any graded assessment is considered cheating.

First Offense:

- Demerit(s)
- 59% for grade on test/quiz
- Parent notified via Demerit Report

Second Offense:

- Demerit(s)
- 59% for grade on test/quiz
- Parent Conference
- Academic probation

Third Offense:

- Demerit(s)
- 59% for grade on test/quiz
- Internal Suspension
- School reserves right to dismiss student from St. Mary's

COMMUNICATIONS

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents, or guardians, to remain informed of the programs of the school. Preferred form of communication is via email or phone or planner.

Communication Folders

Every child will be given a blue communication folder at the beginning of the school year. This folder is our way of providing you with all school notices distributed by the school office (newsletters, special events, calendars, lunch forms, etc.). This folder will be sent home periodically and must be signed and returned the following Monday to your child's teacher. You may return forms via the Rediker system. Please take the time to carefully read this folder and all letters contained in it. The information received in this folder will keep you informed of everything that is happening at St. Mary's Cathedral School. This folder is to be used for school business only. PLEASE RETURN THESE FOLDERS.

Communication from teachers

It is the **student's** responsibility to take all notes, and graded tests and assignments home to parents. If a parent signature is required, it is the responsibility of the **student** to have the note, letter, test or any other item signed by the parent and returned to the teacher the following school day.

Parent/Teacher Conferences

Faculty members are always eager to discuss a student's progress with parents or guardians. Appointments may be arranged through the school office. At **no time** are parents to present themselves to the teacher during school hours. At **no time** should parents try to contact the faculty at their residence. **No parent is to go directly to a classroom or distract a teacher during car line dismissal.** If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, before referring it to the Administration.

Plus Portal

All families are issued the school's Plus Portal account. This enables parents and students to view their progress on line. Teachers update their grades on a regular basis. The account that is originally issued to the students and parents will remain the same throughout the students' enrollment at St. Mary's Cathedral School. The Plus Portal will be the main source of communication with parents. **All school information will be on the Plus Portal. It is the parent's responsibility to be sure that contact information is up to date on the parent Plus Portal account.**

Report Cards

Report Cards are distributed to Pre-K – 8th grade every quarter printed or electronically.

DISCIPLINE GUIDELINES

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.

The faculty of St. Mary's Cathedral School strives to make an environment for all students that is consistent with the Roman Catholic (and school's) code of moral and ethical conduct. We work hard to create a truly Christian atmosphere and expect both students and parents to do the same. Our goal is to develop the student's SELF DISCIPLINE and SENSE OF RESPONSIBILITY to God, community, family, school and self. 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.

Anti-Bullying Policy

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

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

1. Definition

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

2. Scope

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

3. Reporting Complaints

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

4. Disciplinary Action

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

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

Behavior Policy/Behavior Management Regulations

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected from all students and consequences of choices made will be fairly treated. Parents are expected to support these policies.

Students must learn and understand the need for order, discipline, and obedience of rules in our shared world. They must be responsible for their actions, behavior and the consequences that may occur as a result of their actions. This portion of the handbook explains the behavioral policy and consequences if rules are broken.

Disciplinary measures will be imposed separately or progressively as the situation indicates. Students who are persistently and habitually troublesome, unruly or uncooperative or who refuse to improve after counseling or reprimand make him or herself unwelcome. **The school retains the right to discipline students and to refuse re-enrollment the next school term. If the situation is of a very serious nature, or consistently habitual, the student will be asked to withdraw from school immediately.**

Child Protective Investigations

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

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

Cheating

Cheating is the copying of work of other students, books, magazines etc. (including but not limited to tests, quizzes, classwork, projects, etc.). Plagiarism will not be tolerated in any form. Cheating on any test, quiz, assignment, project, etc. results in a failure for that specific assignment. Cheating on a midterm or final exam will result in a failure for that quarter. A repeated offense may result in expulsion from school.

Complicity

A student present in the commission of an act by another student that constitutes a violation of school policy may be held responsible if his/her behavior constitutes condoning of the violation. Students witnessing such acts are required to report them to the proper authorities and their identity will remain confidential.

Dismissal

Students must leave the school building at dismissal with their class. Transportation for all students should be provided at regular dismissal time. After school plans are to be taken care of at home – students are not permitted to use the office phones to arrange after school activities.

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include 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. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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

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

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

Expectations

St. Mary's believes that the ultimate responsibility for a student's behavior rests with the parents/guardians. Students are to respect authority, which includes adherence to school rules, regulations and procedures. St. Mary's anticipates that parents will be concerned and cooperative in dealing with behavioral problems and expects that this cooperation is made apparent to the student. Parents should always be certain that they have all facts from teachers and administrators before forming a final opinion.

Fighting

No roughness or fighting in classrooms, lunchroom, at any school-sponsored activity, or on the school grounds at any time. Fighting is not tolerable. Any student involved in fighting on campus or at any school-sponsored activity is subject to suspension and/or probation or dismissal from school. Assault or unprovoked attacks will result in immediate suspension.

General Behavior

No rudeness, use of vile, vulgar, or indecent language, or unsatisfactory moral behavior will be tolerated. We expect all students to behave in a Christian manner at all times. Poor behavior in addition to that outlined previously, will be subject to proper disciplinary action. Students of St. Mary's Cathedral School represent the school wherever they go; while using public and school transportation, and at any school-related function. Students should therefore act like Christian ladies and gentlemen and reflect pride in being members of this community of faith. **When off campus and during non-school hours, students represent St. Mary's Cathedral School. Students who behave in a manner that reflects unfavorably upon St. Mary's Cathedral School, or is in contradiction to school's principles, or is unlawful, shall be liable to disciplinary action, including expulsion.**

In classrooms students should be seated and ready to work by the time the bell rings to begin class. Students are expected to be courteous and orderly at all times inside the classroom. Classroom discipline is absolutely essential for effective teaching and learning. UNDER NO CIRCUMSTANCES WILL INSOLENCE, BULLYING, QUARRELSOME ARGUMENTATION OR SASSING, INSUBORDINATION (DELIBERATE REFUSAL TO OBEY A REASONABLE REQUEST MADE BY SCHOOL PERSONNEL) OR SIMILAR MISCONDUCT BE TOLERATED.

Gum chewing

Gum chewing is not permitted in the building, or corridors or church at any time. Careless disposal of gum in drinking fountains, on furniture, cafeteria hardware, and floors is unsanitary and inconsiderate.

Harassment and Discrimination

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

Language

No derogatory name-calling will be allowed. Language unbecoming of a Catholic young lady or gentleman, including provocative gossip, is not tolerated on the campus, on the street or on the bus. Such behavior reflects disrespect for the student and lack of consideration for others that may be offended by unbecoming, foul or obscene language. Offenders may be disciplined with a suspension and/or other disciplinary action. Students who orally abuse staff members, use profanity against staff or threaten them with physical harm are subject to dismissal from school.

