

# **PARENT/STUDENT HANDBOOK**

## **Kindergarten – Grade Eight**

### **2018-2019**

**ROSARIAN  
ACADEMY**  
— Est. 1925 —



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An Adrian Dominican Sponsored Institution

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Southern Association of Independent Schools (SAIS)  
Associate Member of the National Association of Independent Schools

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## **MISSION STATEMENT**

Rosarian Academy, founded in 1925, is a private, coeducational, Catholic school sponsored by the Adrian Dominican Sisters. Our mission is to educate the whole person for life in a global community in the light of Gospel values.

## **OUR BELIEFS**

1. We believe in a Christ-centered community of faith.
2. We believe each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
3. We believe that the quest for self-improvement is a continuous process.
4. We believe in a strong academic program enriched by the fine arts and extracurricular opportunities.
5. We believe that service to others is an integral part of the Rosarian Academy Community.
6. We believe in educating students to make a positive difference in the world.
7. We believe in the Catholic Dominican tradition of prayer, study, reflection and action.
8. We believe in fostering an awareness of the continual need for social change.
9. We believe in and respect religious, ethnic, cultural and economic diversity.

## **OUR VALUES**

Rosarian Academy, as a school in the Catholic Dominican tradition, seeks to foster right relationships among its community members and others. We aspire and commit to living these values:

1. We value our relationship with our God; we begin the day expressing gratitude for the blessings we have received.
2. We value respect of others and ourselves in relationships; we speak to one another with kindness and do not gossip or criticize harshly.
3. We value forgiveness and compassion; we make peace with others and ourselves and seek to understand one another.
4. We value responsibility as citizens and community members; we follow the rules and accept the consequences of our behavior.
5. We value honesty and integrity; we are truth tellers.
6. We value the richness of difference and diversity; we do not put others down or bully one another; we are open to new ways of seeing and doing.
7. We value patience; we do not rush decisions or make quick judgments.
8. We value self-control and humility; we act with discipline and an openness to what is before us.
9. We value generosity and cooperation; we do our part to make things a success.
10. We value the Earth as our home; we recycle and are careful consumers.

## NOTE TO PARENTS

Welcome to Rosarian Academy. Thank you for giving us the opportunity to partner with you in the education of your child(ren). By working together as a community, we will accomplish the mission of our school. At all times, the Academy's Administration,<sup>2</sup> Staff and Faculty are happy to assist you in your understanding and participation in the mission of the Academy.

This Handbook has been prepared to serve as a general guide to the philosophy and policies of the Academy. Since it is impossible to address everything pertaining to daily life at school, we encourage you to inquire in the Administration Office for any information not included here.

In order to realize the Academy's aim, parents and students must agree to uphold and support the philosophy and policies of the Academy. The Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments and the assessment of student and teacher performance.

A positive and constructive working relationship between the Administration and a student's parents/guardian is essential to the fulfillment of the Academy's educational purpose. Thus, the Administration may not extend the privilege of re-enrollment to a student if the Administration concludes that the actions of a student's parents/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the Administration's accomplishment of its educational purposes. The Administration may decline enrollment or re-enrollment of any student or suspend or dismiss any student, at its discretion, for any cause deemed sufficient by the Administration.

The Administration may change or modify the philosophy or policies of the Academy without prior notice. A reasonable attempt will be made to notify parents and students of any such changes. The interpretation and application of the Academy's philosophy and policies rest solely with the Administration of Rosarian Academy. The Administration requires written acknowledgement by the parents/guardians and students of this Handbook and any future amendments. Parents/guardians, by executing the acknowledgement of receipt of this letter and accompanying Handbook, hereby release and hold Rosarian Academy and their employees, agents and corporate members harmless from any claims or liabilities that allegedly arise from or are related to their child's attendance at Rosarian Academy.

<sup>1</sup> Throughout this Handbook, references to the "Academy," "Rosarian" or the "school" are used interchangeably and refer to Rosarian Academy.

<sup>2</sup> Throughout this Handbook, the term *Administration* refers to the Head of School, Assistant Principal, Director of Early Childhood, Dean of Students and Director of Finance.

## **ADMISSION POLICY**

Rosarian Academy considers all applicants for admission based upon its academic program and the applicant's needs and admits students accordingly. The Academy does not discriminate on the basis of race, color, religion, sex, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

Children must reach the age of five (5) by September 1 to qualify for admission into kindergarten.

Children must reach the age of six (6) by September 1 to qualify for admission into the first grade.

All first year and new/transferring students will be accepted on a probationary basis for the first trimester they are enrolled. Generally, a new student's progress will be monitored and evaluated at three-week intervals through the probationary period in order to determine the student's ability to adjust to the Academy's philosophy and curriculum and the Academy's ability to meet the student's needs.

## **SCHOOL HOURS\***

Faculty	7:30AM-3:30 PM
5 -8 Grade Students	7:50AM-3:05PM
Drop off time*	7:30AM-7:45 AM
Prayers	3:00PM
Pick up time**	3:05PM-3:20 PM
K - 4 Students	8:00AM-3:05PM
Drop off time*	7:35AM-7:55 AM
Prayers	3:00PM
Pick up time**	3:05PM-3:20 PM
Early Childhood Students	8:00AM-2:55PM
Drop off time*	7:35AM-7:55AM
Pick up time**	2:55PM-3:20PM

Administration Office (exclusive of summer months) 7:00 AM—6:00 PM

Any student not picked up by the close of pick up time will be taken to the After Care Program and will be billed accordingly (see After School Care below).

Only Junior Toddler House Children and Children's House A are picked up at the 800 N Olive.

Families with students in different school levels are picked up at the **youngest** sibling's pick up location, with the exception of siblings in the Junior Toddler and Children's House A .