Lunchroom Conduct / Food Policy

Students are responsible for cleaning up after themselves by placing their own trash in the proper receptacles and helping maintain a clean eating environment. Running, shouting and horseplay are considered improper behavior in the lunchroom or pavilion and will not be tolerated. Sweets (including but not limited to candy, cookies, cupcakes, and doughnuts) are not permitted in the cafeteria area at any time.

Miscellaneous Offenses

Miscellaneous offenses which become habitual will be considered serious violations of the CODE OF CONDUCT. Initial offenses of this type may be punishable by demerit, detention, monetary reimbursement, or probation.

- Violations of attendance procedures
- Dress code violations
- Unacceptable haircuts or style
- Unacceptable application of makeup or fingernail polish
- Loitering in restrooms or hallways
- Gum chewing

Off Campus Activities

When off campus (including transportation and field trips) and during non-school hours, students represent St. Mary's Cathedral School. Students who behave in a manner that reflects unfavorably upon St. Mary's or is in contradiction to the school's principles or is unlawful shall be liable to disciplinary action.

Parents should be certain that any party or activity their child attends is properly supervised by responsible adults. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY EVENT THAT IS NOT OFFICIALLY SANCTIONED BY THE ADMINISTRATION OF ST. MARY'S CATHEDRAL SCHOOL.**

Principal's Right to Amend

Any student's action that is not in keeping with the philosophy or objective of St. Mary's Cathedral School is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students may be notified of any amendments. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

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.

Respect

Respect shall be shown towards all students, faculty and staff members at all times. Students have a right to a safe environment. They are not to be threatened or frightened by other students. There is no toleration for a student who uses physical force to exhibit their frustration or anger towards another student (UNWANTED TOUCHING, PUSHING, OR HITTING). Students are at all times to show respect to his/her fellow classmates, school faculty, and employees. Students guilty of these offenses are subject to suspension and/or probation or dismissal from school.

School Property

Damaging or mishandling any school property, desks, walls, etc. or theft of personal or school property will be considered serious violations of good conduct. The teacher's desk is her/his domain. Students must respect the right of privacy of each teacher. No messages or materials of any kind are to be removed from the desk without the teacher's permission. Removal of tests, grade books, texts or personal items is a serious offense and cause for disciplinary action.

Search and Seizure Policy

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

Sexting

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

Smart-Watches

Permission to bring and use privately owned devices is contingent upon strict adherence to our AUP policies and guidelines. This permission/privilege may be revoked at the discretion of the administration.

Devices are brought to school at the students' and parents' own risk. In the event that a privately-owned device is lost, stolen or damaged, St. Mary's is not responsible for any financial or data loss.

Students shall ensure that their device privileges are not revoked by exercising good judgment with respect to their use. Students must set the device to silent and secure it properly anytime asked to do so, especially during testing.

The school reserves the right to examine the privately-owned device and search its contents if there is reason to believe a school policy or guideline has been violated. The school reserves the right to confiscate and impose penalties based on our AUP and electronic device policies. Furthermore, the school reserves the right to contact appropriate law enforcement agencies concerning the use of the device for suspected violations of law or regulations.

Smoking/Vaping

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

Stealing and Vandalism

Students guilty of these offenses are subject to suspension and/or probation or dismissal from school.

Tardiness, Truancy, and Early Dismissal

Parents can presume that their child is under the care of the school during school hours. Therefore, considerable care will be taken regarding a student who arrives late, is truant, or asks for early dismissal.

Students that are tardy must report to the school office **WITH A PARENT** for a late pass before they are permitted to enter class. Do not drop off students in car line after the bell has rung. Excessive tardiness will result in a parent conference with the administration and with explanation from the parent/guardian. Every effort will be made to correct the practice of tardiness.

If a student is truant, the school will ask for a mandatory conference with the parents.

A child will not be released early without the knowledge of the parent/guardian. The principal or principal's designee will release the child only to the person previously authorized. Any other person seeking the release of the child must have the approval of the parent with legal custody.

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:

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

Uniforms

All students are to be in complete uniform at all times during school hours. This includes the proper shoes and socks. If an emergency arises necessitating the wearing of an incomplete uniform, a note must be submitted stating the reason and giving the approximate date when the student will return to complete uniform attire. It is at the discretion of the principal as to whether a student may attend school out of proper uniform.

Weapons Policy

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

Penalties for Violations Per Grade Level

Pre-K

Discipline means respect for others, helping the child feel good about him/herself, setting limits, and helping the child learn to control himself. Discipline consists of time out. If a negative behavior continues, the teacher will request a conference.

The Discipline policy at St. Mary's is one of "**loving limits**". This policy includes:

- **Preventive Discipline** - Structuring the program and environment for maximum benefit and interest of the children.
- **Self-Control** - Guiding the children in a loving way to understand the need for such control.
- **Discussions** - Explaining more directly the limits of behavior.
- **Short Term Separation** - "Time Out" chair

While St. Mary's Cathedral School attempts to meet the needs of every child in our learning community, if it becomes apparent that the school is unable to accommodate the particular needs of a child, the school may, at its sole discretion, request that the child be withdrawn from school.

Statement of Changing Policy

The school administration maintains the right to change a specific policy or rule in individual cases for exceptional circumstances.

Grades Kinder – 2nd

First Violation

A conduct report/demerit will be sent home with the student. A parent must sign and return the report the next morning, followed by a Parent/Teacher conference.

Second Violation

Conduct report/demerit must be signed by parent and returned. Conference will be scheduled with parent, teacher and principal. A behavior chart (Progress Monitoring Plan – PMP) may be required.

Suspension

A student may be suspended from school for a serious violation of rules or habitual conduct problems. Parents will be immediately notified of the suspension by the administration with approval from the Superintendent. A student placed on suspension may not be permitted to return to classes until his/her parents have met with school administration to discuss the situation.

Students in grades 3-5: class work missed during a suspension (including tests and quizzes) must be made up for a maximum of 75% of the grade earned. A student must arrange with his/her teachers to make up this work the day they return from suspension. Failure to do so will result in a zero for all work. Time missed for a suspension is recorded as an unexcused absence. If the suspension is indoors, the student may be assigned manual labor.

Expulsion

In certain cases, the needs of the student and the needs of the school are not in harmony. Therefore, a principal must make the determination of continued enrollment after the process of discipline has been taken. The best practice to confer with the parents and come to the mutual understanding of having the child withdraw.

The pastor or principal must consult with the superintendent before a student in any elementary or secondary school is asked to withdraw. A student who has been withdrawn from a school of the Archdiocese will not be accepted into another Archdiocesan school unless the principal from the first school supports the application of the child. This support is given when there is good reason to believe that the child will succeed if given a chance in a new setting.

Statement of Changing Policy

The school administration maintains the right to change a specific policy or rule in individual cases for exceptional circumstances.

Disciplinary Code

Conduct contrary to the moral teachings of the Church, or any behavior deemed unacceptable by teachers or administrators may result in demerits, detention, probation, suspension or expulsion. Disciplinary reports are provided to high schools upon request.

Violations of School Rules

As a general guideline for students and parents, the Administration offers a list of some offenses. This list does not cover all offenses. The seriousness in terms of the violation of school policy is:

Type A: Major Offenses

A serious offense is conduct, whether inside or outside the school, that is detrimental to the reputation of an individual or St. Mary's Cathedral School or violates a major school regulation. These include, but are not limited to:

01. Being in classrooms after school without proper reason, permission or supervision
02. Bullying-Cyber-Social Media-Gossip
03. Cheating
04. Complicity
05. Contraband (unauthorized item)
06. Contracting or representation in the name of St. Mary's Cathedral School
07. Cutting class(es)
08. Defacing school property
09. Defiance
10. Distribution or possession of any type of flyer on campus
11. Failure to report for a detention issued by the administrator or teacher
12. Failure to report to the School Office when arriving tardy to school
13. Fighting
14. Flagrant disobedience
15. Forgery of signatures on any school-related document
16. Gambling
17. Habitual dress code violations
18. Harassment Major
19. Immorality as determined by the Administration of the school
20. Inappropriate behavior during assemblies or masses
21. Inappropriate displays of public affection
22. Initiation of involvement in any letter or petition on school grounds or among the school community without administrative approval
23. Insubordination or disrespect for authority
24. Leaving school without the permission of an administrator
25. Left class or detention without permission
26. Not following procedures during emergency drills
27. Offensive language, provocation or gossip
28. Possession of a weapon or an object which can be used as a weapon
29. Possession of obscene literature or any harmful objects
30. Provoked incident
31. Pulling fire alarm
32. Sexual harassment: includes pressure for sexual activity; remarks with sexual or demeaning implications, unwelcome touching, and unacceptable personal appearance
33. Smoking on school grounds or at school functions, including chewing tobacco and electronic cigarettes "Vapes"
34. Suspicion of use, of any paraphernalia or drug of any kind, including marijuana.
35. Tampering with official school documents
36. Technology inappropriate AUP use
37. Technology Major
38. Theft or possession of a stolen item or intent to steal
39. Threats or inflammatory statements
40. Throwing food or any object
41. Truancy from school or required function
42. Unacceptable or disruptive conduct
43. Unauthorized fundraising or soliciting
44. Use or indication of use of alcoholic beverages on school grounds or at any school function
45. Wearing or possessing any paraphernalia associated with alcohol, drugs or any illicit substance

The Above-mentioned violations shall be dealt with in ONE OR MORE of the following ways as determined by the administration:

- A. Demerit
- B. Detention
- C. Probation
- D. Suspension
- E. Monetary Compensation
- F. Withdrawal from school or graduation ceremonies
- G. Expulsion

Type B: Minor Offenses

The Type B offenses may be dealt with by the individual teacher or Administration Office. If an individual teacher fills out the detention form, the detention is served with the individual teacher unless otherwise indicated on the detention notice.

- 01. Bringing playing cards or fidget spinners of any kind
- 02. Cafeteria violation
- 03. Dress code violation
- 04. Excessive noise or running
- 05. Failure to bring book or materials to class
- 06. Failure to pay fine
- 07. Food or drink in hallways or class
- 08. Gum chewing
- 09. Hair & shaving violations
- 10. Harassment Minor
- 11. Horse play
- 12. Leaving food or trash on tables in cafeteria or in non-designated areas during lunch.
- 13. Littering
- 14. Loitering in restrooms, halls, classrooms or offices
- 15. Missing Handbook form or Home Language Survey form
- 16. No student ID card (middle school only)
- 17. Not wearing student ID properly around the neck and visible
- 18. Off task
- 19. Out of class without a pass
- 20. Radios, recorders, phones, cameras, or hand-held video games may not be seen, used or heard during school hours and may be confiscated (technology violation fee of \$5 applied per infraction)
- 21. Sleeping in class
- 22. Solicitation for personal gain
- 23. Technology minor
- 24. Violation of attendance procedures.
 - a. Late to class or school (late fee of \$5 per late applied after the 3rd tardy in each quarter)
 - b. No note turned in on the day the student returned from being absent
 - c. No phone call on day of absence
- 25. Water bottle in class

Demerit Policy

- I.
 - A. Each infraction has a demerit value (some infractions are assessed multiple demerits – such as skipping class)
 - B. Detention is issued at every interval of three (3) demerits
 - C. Each day of suspension equals six (6) demerits
- II.
 - A. Twenty (20) school days without a demerit equals nine (9) merits. It is the responsibility of the student to inform the Administration Office of this reward. However, a student may not accumulate non-demerits, as to take away future demerits.
 - B. Once a student is placed on Contract/Probation, the contract may be valid for the remainder of the school year; however, privileges (Probation Status) may be restored with merits.
- III.
 - A. Action Step Number 1: Once a student has accrued nine (9) demerits, a student will be placed on behavior chart and a parent conference is required. The chart, policy, procedures and reason(s) for the conference are explained and documented. Progress Monitoring Plan (PMP - Contract/Probation) may also be issued at this time is deemed necessary.
 - B. Action Step Number 2: Once a student has accrued eighteen (18) demerits, the student is placed on a Progress Monitoring Plan (PMP - Contract/Probation). A parent conference is required. A student placed on Probation may not participate in **any** extracurricular activities (including but not limited to athletics, clubs, trips, dances and other such student activities) for the remainder of the probation period or school year.
Please note: Any monies paid or deposited for a student activity are nonrefundable! However, the student may have a **one-time** opportunity to restore his/her privileges with merits.
 - C. Action Step Number 3: Once a student has accrued twenty-four (24) demerits, a recommendation for dismissal is made to the Disciplinary Committee.
- IV. The Administration reserves the right to exercise its prerogative to respond to circumstances not covered specifically in this document. Please note that **all rules and policies stated in the handbook apply**. Therefore, a thorough review of the handbook, with careful attention given to the "Expulsion" provision is recommended.