## **DROP OFF AND PICK UP OF STUDENTS**

### **WALKING STUDENTS ON TO CAMPUS AT ARRIVAL:**

#### **Protocol for morning drop off & late arrival**

1) Hours are 8am-2:55pm for Early Childhood and 8am-3:05pm for Lower School

2) EC, K, 1st, 2nd (EC-2) arriving late: Between 8:00am & 9:00am, parents will be required to park along the circle in front of the Fortin building or parking lot across Flagler Drive, come into the Main Office to sign their child in. Parents will need to sign in themselves as an escort and bring their child to their classroom. There will be no portering of students during that time unless there is an extenuating circumstance. There will be an aid available after 9:00am to porter or assist students as necessary.

3rd / 4th: Between 8:00am & 9:00am, parents dropping off late will be required to park in a designated spot, come into the Main Office to sign their child in. Children will walk themselves to their designated classroom.

Early Childhood and Lower Schools students may be dropped off beginning at 7:35am. Students are marked tardy at 8:01am. At that point, school gates will be closed and secured.

1) Middle School Hours: 7:50-3:05pm

Morning Extra Help: Students will be dropped off in front of Fortin and sign in at the Main Office. From there they will go to their designated classroom.

Grades 5 - 8 drop off (7:35am-7:45am): Students will be dropped off in Front of Fortin (supervised in front of the building) and granted entry into the building through the side gate at 7:40am.

#### **Policy for afternoon:**

After normal school hours, security will be available to porter or assist the movement of students as necessary. The cafeteria is the designated area to gather students attending aftercare. All aftercare, academy and club students should report to the cafeteria immediately following dismissal.

Early Childhood: Will gather in their designated classrooms.

Kindergarten - 4: students will have their snack and begin homework. At 3:45pm students will be escorted by the aftercare teacher to their designated areas.

Grades 5 - 8: If the student is staying after school in the Media Center and not attending an extracurricular activity, they are to sign in at the cafeteria and wait until they are moved to the Media Center. Food and beverages should only be consumed in the cafeteria, which closes at 3:30pm. Grades 5 - 8 Students staying for extra help must sign in at the Media Center. From there they will go to their designated classroom. Students will be dismissed by the teacher whom they are seeing for extra help and sent to the main office for pick up. Students staying after 4pm will be required to move to LS aftercare where they will be checked into aftercare. There is no charge for MS students to go to the Media Center until 4pm. Daily charges will incur for the students to attend from 4-6pm.

### **Tardiness:**

The bell for homeroom rings at 7:50 a.m. for middle school students and 8:00a.m. for lower school students. A student arriving after the bell is considered tardy to school and will be marked accordingly. A student arriving late must report to the Administration Office for an admission slip.

The school day begins with prayer, the Pledge of Allegiance, morning announcements and important organizational needs that are vital to the student's academic success. It is important for all students to be punctual and present for this crucial part of the day.

A student who misses four consecutive academic classes (or the equivalent in time) will be marked absent a half-day.

A 5th - 8th student is tardy if he/she is not in his/her assigned class when the bell rings to signify the start of the class period. If a student is late 6 times in a given trimester, the student will be required to serve a detention.

K - 4 parents will be notified by the Dean of Students if the student is late five times within a marking period.

Any questions or concerns regarding attendance or tardiness should be referred to the Dean of Students.

## **AUTHORIZATION FOR STUDENT PICK UP POLICY**

Students may leave campus with their parents, or, with express parental permission, with other authorized persons. Such express parental; permission may be authorized in advance on the parent portal or, in an emergency, by calling or writing the front office. An emergency pick-up request will be honored only if the caller or the authorized person is verified. Please note that the school cannot guarantee that emails, texts and/or voice messages that cannot be verified will provide adequate notice. This is for the safety of our students. This policy applies to all departures from campus, including but not limited to school dismissal, aftercare, athletic events, field trips, early dismissal and off-campus school events.

### **Dismissal/Pickup**

Any student not picked up by the close of pick up time will be taken to the After Care Program. Charges will be assessed beginning at 3:20 p.m. for the Toddler and beginning at 3:20 p.m. for the Children's House and K - 4th grade.

### **Student Car Line Pick Up Procedures:**

- Place the family name sign in the front driver side of the vehicle windshield.
- Follow the directions of school personnel to assure ease of procedures.
- Children should enter cars as quickly and safely as possible.
- Refrain from use of cell phones when driving on the campus.
- There is no parking or stopping at pick up locations. If your child is not outside and ready for pick up, it will be necessary for you to exit the area and circle back to the end of the line.

### **STUDENT PICK UP DURING SCHOOL HOURS:**

Parents/guardians are strongly discouraged from taking students out of school for any reason. The Academy recognizes that emergencies do arise and occasionally parents/guardians have no other alternative but to request a late arrival or early dismissal for a doctor/dentist appointment. Students who are picked up must be picked up prior to 2:30PM. There will be **NO EARLY DISMISSALS ISSUED AFTER 2:30PM**. For safety reasons, this time is reserved for packing up, prayers, and moving students to assigned dismissal areas. A school calendar is provided so that doctor/dentist appointments can be scheduled during non-school times.

If an early dismissal is necessary, please put this request in writing and give it to the school secretary the day that the early dismissal is required. Students must be signed out and picked up at the Administration Office. Please see "Authorization for Student Pick Up Policy". Again, **no dismissals** will occur during the last 30 minutes of the school day, with the exception of approved school athletic events.

### **PARENT AND VISITOR PARKING:**

Parking on campus is limited. Covered parking is limited to Faculty/Staff cars only. Parents are encouraged to park in the spaces in the Flagler Plaza or those empty spaces in the Lewis lot. Please do not park in parking lots belonging to surrounding businesses. Your car may be towed from these areas. Parking in the circle drive is also prohibited.

### **AFTER SCHOOL CARE PROGRAM**

#### **Junior Toddler- Grade 4**

Students who are not picked up by the end of each school's dismissal time or the after-school activity dismissal time will be placed in Rosarian's After Care Program and will be billed accordingly.

PROCEDURE (Toddler and Junior Toddler):

Parent or driver, authorized by parent, must sign out student at Toddler House. HOURS: 3:05-6:00.

PROCEDURE (Children's House):

Parent or driver, authorized by parent, must sign out student at front office. HOURS: 3:05-6:00

PROCEDURE (Kindergarten through 4th grade):

Parent or driver, authorized by parent, must sign out student at front office. HOURS: 3:20-6:00

#### **After School Program For Middle School:**

Students in grades 5-8 may visit the Media Center to complete homework, work on projects or study independently until 4:00PM. At that time, they will join the After School Care Program until 6:00PM and be charged accordingly.

#### **After School Pick Up Procedure On Campus:**

When clubs, sports, and activities meet after school on the Rosarian campus, parents are

expected to pick up the student at the conclusion of the activity. Students will be dismissed only to the parent or authorized parent designee as stated in the Raider Connect. Students not picked up at the conclusion of the activity will be admitted to aftercare (10 minute, grace period) for which a one-day charge will be incurred.

**After School Pick Up Procedure Off Campus:**

When clubs, sports and activities meet at a location off campus, parents are expected to pick up the students at the conclusion of the activity. Students will be dismissed only to the parent or authorized parent designee as stated in the Parent Portal. Please see Authorization for Pick Up Policy stated above in the section entitled Drop Off and Pick Up of Students. Students remaining at the end of the activity will remain with the faculty or staff member until they are picked up by the parent or authorized parent designee. This will result in a one-day Aftercare Program charge. Repeated violations will result in removal from the activity.

## ACADEMIC PROGRAM

The Academy’s Faculty commits itself to foster a love of learning in each student by providing the skills necessary to pursue knowledge and the discipline required to master it. Our commitment is to provide the Rosarian graduate with the skills needed to pursue further educational goals at all levels with confidence and success.

This commitment thrives only in an environment of spiritual growth. As students realize their talents, they also realize their responsibility to use those talents in a world in need of God’s love and compassion.

### **Course of Studies**

Since Rosarian Academy is a Catholic school, enrollment in religion class and attendance at school liturgical functions is mandatory.

Core subjects for Kindergarten - 4th include:

<u>Kindergarten</u>	<u>First &amp; Second</u>	<u>Third &amp; Fourth</u>
Religion Reading Writing Mathematics Science Social Studies	Religion Reading Writing English Handwriting Spelling Mathematics Science Social Studies	Religion Reading Writing English Spelling Mathematics Science Social Studies

Co-curricular subjects for Kindergarten - 4th may include:

<u>Kindergarten</u>	<u>First &amp; Second</u>	<u>Third &amp; Fourth</u>
Art Performing Arts Physical Education STEM Spanish	Art Performing Arts Physical Education STEM Spanish	Art Performing Arts Physical Education STEM Spanish

<p>Core subjects for 5th - 8th Grades:</p> <ul style="list-style-type: none"> <li>English</li> <li>Literature</li> <li>Mathematics</li> <li>Religion</li> <li>Science</li> <li>Social Studies</li> <li>Foreign Language</li> </ul>	<p>Co-curriculum subjects for 5th - 8th grades may include:</p> <ul style="list-style-type: none"> <li>Art</li> <li>Coding</li> <li>Computer / Internet Safety</li> <li>Drama</li> <li>Music</li> <li>Physical Education and Health</li> <li>STEM</li> </ul>
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\*\* For a more in-depth review of curriculum, please refer to course of study.

## Middle School Mathematics

Students in fifth through eighth grades are placed in math classes according to their ability and achievement. When students enter the Middle School, they are assessed according to mathematical ability as shown on standardized testing, performance and motivation. For students to be placed in advanced coursework they are generally expected to:

- Maintain a grade point of “A-B+” for each trimester of the previous year;
- Achieve an overall grade point for the year of an “A”;
- Achieve a cumulative stanine score of 8-9 on the ERB; and
- Receive a teacher recommendation for the advanced coursework.

This criterion forms the general guidelines for student placement in an advanced course. *Final placement of Middle School math is left to the discretion of the mathematics teachers and the Administration as they review the student’s work and above-mentioned criteria. These decisions are final.*

Advanced coursework is defined as a student working in a math level one grade above the student’s normal grade placement. For example, a fifth grade student may be placed in a sixth grade math course.

Students in the fifth, sixth, and seventh grades who are placed in advanced coursework with a year end grade point average of C- or below will be required to complete twenty hours of additional math instruction during the summer months. The Head of School must approve the summer program in

advance. After the approved summer program is completed, followed by passing a reexamination, the student's record will be amended and the student will be promoted to the next math level. Students failing to complete the summer instruction or pass the reexamination will repeat the same math level the following school year.

At the conclusion of sixth grade, students satisfying advanced coursework criteria will be administered an Algebra 1 readiness test. Those students who receive a percentile ranking of 85% or higher, along with a stanine ranking of 8-9 on their annual standardized testing, AND an "A" throughout the year in math may be recommended to be placed in an Algebra 1 class in the seventh grade, followed by possible placement in geometry in the eighth grade. This accelerated placement is granted only to those students who meet this rigorous requirement.

## **Middle School Spanish**

Students, with little or no instructional background in Spanish, who transfer into the Rosarian Academy's middle school may be graded on a pass/fail basis until proficiency has been achieved.

## **High School Credit**

Rosarian Academy offers qualifying students in the Middle School, Algebra, Geometry and Spanish for High School credit. Students who are offered this option and choose to take these courses are awarded high school credit.