Detention Procedures

I. Steps prior to assigning a detention

- A. Verbal warning(s).
- B. Uniform Violation Report for dress code infraction.
- C. One demerit for a minor infraction (form sent home and returned signed).
Demerit totals may also lead to further detentions, suspension, or dismissal
- D. Demerit totals will be tallied and visible on Rediker or PlusPortals

II. Detention procedures

- A. Detention is issued for major infractions or repeated minor infractions.
- B. Detention totals will be tallied on Rediker or PlusPortals.
- C. Detention must be served on Tuesday or Friday, unless otherwise announced.
 - 1. Detention will ordinarily be served in the library from 3:00 – 4:00 pm.
 - 2. If a student is not present for detention by the time the Behavior Reflection is given out, he or she will not be allowed to serve the detention until the next detention day.
- D. Unless the student is excused by an administrator or is absent from school on the day detention was to be served, he or she will be charged with a missed detention. The penalty for an unexcused miss is two detentions to be served on the next two detention days.
- E. Once a student has received or served three detentions or has missed two detentions without a valid excuse, the student and a parent or guardian will be contacted by the school office and required to attend a mandatory conference with the Administration and counselor.
 - 1. Until this conference is held, the student will serve an in-school suspension.

*Completion of the Behavior Reflection paper and a conference with the supervisor of detention is required. After the reflection and the conference are completed, the student may be allowed to read an AR book.

Detention Policy

- 1. Detention is the acceptable punishment for a student's violation of school and classroom rules. This detention may be in the form of manual labor or by spending time occupied in a classroom.
- 2. The detention period is both a consequence for a behavior and a time of reflection on the need for the existence and observance of school regulations.
- 3. Students who accrue nine (9) or more demerits for the same infraction may be placed on a Progress Monitoring Plan (PMP) disciplinary probation/contract.
- 4. Students are to report to the listed room on the detention slip for detention at 3:00 p.m. No excuses are accepted. Riding a bus, car pool or a van home may NOT excuse a student from detention. Students late to detention may be issued additional demerits.

Disciplinary Probation

1. The Administration may place students on a Progress Monitoring Plan (PMP) probationary period for an accumulation of minor offenses, a serious offense or a combination of both.
2. Students placed on disciplinary probation may be reviewed by the Principal for dismissal from school and may not participate in extracurricular activities during that period at the discretion of the administration.
3. Students that accrue 18 demerits may be placed on disciplinary probation.

Expulsion

1. There may be occasions when it might be necessary to dismiss a student from school for incorrigible behavior, possession of a weapon or an object which can be used as a weapon, conduct that threatens the physical or moral welfare of students, or disrespect towards teachers. The Principal may call a Discipline Committee Meeting for a recommendation. Only the Principal has the authority to expel a student.
2. The Principal retains the right to expel or suspend any student who possess or uses drugs, who is SUSPECTED of having taken drugs of a debilitating nature (prescribed medication excepted), e.g. drugs forbidden by law, at school, on the way to school, or at any school function. However, if a problem is detected, the school may offer help or programs to deal with the problem.
3. Any student who has been suspended twice in a school year may be dismissed from St. Mary's if he/she engages in any behavior that warrants a third suspension.
4. Students involved in a fighting incident may be dismissed on their first offense of this nature.
5. Students that accrue 24 demerits are referred to the disciplinary committee with a recommendation for expulsion.

Honesty and cooperation are essential elements of good conduct and responsibility, which St. Mary's Cathedral School values and encourages. As such, the degree to which a student is forthright and cooperative during the discussion or investigation of a disciplinary matter may be taken into consideration in determining the appropriate administrative action.

Statement of Changing Policy

The school administration maintains the right to change a specific policy or rule in individual cases for exceptional circumstances.

REGISTRATION & ADMISSIONS GUIDELINES

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.

The following records/requirements must be completed for every student applying for admissions or enrolling at St. Mary's Cathedral School:

1. A completed Admissions Application
2. A completed Registration/Re-Enrollment form (if/when accepted)
3. A copy of your child's Birth, Baptismal, Reconciliation and First Communion Certificates
4. **Florida Certificate of Immunization** (form 680) with date of immunizations
5. **Evidence of Medical Examination** (form 3040) within the past 12 months
6. Academic and disciplinary history for the last (3) years from previous school(s)
7. Standardized testing scores for the last (3) school years
8. SMCS Entrance Exam
9. Completed financial registration paperwork
10. Family interview with admissions team

Student entering Pre-K 4 must be four by September 1st

Students entering kindergarten must be five by September 1st

Students entering first grade must be six by September 1st

Re-registration (re-enrollment) for students already attending St. Mary's and registration for siblings of these students is held during the months of January - February. All tuition and fees must be current to re-register for the new school year. New family registration begins immediately afterwards from the waiting list. Parishioners of St. Mary's Cathedral are given preference for any spaces that become available.

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Tuition is made in **ten** payments through the FACTS tuition management website. The first tuition payment is due in **August. The remaining 9 payments will be made from September - May. Registration and tuition paid is nonrefundable.**

Tuition Agreement / Acknowledgements

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. All Installment payments must be processed and paid through FACTS Management Company by either: (1) Electronic Funds Transfer from a designated checking or savings account; or (2) Credit card. Parents/Guardians acknowledge that they have read, understand and agree to the tuition and fee schedules and payment obligations detailed in the tuition agreement and statement. In exchange for the admission of your child(ren) in St. Mary's Cathedral School, parents/guardians hereby agree to pay, as scheduled, the net tuition due. Please note that the school reserves the right to modify this agreement in the event any credits and/or scholarships are granted.

At the end of each quarter, parents with past due tuition/fees balance will be notified by the school finance office of the past due amount and the minimum payment required. If all financial obligations are not current, the school may:

- Disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school.
- Block the online grade view for both the student and parent.
- Withhold the issuance of report cards, diplomas, and/or transcripts or any other student records.
- Disallow participation in or access to school activities.
- Disenroll the student if any financial obligations are not met.

Families wishing to withdraw a child from the school in the middle of a quarter are required to pay tuition and fees through the end of the quarter. Grades will not be released until the tuition and fees have been paid in full. Registration and tuition paid is nonrefundable.

Furthermore, 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. The administration reserves the right to terminate a student's enrollment at any time.

Immunizations

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

Pre-K Program

Students that wish to enroll in St. Mary's Pre-K program are expected to be fully toilet trained and capable of adequately cleaning themselves following toilet use. No "pull-ups", training pants or diapers are permitted.

Undocumented Students

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

Withdrawals

Please notify the school office and administration in writing at least two weeks in advance stating your reason for withdrawal. An exit interview, a completed withdrawal form, and all accounts/obligations must be settled before any records may be released to the new school. Library books, textbooks, and iPads belonging to the school must also be returned.

SAFETY GUIDELINES

Before/During/After School Safety

Students receive school supervision beginning at **6:45 AM** at the cafeteria area. The car line **must** be used for drop-off and pick up.

If a child must leave school early, they must be picked up in the school office and signed out by their parent or authorized persons. **No students will be dismissed from the office after 2:00 PM on a regular school day and after 12:00PM on early release days.**

For the safety and security of our students, if a child is to be picked up by someone other than the designated person, written notification must be given to the teacher and the school office.

All students not picked up by the end of their grade level dismissal will be sent to the Aftercare Program and fees will be applied.

Car Line

The car line **must** be used for arrival and pick up. A sign with your child's name must be in the passenger front windshield when you pick up your child. The use of cell phones is prohibited in car line. **If someone else will be picking up your child, you must send a note to the teacher and the office.** The person picking up must have a sign with the child's name in the front windshield. If this procedure is not followed, the person picking up the child, must park their car and go to the school office for verification. Please adhere to this rule, as no exceptions will be made. Please refer to more detailed information regarding the car line rules at the back of this handbook.

Drop Off

Parents are NOT permitted to drop off or pick up students in the school building. CARLINE IS TO BE USED at all times. Exceptions: (1) Student is tardy. (2) Prior arrangements have been made when student is leaving early.

Field Trips

Classes will take part in field trips of an educational nature during the school year, as planned by the teacher. Permission slips for these trips must be completed, signed by the parent/guardian and returned to school to enable the child to take part in the field trip. **A child may not participate in the field trip if the permission slip is not returned. Verbal permission is not sufficient.** Unless otherwise designated, students will wear their school uniform on such field trips.

Inclement Weather

Please tune in to our local radio and television stations for up-to-date information regarding early dismissals or school closings. In most cases we follow Dade County School's directives and/or the Archdiocese of Miami.

Search and Seizure Policy

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

Security

St. Mary's is aware and has taken appropriate measures to provide a safe, secure and peace of mind environment for our students and our employees. Please do not open doors or gates for **anyone that you do not know**. The office will manage who gains access to the campus through the specified entrances.

Transportation Arrangements

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

Be sure your child fully understands transportation arrangements **BEFORE** leaving home in the morning. **Please, unless it is an extreme emergency, we ask that you avoid calling the school at the last minute to relay a message to your child.**

Tropical Storms

If a tropical storm or other emergency arises during school hours, parents are encouraged to come to school and pick up their children. We will observe the same regulations as Dade County Schools and that of the Archdiocese of Miami – Office of Schools as to whether or not school will be in session during hurricanes or severe storm days. Please tune in to your local radio and television stations for up-to- date information regarding early dismissals or school closings.

SPORTS PROGRAM

St. Mary's Cathedral School provides a sports program for students in grades 5-8, which are designed to meet the needs of, and to develop the talents of our students, and are provided for student enrichment.

Sports Offered: (Grades 4 - 8)

Girls' Sports

- Volleyball (Varsity)
- Basketball (Varsity)
- Track and Field (JV and Varsity)

Boys' Sports

- Basketball (JV and Varsity)
- Track and Field (JV and Varsity)
- Flag Football (Varsity)

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 Athletics Registration Packet, 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.

Tryouts

Student athletes must have a minimum of a 2.0 cumulative GPA on their current report card or Plus Portal Grades to try out. If a student is absent during a sports tryout, they will not be able to tryout later unless it is an extreme emergency or illness and the Athletic Director has been notified. It is the responsibility of the student/parent to notify the Athletic Director immediately. The Athletic Director and/or coach may allow a tryout at their discretion if the tryout is warranted.

Necessary medical forms must be on file with the Athletic Director before a student can try out or participate in a sport.

Student athletes at St. Mary's Cathedral School are representatives of the school and must maintain high standards of excellence. Extra-curricular activities, specifically, athletic activities are, an essential part of a student's experience at school. There is an abundance of research indicating that participating in athletics promotes student achievement. Coaches, teachers, and the administration must work together to be certain that all athletes excel. We strongly believe that the daily academic work of the student must always remain the priority.

For a student to be eligible to participate in a sport, the following criterion must be met:

- Student athletes must have a minimum of a 2.0 cumulative GPA on their current report card or Plus Portal Grades to try out.
- Student athletes must have a minimum of a 2.0 cumulative GPA to participate in all sports. Student athletes may not participate in sports if GPA is below 2.0.
- Student athletes who receive any grade lower than a "C" may not be able to participate in sports at the discretion of the coach, Athletic Director and/or administration. Student athletes having grades lower than a "C" will need to complete a progress report that will need to be filled out by each teacher of the student to be considered for participation in the sport.
- Any student athlete having 3 or more detentions during a sport season may be benched for 1 or more games. Student athletes may be benched at any time even if they have less than 3 detentions on a case by case basis.
- Students athletes may not have 9 or more demerits during the sports season. Any athlete having 9 or more demerits during a sport season may be benched for 1 or more games. Students may be benched at any time even if they have less than 9 demerits on a case by case basis.
- A student participating in athletics **must attend a full day of school on the day of the activity.**
- Missed practices and games need to have approval from the coach or Athletic Director or student will sit out a game for each practice missed.
- Any student athlete who is removed from a sports team due to disciplinary reason, or who quits a sports team anytime during the school year may not be permitted to try out for another sport during the remainder of the academic school year. If a student quits a sport, it will be up to the Athletic Director and coach of the sport if he or she can participate in another sport.

Archdiocese of Miami Athletic Consent and Release from Liability Certificates, SMCS Athletics Registration Packet, and Athletic Pre-Participation physical evaluation forms will be sent home with students. These forms must be turned in to the Athletic Director the first weeks of school prior to any tryouts or participation. A student may be placed on academic or behavior probation at the discretion of teacher, coach, and/or administration. Students must be putting forth their best effort in order to remain on a school team. All sports/extracurricular activities have a faculty/staff moderator. A student may be removed from a team for just cause, which would include any infractions as outlined above or any un-sportsmanship-like behavior or a D or F average (below 2.0 GPA). There is a fee per athlete per sport due at the beginning of each sport season once a student has been selected to be on a St. Mary's team. This fee covers league registration fees, gym rental fees, referee fees, etc.

TECHNOLOGY GUIDELINES

ACCEPTABLE USE POLICY

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 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.
 - i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

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

Unacceptable Use of Outside Technology

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

Consent

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

Consequences for Violations

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

iPAD TECHNOLOGY USE

Technology resources at ST. MARY'S are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to promote educational excellence. The iPad facilitates resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of the iPad is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies in addition to those stated in the Parent/Student Handbook. It is understood that members of the ST. MARY'S school community will use the iPads and the school's network in a responsible, ethical, and legal manner at all times. ST. MARY'S retains sole right of possession of the iPad and related equipment. The iPad will be loaned to students according to the guidelines set forth in the iPad Agreement form as explained in the Parent/Student Handbook. ST. MARY'S retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware as the owner of these iPads.

Taking Care of Your iPad

- Students are responsible for the general care of the iPad they have been loaned by the school. iPads must be kept in the school issued iPad Case, failure to do so will result in the same consequence as being out of uniform.
- iPads that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.
- iPads may not be taken off campus for any reason.