Middle School students in honors/accelerated math classes are expected to maintain an "A" or "B" average in these classes each trimester. Students who are unsuccessful in doing so may be recommended for a less challenging course, after the first trimester since the final grade becomes a part of the student's permanent high school transcript.

Middle School students may be awarded a high school credit in Spanish if they maintain an "A" or "B" for each of the trimesters in the seventh and eighth grades and receive a teacher recommendation.

Students may be required to take a placement exam and/or End of Course (EOC) in addition to receiving a high school credit letter. This will be determined by the high school he/she will be attending.

## **Outside Academic Programs for Math or Electives**

We understand that some Palm Beach County Schools Choice programs in high school require an advanced course of study in math as a prerequisite for those programs. Therefore, Rosarian Academy will verify an approved course ONLY if the student meets the criteria for advancement. Information concerning the criteria for advancement can be requested through the Guidance Department.

5th - 8th Grade elective courses through outside programs may be approved if the course is NOT offered at Rosarian Academy. High school elective courses may only be taken during or after a student's eighth grade year. After a student graduates from Rosarian, the student is no longer enrolled at the school, and therefore approval for such courses will need to be made through the student's high school guidance office.

Parents and students must understand that courses and grades issued through any outside academic program have no relation to Rosarian Academy. However, grades will be submitted for our records and will become a part of the student's permanent file to be forwarded to his/her future school. High school level courses will affect the high school GPA.

Faculty and administration reserve the right to review and make final decisions about the academic needs of a student.

## **Learning Accommodations:**

Students with current educational test results and/or a medical diagnosis demonstrating special needs may qualify for learning accommodations offered through our Resource Center. The Guidance Counselor, resource teachers, faculty, and the Administration collaborate during this process. Rosarian Academy will determine accommodations that are capable of being offered within the school setting. Only those students with proper paperwork who have completed the review process are eligible to work with the resource teachers and receive learning accommodations. Rosarian Academy does not modify the curriculum. All students must be capable of performing on or above grade level.

## **Field Trips:**

Field trips, both day and overnight, are developed to provide a variety of experiences and to enhance the students' educational opportunities. Field trips are supplemental to the instructional program and bear a direct relationship to the normal school experience and curriculum. While field trips are not mandatory and do require advance written parental authorization for attendance, a

student who does not attend a trip is still responsible for the coursework affiliated with the purpose of the trip.

Permission for a student to participate in a field trip, or travel as a member of a school class or group to approved off-campus activities, must be obtained from the student's parent or guardian in writing. Parents must sign a permission and responsibility statement along with a medical release for the student. If private cars will be used, the parent must also sign a permission slip for the student to travel with the designated driver.

See section "Volunteers and Chaperones" for information regarding chaperoning and driving for field trips.

Field trips are privileges afforded to the students. From year to year, the field trip offerings may change. No student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements. Students who have received demerit slips, have been suspended or have received below a "S" in conduct in any of the marking periods prior to the trip will need permission from the administration to participate in a trip. A "C" average must be maintained by students to participate in overnight field trips. The administration, at their discretion, may deny participation to any student based on general unacceptable behavior throughout the school year.

Upon the conclusion of a day field trip, students shall not be released to parents/guardian until the students' regular dismissal time.

## **TUTORING, BABYSITTING AND ACADEMIC SUPPORT**

### **Tutoring**

Only Rosarian Academy faculty and staff may tutor on campus. Faculty members and staff may tutor only students who are enrolled at the Academy, and they may not tutor students they currently teach, regardless of the subject matter. Tutoring takes place each day between the hours of 3:30 p.m. and 5:00 p.m. unless otherwise indicated. Payment for tutoring is arranged directly between the faculty member and the parent

### **Babysitting**

As is the case with tutoring, teachers may not babysit students that they currently teach and should understand that all expenses, communication and logistics of such assignments are to be kept between the family and teacher.

### **Specialists**

Speech/Language Pathologists/Shadow may use the Rosarian Academy facilities with administrative approval at parental expense. Costs and procedure for payment will be discussed

on an individual basis. All specialists must adhere to a screening process as outlined below for Volunteers and Chaperones.

**Teacher Help**

Twice a week, K-8th grade teachers will be available to all students for 30 minutes. These sessions may take place before or after school. Teachers will post these help session times on their individual faculty website. Attendance will be taken at these sessions and sent to the Main Office in order to maintain campus security.

**GRADING, ACADEMIC REPORTS AND HONORS**

**Grading System for Kindergarten**

<p><u>Kindergarten</u></p> <p>M = Mastery  D = Developing  B = Beginning  U = Unsatisfactory  NA = Not Yet Assessed</p>	<p><u>Co-curricular</u></p> <p>S = Satisfactory  MP = Making Progress  NI = Needs Improvement</p>
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**Grading System for First through Eighth Grades**

<p><u>Core Subjects</u>  Grades 1 - 8</p> <p>A = 90 - 100  B = 80 - 89  C = 70 - 79  D = 60 - 69  F = 0 - 59</p>	<p><u>Co-curricular Subjects</u>  Grades 1 - 8</p> <p>E = Excellent  S = Satisfactory  N = Needs Improvement  U = Unsatisfactory</p>	<p><u>Conduct and Effort</u>  Grades 1 - 8</p> <p>E = Excellent  S = Satisfactory  N = Needs Improvement  U = Unsatisfactory</p>
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For **Grades 1-3**, the following subjects are graded according to the scale below:

*Science, Religion, Social Studies, Handwriting, Co-curricular Subjects*

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

## **Retention or Course Repetition**

In kindergarten, a year-end grade of “U” in language arts or math will require the student to repeat at the same grade level the following year. Kindergarten students with a grade of “B” (Beginning) will receive a recommendation for summer work.