Returning Your iPad

- If a student returns a damaged iPad, a damage fee will be charged.

General Precautions

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads are to remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- The iPad is not to be defaced in any way.
- iPads are not to be left in an unlocked school classroom or any unsupervised area.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.
- Charge the iPad based on the instructions given by the teacher.
- Each iPad will be labeled with a serial number and ST. MARY'S school label with a barcode. These labels are not to be removed or damaged. If the label is unreadable and/or identifiable, the iPad will be considered a non-returned iPad and the cost of the iPad will be charged to the parent.
- Do not consume food or beverages near the iPad.
- The iPad should be handled with care. Inappropriate treatment of the iPad is not acceptable.

Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used. Refer to the iPad Manual located on the apple website.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Using Your iPad At School

iPads are intended for use during school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad.

Password

School iPads may not be locked with any codes other than those entered by the school.

Backgrounds and Screensaver

iPads settings must not be changed except by school personnel. Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary actions and a re-imaging fee charged to remove any inappropriate screensavers or backgrounds.

- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

iPad Cameras

All iPad cameras are enabled. Any photo or video taken by the device should be under the supervision of a teacher who requires the camera for a class assignment or project.

Sound, Music, Videos, Games, or Programs

- Students may not download onto the issued iPad, music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the iPad if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the iPads.
- The device can only be synced with a school provided iTunes (Apple ID) account.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of iPads to watch movies videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited
- Music and videos are to be PG-13 and TV-14.
- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- No games that are played over the school network are allowed.

Printing

Printing is not available for the iPad on school grounds.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, the Director of Technology, or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

E-mail

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages to faculty.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- Inappropriate e-mail will not be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.
- Face time application will be disabled on the device during your enrollment at ST. MARY'S

Managing Files and Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, it is important to save documents in a timely manner. Library computers are available for students.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students should not use Virtual Private Networks (VPNs) on their devices.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on iPads or our file servers.

File Sharing

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the iPad. Examples of this type of software are Frostwire, Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

Deleting Files

- Do not delete any folders, files, or profiles that you did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with your ability to complete class work and may affect your grades. Questions regarding any file deletion should be brought to the attention of the technology office.
- Deleting iPad Profiles will result in a loss of network connection and the loss of school provided apps. Consequently, deletion of these profiles is strictly prohibited.
- There is a \$25.00 re-imaging charge to correct system files, with an incremental \$ 10.00 fee for each additional incident. i.e. \$25.00 for first offense, \$35.00 for second offense, etc.

Downloading and Loading of Software

- All installed software must be a legally licensed copy.
- ST. MARY'S will install the management profiles to manage, deploy, and monitor all school iPads.
- Students are not to synchronize iPads or add apps through a personal iTunes account.
- The software/apps originally installed by ST. MARY'S must remain on the iPad in usable condition and be easily accessible at all times.
- The school manages the deployment of apps, settings and management of all iPads.
- App updates and iOS system updates must be performed by school personnel.
- If the student removes the system profiles, "jailbreaks" or installs any software that is not approved or breaks the iPad Agreement, the school will charge a re-imaging fee to restore and reconfigure the iPad to its original state.
- The school does not accept responsibility for the loss of any software or documents deleted due to a re-image and configuration of a tampered iPad.
- Upgrade versions of licensed software/apps are available from time to time. The school will ensure all apps and iOS updates are performed when available.
- The privilege of using the technology resources provided by the school is not transferable or extendible by the students to people or groups outside the school.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.

Technology Services Provided by ST. MARY'S

- Internet and PlusPortal access to its students.
- Data storage through Google Docs. ST. MARY'S reserves the rights to review, monitor, and restrict information stored or transmitted via ST. MARY'S school owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students Responsibilities in the Usage of Technology

- Use computers/iPads in a responsible and ethical manner.
- Follow school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Do not lend or borrow iPad from another student.
- Back up their own data; lost or damaged data is not the school's responsibility.

Students are Prohibited from:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any messaging service outside the school provided options.
- Non-educational games. Only educational games, which in no way contradict our mission as a Catholic school, may be used with permission of a teacher.
- Removing iPad management and profile settings (\$25.00 Fee for reconfiguring and re-imaging of iPad).
- "Jailbreaking" of iPad.
- Bypassing the ST. MARY'S web filter through web proxies.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, email, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- The iPad that is provided by the school is the property of the school; therefore, the school has the right to view all content at any time.

- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Legal Concerns

- The school complies with trademark and copyright laws and all license agreements.
- Plagiarism is a violation.
- Use or possession of hacking, "jailbreaking" software is strictly prohibited and violators will be subject to disciplinary actions.
- iPads that are stolen or misplaced must be reported immediately to the Technology Department.
- Students are responsible for replacing the stolen iPad. Information on iPad insurance programs can be found in the school's library and in the Parent/Student Handbook.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged." The student will be subject to disciplinary action and be charged a fee PER incident. This amount may be increased for repeat violations.
- Repeated AUP offenses or iPad abuses may lead to the loss of a student's privilege of using an iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members.
- Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.
- Parent or guardian understands and agrees that although certain measures, policies and procedures have been put into place with the goal of providing a safe and secure learning environment, the School cannot and will not be held responsible for students' conduct and activities with, on, or relating to the iPad or the school's network, including the storing, display, or viewing of any unauthorized materials on such iPads or school network.

Florida Laws

Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses against Computer Users Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

General Recommendations Regarding Technology

The above policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The school recommends that parents speak to their child about making positive choices and ethical behaviors regarding the usage of the Internet and technology.

UNIFORM GUIDELINES

Uniforms are to be purchased **ONLY** at:

Continental Uniform Company

700 NE 125th St, North Miami, FL 33161

305.895.6528

www.continentaluniforminc.com

GIRLS

Grade	Top	Bottom
PK4 – 2 nd	Light blue polo	Blue plaid jumper w/ logo (length must fall <u>below</u> the knee)
3 rd – 5 th	Light blue polo w/ logo	Blue plaid skirt (length must fall <u>below</u> the knee)
6 th – 8 th	Light blue polo w/ logo	Blue plaid skirt (length must fall <u>below</u> the knee) OR Navy-blue pants
All Girls	All girls must wear white knee high, cuffed, or ankle socks (No show socks are NOT allowed). A plain black belt must be worn with the Navy-blue pants.	

BOYS

Grade	Top	Bottom
PK – 2	Light blue polo w/ logo	Navy-blue shorts OR Navy-blue pants.
3 – 8	Light blue polo w/ logo	Navy-blue pants.
All Boys	All boys must wear white crew or ankle socks (No show socks are NOT allowed). A plain black belt must be worn with the Navy-blue pants.	

MASS DAY ATTIRE

On Mass days, Holy days or designated times, students in 3rd – 8th grades are to wear the official school **uniform oxford button down shirt and uniform tie.**

UNDERSHIRTS must be the school PE shirt or a plain white undershirt.

No undershirt/garment is to be visible at any time under their uniform with the exception of the P.E. shirt or a plain white undershirt/garment.

PE UNIFORMS MUST be the official school navy blue SMCS mesh shorts and gray SMCS PE t-shirt.

(PE uniform MUST be purchased at school)

SHOES must be solid black with no designs or different colors. The laces, logos, and sole must all be solid black. **No high tops allowed. Velcro or lace-less shoes are ok for grades PK4 – 2nd.**

SCHOOL FLEECE JACKET or **SCHOOL CREW NECK SWEATSHIRT** may be worn on cold days and **MUST** be the official school jacket or sweater purchased at Continental Uniform Co. No others will be allowed to be worn.

EXTREME COLD WEATHER (WHEN THE WEATHER DROPS BELOW 60 DEGREES):

- Student **MUST** be in official school uniform always.
- **NO hoodies allowed.**
- Students may wear additional sweaters or jackets **underneath their School Jacket or Sweater** for additional layers.
- Solid/plain white, black or blue long sleeve shirts may also be worn underneath the school uniform shirt.
- Students may wear gloves and hats. Hats must be removed when inside the classroom or building.
- Girls may wear solid/plain white, black or blue leggings or tights underneath the school skirt.

We strongly recommend that you label your child's sweater/jacket with their name on each item. You can write, label, or embroider the name on the item(s). The school is not responsible for lost articles of clothing.

The items listed above only apply when the weather drops below 60° (degrees) during school hours. Students may be asked to remove cold weather items that do not meet the school guidelines. Regular school uniform policy applies otherwise. Students that are not in compliance with school dress code guidelines may receive demerits per the Parent-Student Handbook. **Contact our school office with any question you may have.**

JEWELRY

- A cross or medal and chain and a watch are acceptable for all students.
- No other jewelry may be worn.
- Girls may wear post earrings (studs).
- Girls' earrings may be no larger than 1 inch in diameter.
- No multiple earrings are allowed.
- Girls are not allowed to wear fashion or beaded bracelets of any kind.
- Boys may not wear earrings of any type.
- Neither boys, nor girls may wear string bracelets or support bands.
- If the Administration determines any jewelry to be inappropriate, it will be taken from the student and sent home.
- **Also, make-up, nail polish, false nails may not be worn during school hours.**

HAIR

- Hair styles should be traditional and conservative and not a cause for distraction.
- Boys hair length must be above the collar, not cover the eyes or ears and be kept short and neat.
(No mohawks, fauxhawks, designs in hair, etc.)
- "Corn Rolls" may be worn as long as they are neat and lay flat against the head. No design or patterns. May not extend past the shirt collar.
 - Braids must cover entire head and must not exceed beyond the bottom of the collar.
 - No "plats", twisted hair, or dreads permitted.
 - Afros are limited to one and one-half (1½") inches in length.
 - Spikes in the hair are limited to one and one-half (1½") inches in length.
- Highlights or dyed hair or hair extensions are not allowed.
(No multi-toned hair colors/extensions)
- Girls may wear hair accessories that are a **plain solid blue or white** headband that will not cause a distraction.
- No other articles can be worn on the head (Examples hats, hoods, bandanas, earphones, etc.)
- Final determination as to what is traditional, and conservative will be determined by the Administration.

The uniform code becomes effective on the first day of school. Parents are asked to reinforce these policies with their children. **Any student not in compliance with the uniform policy will be issued a statement to that effect to be signed by the parents. If a child receives a second warning, they will be sent to the office and their parents will be called.** The child will not be readmitted to class until the uniform is in compliance. Students are expected to be well groomed and to have sufficient uniforms. Uniforms should be clean and in good condition each day. Please replace faded, torn, etc. clothing as needed. Students are to be neat at all times. Shirts/polos are to be tucked in.

Backpacks

All students are required to carry a backpack to school every day. Backpacks can be any color. Backpacks symbolizing war, violence or non-Catholic views are Not Permitted. No Stickers. No Wheels.

Lunch Boxes

Plain/solid colored lunch boxes are preferred. Lunch boxes with pictures symbolizing war or violence are not permitted.

General Guidelines

- The length of jumpers, dresses, skirts, shorts or culottes must be no shorter than two inches from the middle of the knee.
- Uniforms must be purchased at Continental Uniforms, Inc.
- PE Uniforms must be purchased at the school office.
- The appearance of the student must be neat.
- Uniforms should be clean with no rips or tears.
- Slacks should not be faded or slit on the sides.
- Students are not permitted to alter any or change any part of their school uniforms.
- The uniform shirt must be worn even if a jacket or sweatshirt is worn over it.
- A sweatshirt may not be worn inside out.

AFTERCARE PROGRAM

Hours of Operation

Regular School Days: 2:50 - 6:00 PM

Early Release Days: 12:50 PM - 6:00 PM

Philosophy

The Aftercare Program is an extension of the school program and, therefore, the philosophy of a Christ-centered program extends to Aftercare.

The Aftercare Program strives to provide an enjoyable atmosphere with varying activities, including outdoor play, art activities, study time and indoor games. Aftercare is only available while school is in session.

Admission Policy

Only students who are enrolled in and are in good standing at St. Mary's Cathedral School may attend the Aftercare Program.

Attendance in the program is a privilege, not a right. Aftercare is considered a convenience and a service for our families. Children in attendance must adhere to the rules and regulations set forth in the Student/Parent Handbook of the school.

Communication

Staff is available if parents have any questions at all times. If you need to reach someone in the Aftercare Program, please call the school office and speak with the Aftercare Coordinator after 3:00pm.

Discipline Policy

Every child is expected to abide by the rules of the Aftercare Program and all the rules delineated in this handbook. Children are not permitted to run inside the building. Pushing, shoving or fighting of any kind is prohibited. Outside equipment is to stay outside. Throwing of toys or objects inside will not be permitted. Furthermore, children are expected to respect staff members, other students, and all property.

If a child violates these standards, we will first take action by removing the child from the group and seating them by themselves for a 5 to 20 minute period depending on the age. If the behavior persists, the parent will be called in for a conference. Should there continue to be problems, a second conference will be arranged with the Principal and Aftercare Supervisor.