From the first grade through eighth grade, a year-end grade of “F” in any core subject will require 40 hours of additional instruction during the summer months. The administration must approve the summer program in advance.

In the first through eighth grade, a year-end grade of “F” in more than one core subject will require a student to repeat at the same grade level the following year.

Continued enrollment at Rosarian Academy may be denied if a student’s grades indicate an inability or unwillingness to succeed academically. Students in third grade through eighth grade must maintain an overall “C” average. Poor marks accompanied by consistent “N”s and “U”s in effort and conduct may result in probation and/or dismissal.

## **Conduct and Effort Assessment**

A student’s conduct and effort are critical components of strong character. Conduct and effort markings will be included on all Progress Reports as well as all trimester report cards. All students are expected to reach for the highest level of responsible conduct and effort in studies.

Grades 1st-8th

E= Excellent

S=Satisfactory

N=Improvement Needed

U=Unsatisfactory

A student receiving a “N” or “U” in either category on the Progress Report must show sufficient improvement to warrant a “S” by the end of the trimester. If the student fails to show improvement between the progress report and the trimester report card, the student may receive a “U” on the trimester report card.

A student who receives a mark of “U” on the progress report or for the trimester is ineligible to participate in any extracurricular activities.

## **Trimester and Final Examinations (Seventh and Eighth Grades)**

Trimester and final examinations are scheduled for all seventh and eighth grade students. No exam will be given before the scheduled examination time. If a student does not take the examination at the time it is scheduled due to illness, then the student will be given a make-up exam at a time announced by the Administration. Report cards will be withheld until the examination has been completed. Trimester and final exams count as 20% of the overall grade for each trimester. All coursework and exams must be completed on or before the close of the third trimester.

## **Progress Reports and Report Cards**

Progress reports begin in the first grade. Progress reports for first through fourth grade students are published midway through each trimester. Parents of students in fifth through eighth grades may access grades through the parent portal. Information on this process is received through the Admission Office. Report cards are released to all parents at the end of each trimester. Please check the school calendar for specific dates. Final report cards are mailed at the end of the school year.

## **Graduation Requirements**

Graduation from Rosarian Academy is an honor. Rosarian graduates are prepared academically for success in their future academic careers, as well as in their future role as responsible citizens in today's world.

An eighth grade student with a year-end grade of "F" in one or more subjects will not be granted a diploma. The student may receive a certificate of attendance. The diploma will be granted only upon satisfactory completion of summer work.

## **Academic Honors in Sixth through Eighth Grades**

In order to be named to the honor roll, a student must meet the following requirements:

**HIGHEST ACADEMIC HONORS:** 4.0 "A's" and "E's" in core and co-curricular subjects for each trimester as well as "A's" on all exams. Conduct and effort must be satisfactory ("S") or above to be considered for Highest Academic Honors. Highest Academic Honors are given at the conclusion of each trimester to seventh and eighth grade students.

**SECOND HONORS:** Grade Point Average of 3.5 or better in core subjects and at least a “S” in each co-curricular subject. “S” will preclude a student from honor roll consideration.

A grade of “D” or “F” on any trimester or final exam precludes a student from inclusion on the honor roll for the trimester.

**CONDUCT/EFFORT AWARD:** Students who receive “E” in effort and conduct in all core and co-curricular subjects will receive this award.

First Honors, Second Honors and the “Double E” Award are given at the conclusion of each trimester.

**Method of Calculation for Honor Roll:** Trimester averages for academic subjects (religion, english, literature, mathematics, science, social studies and foreign language) are calculated according to the following table:

<u>Grade Points</u>	
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Add point equivalents together for all core subjects and divide by the number of subjects to get the overall grade point average.

## **EXTRACURRICULAR ACTIVITIES**

Rosarian Academy believes that to prepare students for success, the students must have an environment rich in academics and enriched through sports, the arts and student organizations. As such, every effort is made to provide a variety of activities that round out the high quality education given to every Rosarian student.

Each Middle School student is encouraged to participate in at least one extracurricular activity sponsored by the Academy, such as athletics, music, drama, student government, publications, or special interest clubs.

Attendance is taken at each session and the attendance log is sent to the main office in order to maintain campus security.

At the conclusion of the activity, coaches/moderators will take students to specific points for dismissal as noted on the activity registration form. As students leave with their authorized adult, as designated on the Parent Portal, student names will be checked on the official roster.

## **Eligibility for Activities**

In order to participate in extracurricular activities or events, a student must maintain a "C" average and a passing grade in all subjects with no "U"s in effort or conduct each trimester. If a student is below a "C" average, has an "F" in any subject, or shows a "U", he/she is ineligible until the next trimester, provided he/she has met the proper grades.

The Head of School, in consultation with coaches/moderators, may suspend a student from participation in extracurricular activities for any general or specific unacceptable behavior.

*Students may not participate in any extracurricular activity after school (including but not limited to a practice, game, meet, or competition) if they are not present for half day of school, with the exception of doctor's appointments. A note from the doctor will be required.*

## **Dances (Gr. 6-8)**

- Two dances a year may be held for students in sixth through eighth grades;
- Dances are for Rosarian Academy students only;
- Once a student arrives on campus, he/she must go to the dance area and remain in that location
- Students will be dismissed only to the parent or authorized parent designee as stated on the Parent Portal.
- Students must be present for half of a school day to attend dances.

## **Clubs**

Faculty and Staff offer a wide variety of clubs for our students. Goals and specifics on these various offerings are distributed at the beginning of the school year. Forms can be accessed on the Parent Portal. Parents must sign a permission form for students to participate in the various clubs.

**Attendance is taken at each club session and the attendance log is sent to the Main Office in order to maintain campus security.**

## **Interscholastic/Intramural Sports**

Intramural sports are available for grades kindergarten through fourth grade. These sports include, but are not limited to soccer, lacrosse, swimming and basketball. Sign-up forms and tryout dates for these sports are sent prior to the activity.

Interscholastic/intramural sports are available for students enrolled in fifth through eighth grade. These sports include, but are not limited to, basketball, volleyball, flag football, lacrosse, golf, tennis, swimming, cheerleading and soccer.

A parental permission form and a current physical form must be on file in the Athletic Department before a student may participate. Additionally, parents must complete and sign the "Consent and Release from Liability Certificate for Concussion and Heat-Related Illness" form. Parents are advised that participation in sports is inherently dangerous and, while the Administration will attempt to secure the well-being of each student, it cannot guarantee the safety of all students involved in their activities and programs.

Parents who transport students who are not their own child(ren) must also complete a Volunteer Driver Form with proof of insurance and release of liability. This form must be on file before the start of the first athletic season in which the student will participate and transportation is needed.

*Parents are advised that students who participate in Rosarian Academy- sponsored interscholastic or intramural sports programs or activities do so at their own risk. Rosarian Academy is not responsible for student participation in extramural sports not directly sponsored by the School. Parents are further advised that the Administration does not control or sanction any such programs or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.*

## **STUDENT ORGANIZATIONS**

### **National Junior Honor Society**

The Rosarian Chapter of the National Junior Honor Society is an affiliated member of this prestigious national organization. Membership is open to seventh and eighth grade students who meet the required standards. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, service and citizenship.

For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale for two consecutive trimesters. For seventh grade, the first two trimesters of the current academic year will be considered. For eighth grade, the last trimester of seventh grade and the first trimester

of eighth grade will be considered.

Service, in particular, is a significant focus of the Rosarian chapter of the NJHS. Members gain valuable leadership experience by organizing community service events for the school.

Students must average a 3.0 or less on a 4.0 scale (1=outstanding and 4=poor) from faculty input on character, citizenship, and leadership.

Students who fail to meet the requirements of scholarship, service, leadership, citizenship and character will be deemed ineligible for membership. Seventh grade students have an opportunity to re-apply in eighth grade.

Following notification of acceptance, an induction ceremony is held at the Academy to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Mrs. Peggy McCray, in Fortin 201 or by phone at (561) 345-3107.

### **Student Council (Gr. 5-8)**

Rosarian Academy's Student Council officers are elected each May for the following year. Class representatives are elected in August of the current year.

The Middle School Student Council at Rosarian Academy is engaged in middle school student life and set standards for peer behavior in the areas of school spirit, social and service activities and leadership.

The Council takes leadership roles at school dances and social functions, providing refreshments, setting up the function and cleaning up afterwards. If students wish to add additional social functions to the school calendar, they should first seek out a Student Council member who will work in conjunction with the Council Advisor and Administration to determine if the school can accommodate the request. All special activities are privileges earned by positive student behavior and fulfillment of school responsibilities.

## **Student Officers**

A student may hold only one (1) major office during the academic year. Major offices consist of President or Vice President. Only seventh and eighth grade students may hold office as members of the Student Council.

In order to run for office, a student must have:

- At least a “C” average for the current school year and no failing mark in any subject;
- No less than a “S” in each class in effort and conduct; and
- No record of school suspension or chronic disciplinary problems (A student’s record of demerits will be taken into consideration).

For elections held during the first trimester of the school year, the above guidelines apply to the prior school year.

## **ATTENDANCE**

### **General Attendance**

Rosarian Academy places a high priority on regular and punctual attendance. Daily attendance is expected. Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in a classroom than is contained in a textbook. Students profit most completely when they play an active and involved role in the learning process.

### **Student Absence**

Each day a student is absent, his/her parent/guardian is required to call the Administration Office (561-832-5131) *BEFORE* 9:00 a.m. At this time, the parent may make arrangements to pick up needed books and assignments for the student. Books will be available for pick up at 3:30 p.m. Parents of students who are absent should check faculty web pages for any work missed.

A doctor’s note must be presented to the Administration Office when the student has been absent with a contagious disease, or when the student has been absent exceeding three days.

If a student is frequently absent, the Administration will contact the parent to discuss the situation.

Students should not have more than 10 absences during the school year, with the exception of a documented and approved reason such as an extended illness or emergency situation. Excessive absences (over 10 days) could result in loss of credit for a class (especially for middle school level classes that grant high school Carnegie units) and may require that the student attend summer school sessions in order to make up the lost time or complete some other course requirement(s) as defined by the Administration. Absences in excess of 10 days requires a note from a doctor in order to be eligible to return.

### **Illness:**

**In order to keep a safe and healthy campus,** students who are ill or have a fever should not be sent to school.

If a student becomes ill or develops a fever while in school, he/she should report to his/her teacher for permission to go to the Administration Office. If the student is too ill to remain in class, the parent/guardian will be notified by a school secretary to pick up the student.

### **Make-Up Work/Tests:**

Students are responsible for making up all work/tests missed within two (2) days of excused absences (i.e. illness, funeral). After two (2) days, no make-up work/tests will be accepted and the student will receive a zero. For extended absences of five days or more due to illness, students may have ten (10) days to make up all work/tests missed. Parents should confer with the teachers or the faculty web pages to determine the work/tests needed and due dates.

Teachers are not required to provide assignments or homework prior to a planned absence from school. They can post information about upcoming assignments on their web pages, and parents can access the teacher's web page for that information, as it is available. There is no guarantee that information will be posted *in advance* since assignments may be altered in some way. If you know that you will be absent from school, you will need to make arrangements to complete your work **AFTER** you return and not before you leave.