Dismissal Procedure

Children who are enrolled in the Aftercare program must be signed out from either their Aftercare room or the main office (if signing out from the main office it must be before 2:00PM on a regular school day and 12:00PM on early release days). Children will only be released to designated persons. Parents should communicate to the Aftercare staff of any changes or conditions of child pickup in writing. The Aftercare staff holds the right to require identification of anyone who is picking up a child. Students enrolled in the Aftercare program are not permitted to be dismissed through car line, they must be signed out from the Aftercare program, or if dismissed early, from the main office. Parents must keep the Aftercare supervisor informed of any after school activities their child is involved in at all times. This must be done in the form of a written note and the office must also be notified.

If any question arises regarding the release of a child, the Aftercare staff will call the parent. Furthermore, if there is a question in the mind of the Aftercare Staff as to the physical or emotional state of the person to whom the child is to be released which in the judgment of the Aftercare staff would result in harm to the child, the Principal or Pastor will be called for a determination before releasing the child.

ST. MARY'S CATHEDRAL SCHOOL AFTERCARE PROGRAM CLOSES AT 6:00 PM. ANY CHILD REMAINING AFTER THIS TIME WILL HAVE A FEE ASSESSED AT \$2.00 PER CHILD FOR EVERY MINUTE TO BE BILLED SEPARATELY FROM TUITION AND FEES. If a child is continuously picked up after 6:00 PM you will be asked to make other after school arrangements.

Emergency Procedures

In the event of an emergency, parents will be contacted at home or at work. If the parent cannot be reached, the emergency contacts listed by the parent will be contacted. In the case of an extreme emergency, 911 will be contacted first. Please be sure the Aftercare Supervisor is notified of any changes in your contact numbers.

Fees

Parents understand that they must and Aftercare Registration Packet for the current academic year. They accept the policy that no student will be permitted to attend Aftercare classes unless the tuition account is paid on time and in full. All Aftercare fees are due weekly and must be kept current. Students with past due accounts may not be allowed to attend Aftercare. See Aftercare Registration Packet for current fees for participation in Aftercare services.

Health and Safety

The most important component of the Aftercare is the safety and well-being of the children in our care. An emergency/information form will be filled out by every parent during the first week of school. At least two emergency phone numbers must be provided. Rules for attendance apply the same as for school. If your child is sick or has a fever, you will be notified to come and pick up the child. The giving of any medication must adhere to the rules of the school handbook.

NO TOYS, TAPES, CDs, VIDEOS, CELL PHONES, OR GAMES MAY BE BROUGHT TO AFTERCARE FROM HOME WITHOUT THE PRIOR APPROVAL OF THE STAFF. THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE APPROPRIATENESS OF MATERIALS.

Lost and Found

Please put your child's name on all personal items; e.g., clothing, sweaters, backpacks, etc. The Aftercare program is not responsible for lost or misplaced items.

Tropical Storms

If such an emergency arises during the Aftercare hours, parents are encouraged to come to school and pick up their children. We will observe the same regulations as Broward County Schools regarding school sessions during hurricane days. Parents please follow radio and TV announcements.

Visitors

Only parents or their designees are allowed on the Aftercare site. Any visitors on official business will be directed to the school office.

AFTERCARE SCHOOL PROGRAM

Agreement Form

Name of Child: _____ Grade: _____

1. I will complete all necessary forms required by the Aftercare School Program. I will notify the program for any changes regarding address, phone number, and so on.
2. I understand and agree to pay the required fees for my child to attend After Care School services.
 - ✚ All fees are due upon confirmation of acceptance in the program. Payments are due within a week of attending Aftercare.
 - ✚ Late Payment Fee: A \$10 late fee will be added to the account if payment is not made after a week notice was sent home. If the account is not paid in full during the week of the suspension, your child's enrollment will be discontinued.
 - ✚ Late PICKUP FEE: If a child is not picked up by 6:00 PM, a late fee of \$2.00 per minute will be assessed beginning at 6:00 PM (e.g. 6:05 arrival will result in a \$20 fee - \$10 daily fee + \$10 for 5 minutes past 6pm = \$20 total due of that day).
 - ✚ If a child has not been picked up by 7:00 PM and attempts to contact the parents and emergency contacts have been unsuccessful, the Police and/or Miami Dade Children's Services may be called. Recurrent late pick up may result in suspension or termination of enrollment from the Aftercare Program.
3. I will make other arrangements for emergency/planned closings, delays, and dismissals when notified by the program.
4. Students may not bring appropriate personal belongings to the program and I will not hold the Aftercare School Program responsible for replacement or repair of any items that may be lost, stolen, or broken.
5. When picking up my child from Aftercare School Program, I will sign him or her out of the program.
6. I understand that if my child is posing a serious or recurrent behavior issue, he or she may be suspended or dismissed from the program and that payment is due for the time a child is suspended.

By signing this application for admission to the Aftercare School Program, I acknowledge that I have read this entire registration packet and agree to follow and respect all rules and procedures listed and established by the program. I understand that the Parent-Student Handbook rules apply. 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.

Print Name of Parent/Guardian

Cell Phone

Signature of Parent/Guardian

Date

AFTERCARE PERMISSION FORM

Name of Child: _____ Grade: _____


The following permissions will remain valid for the current school year or until withdrawn in writing by the parent/guardian.


Everyone must complete.

All parents/guardians listed on the Aftercare Registration Form and Permission Form shall be authorized to pick up his/her child on any day and will be permitted to designate others to pick up his/her child unless a copy of a court order or decree is provided to the Aftercare Staff that authorizes restriction of these parental rights and the Site Director is apprised of the court order or decree. For parents with joint or shared custody, either parent will be permitted to pick up the child. If only one parent is the legal custodian of a child, only the parent with legal custody will be allowed to choose others to pick up the child with legal document.

I give permission for the Aftercare School Program to release my child to the following individuals:

- | | | |
|----------------|--------------|-----------------|
| 1) Name: _____ | Phone: _____ | Relation: _____ |
| 2) Name: _____ | Phone: _____ | Relation: _____ |
| 3) Name: _____ | Phone: _____ | Relation: _____ |
| 4) Name: _____ | Phone: _____ | Relation: _____ |
| 5) Name: _____ | Phone: _____ | Relation: _____ |

 All information provided on the Registration form and Permission form is correct, and the child named above has permission to engage in all activities in the program. I agree to hold harmless the St. Mary's Cathedral School Aftercare School program, its agents and employees for all incidents alleging physical injury or property damage or loss occurring while the child named above is participating in any activity on the premises.

 Children in upper grades may be permitted to walk home with written or verbal permission from the parent/guardian. Younger siblings are not permitted to accompany them.

☐ I grant permission to the Aftercare School Program to release my child to walk home with either written or verbal permission.

Print Name of Parent/Guardian

Cell Phone

Signature of Parent/Guardian

Date



St. Mary's Cathedral 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)

(Teacher)

Parent-Student Handbook Acknowledgement Form

MUST be returned to Homeroom Teacher

no later than Friday, September 7, 2018.