Tests or quizzes that are missed due to unexcused absences, such as extended vacations, must be taken immediately upon return to school. Homework missed during unexcused absences may not be made up. Credit will not be received for this missed work. Teachers will not be held responsible for re-teaching material that is missed due to unexcused absences.

If a parent has contacted the office prior to 9:00 am, then the parent may make arrangements for the day's work to be sent to the office to be picked up. Books will not be available until after 3:30pm. Otherwise, make-up work will be given to the student upon his or her return to school. Parents of students who are absent should check faculty web pages for any work missed.

Make-up tests must be made up before or after school. Arrangements must be made with the teacher. The teacher will notify the Main Office in order to maintain campus security. Students should be picked up by the parent or the authorized parent designee in the Main Office.

When a student misses school or classes due to suspension, he/she remains responsible for keeping up with the curriculum:

- A suspended student shall come to school at a time and place designated by the school administration. If a test or announced quiz is being given during the time of suspension, the test shall be graded as if the student were in school.
- A suspended student shall keep up with schoolwork by accessing the faculty web page. All homework is to be done and turned in at the end of the suspension time. However, this work shall receive a grade no higher than a fifty (50). Work not completed and turned in shall receive a zero (0).

## **STUDENT CHARACTER FORMATION AND DISCIPLINE**

Rosarian Academy, as a school in the Catholic Dominican tradition, holds high certain values and beliefs. These are listed at the beginning of this Handbook. Love of self and neighbor are the clear signs of a Rosarian Academy employee, parent and student. Respect and care must be afforded to others and one's environment at all times. Students are honored periodically for their excellence of character and positive contributions to the community.

Rosarian faculty, staff, parents and students are expected to model the following qualities:

Gratitude	Respect
Compassion	Citizenship
Honesty	Acceptance
Patience	Humility
Self-Discipline	Generosity
Cooperation	Care of the Earth

## **Disciplinary Procedures and Practices:**

The classroom teacher and, when necessary, the Administration, will handle disciplinary infractions in Kindergarten through 8.

## **Student Conduct:**

Students are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, the administration may take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

## **Major School Violations:**

The following constitute major violations that will result in disciplinary action as determined by the Administration. This list is representative and should not be construed a complete list:

- Violence or threats of violence against a student or school employee, whether actual or implied
- Violence or threats of violence against school property, whether actual or implied
- Vandalism: Misuse/abuse of school property, including graffiti, carving breakage, etc. Students will be charged for any removal, repair or replacement of damaged school property.
- Psychological/sexual/physical/verbal harassment or intimidation
- Bullying and/or harassment
- Tampering or interfering with security and set-up of school computers; use of faculty, staff or administrative computers and failure to adhere to Technology Guidelines
- Skipping school or classes/leaving school without permission
- Lewd or obscene behavior/sexually inappropriate behavior
- Disrespect toward faculty, staff or other students
- Unsportsmanlike behavior during athletic competitions, including inappropriate language, disrespect toward officials, violence toward another player or coach, etc.
- Stealing

## **Smoking / Vaping**

*Smoking, possession of lighters, matches, vaping devices, vaping cartridges, and e-cigarettes are strictly forbidden on school property or at any school-related function. A student found in violation of this policy is subject to immediate dismissal. The Florida Clean*

*Indoor Air Act and the ordinances issued by the Palm Beach County Public Schools mandate that smoking and the use of tobacco products is strictly prohibited at all times within fifty (50) feet of the Rosarian Academy facility and surrounding property.*

## **Weapon Possession**

*Weapons, parts relating to weapons, or items that resemble weapons (whether operable or not) are strictly forbidden on school property or at any school-related function. A student found in violation of this policy may be subject to immediate dismissal, with the school having the option of referring the matter to civil authorities. In addition, any written materials featuring weapons are not permitted.*

## **Threats of Violence**

The disciplinary consequences for a student whose verbal or written comments, including email and/or other social media messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

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

## 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 Head of School. The Head of School 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.

#### Computer Use

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 discomforting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

### Supervision and Monitoring

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

## Unacceptable Use of Outside Technology

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

## Consent

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

## Consequences for Violations

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

## **Cheating**

Cheating is an academic offense that undermines the integrity of the academic program. A student found guilty of cheating will receive no credit for the test, examination, or assignment on which he/she cheated (i.e. should one student copy another's homework, both are cheating). A grade of zero will be averaged into the trimester grade. Student will also be issued a demerit. Parents will be notified by the teacher. Further disciplinary action may be taken based upon the circumstances of the event.

A second offense of cheating may mandate administrative action resulting in suspension or dismissal from school.

Students found in possession of a test or exam will be immediately dismissed from school.

### **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 will determine what is, or is not, appropriate behavior in a Catholic school.

### **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.

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

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

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

**DETENTION:** Seven demerits per trimester = one hour detention at 3:15PM

Fourteen demerits per trimester = two-hour Saturday detention carrying a \$45 fee. Any student not serving their Saturday detention may be subject to suspension on the following Monday.

Twenty demerits per trimester may result in suspension or possible dismissal from school.

Minor violations may include, but are not limited to:

- Tardiness to class
- Gum chewing; prohibited before, during and after school
- Failure to follow a teacher's directions
- Non-conformance to the uniform code
- Classroom, hallway, or stairwell disturbances
- Use of prohibited electronic equipment

In addition to a demerit, teachers may assign students detentions or other consequences with administrative approval. A one-day notice for detentions must be given to parents.

*A special note regarding non-conformance to the uniform code:* Students in third through eighth grades may receive a uniform violation for any infraction of the Academy dress code. Three uniform violations in a trimester will result in a demerit.

## **Disciplinary Policies as Guidelines**

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not, however, limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning.

## DRESS CODE for 2018-2019

### General Appearance

Students are expected to come to school well-groomed and in clean uniforms. No sweaters, jackets or sweatshirts other than Rosarian Academy clothing may be worn.

EXPECTED OR ACCEPTABLE	NOT ACCEPTABLE
Uniforms neat and clean	Students writing on themselves, others, or articles of clothing
Skort at fingertip length	Extremely short skirts/skorts
Blouses and shirts always tucked in	Midriff or sleeveless shirts
Only top two buttons of shirt to be unbuttoned	Sweaters tied around the waist or shoulders
Hair combed, short and out of the eyes Boys' hair cut above eyebrow and collar	Extreme hair color or styles, feathers or stripes
White T-shirts worn under the uniform shirt	T-shirts with writing or logos
Long-sleeve shirt cuffs buttoned or rolled up	Bandannas or scarves, large bows/headband
Clear nail polish or white tip French manicure only	Make-up; colored nail polish
Clothing that is properly and modestly fitted	Rolling up or pulling down on waistbands
Stud or small hoop earrings; simple chain necklace with cross, crucifix or medal	No large jewelry; dangling or hoop earrings allowed.
	Tattoos temp. tattoos, body piercings and other body marking

### Dress Code for Special Events

The school will issue a special dress code for free dress days, field trips, dances and other school events as needed.

### Physical Education Uniform

Physical Education uniforms are purchased from the Administration Office.

For Kindergarten - 4th grade students, on days scheduled for PE, students shall wear their regular uniform. Students may wear white or navy socks with basic tennis shoes. For cold days, students may wear unmarked and properly sized navy warm-up suits purchased from any store. Should the PE day fall on a dress uniform day, the student is to wear the dress uniform. PE activities will be tailored to the dress of the day.

For 5th - 8th grade students, must bring their PE uniforms. They will change into these clothes for PE and then change back into the daily uniform.

## School Uniforms

All uniform clothing delineated in the following section, except socks, sweatshirts and PE uniforms, must be purchased from the Harris School Uniforms or at the school's Used Uniform Sale. All uniform clothing must be labeled with the student's name.

### Kindergarten - 4th Grade

	Girls	Boys
DAILY UNIFORM	Jumper with white blouse or Blue pincord skirt with solid navy, white, pink, light blue RA polo shirt or Solid white or solid navy socks <b><u>that cover the ankle (no logo)</u></b>	Uniform khaki pants or shorts Solid navy, white, pink, light blue RA polo shirt RA Belt ( required 3rd -4th grades) Solid navy or solid white socks <b><u>that cover the ankle (no logo)</u></b>
DRESS UNIFORM AND DRESS SHOES (required for: mass, chapel, field trips and special events)	Jumper, white blouse, solid white or navy socks <u>that cover the ankle</u> (no logo) and Mary Jane or Sperry shoes, see handouts	Uniform khaki shorts or pants, white oxford shirt, school tie, RA Belt (required 3-4th grades) solid navy or white socks (no logo) and Sperry shoes, see handouts
DAILY SHOES	Sneakers or Sperry shoes <b><u>Sneakers must be worn only on scheduled P.E. days.</u></b> Laces must be tied.	Sneakers or Sperry shoes <b><u>Sneakers must be worn on scheduled P.E. days.</u></b> Laces must be tied.
OPTIONAL ITEMS	Blazer White or navy tights in cold weather	Blazer
COLD WEATHER WEAR	Navy cardigan Navy sweatshirt with RA emblem Fleece pullover with RA emblem	Navy pullover sweater with RA emblem Navy sweatshirt with RA emblem Fleece pullover with RA emblem

## 5th - 8th Grade

	GIRLS	BOYS
DAILY UNIFORM	Blue pincord skort, white oxford shirt OR white, pink, light blue or navy polo shirt solid white or navy socks that cover the ankle (no logo)	Harris Uniform khaki pants or shorts with RA belt, white oxford shirt OR white, pink, light blue or navy polo shirt solid white or navy socks that cover the ankle (no logo)
DRESS UNIFORM	Blue pincord skort, white oxford shirt, school tie, school blazer, solid white or navy socks that cover the ankle (no logo)	Harris Uniform khaki pants, white oxford shirt, school tie, blazer, solid white or navy socks (no logo)

SHOES	Navy, black or brown Mary Janes or Sperry (ten, linen, sahara or beige) shoes <b><u>that cover entire foot</u></b>	Sperry (ten, linen, sahara or beige) shoes <b><u>that cover entire foot</u></b>
BLAZER	School blazer with emblem	School blazer with emblem
*COLD WEATHER WEAR <u>*Hooded sweatshirts may be worn from</u> November through February.	Navy cardigan or pullover sweater with RA emblem, RA fleece pullover OR school sweatshirt with emblem	Navy pullover sweater with RA emblem, RA fleece pullover OR RA sweatshirt with RA emblem
SOCKS*	Solid white or navy socks <b><u>that cover the ankle (no logo)</u></b>  *If a child receives three (3) uniform violations for socks, they will be provided an acceptable pair of new socks and will be billed \$7.50 by the Business Office.	Solid white or navy socks <b><u>that cover the ankle (no logo)</u></b>  *If a child receives three (3) uniform violations for socks, they will be provided an acceptable pair of new socks and will be billed \$7.50 by the Business Office.
TIE	School Tie	School Tie
BELT	RA belt	RA belt

## **GENERAL INFORMATION**

### **Accidents:**

All accidents and injuries are reported immediately to the Administration Office personnel. Parents will be notified by the Administration Office personnel.

### **Accident Insurance:**

Rosarian Academy carries supplemental accident insurance for all students. This insurance is in effect for incidents occurring on the premises as well as travel to and from school. This is supplemental coverage only. The family's insurance carrier is primary and school supplemental accident insurance is secondary. For further information on this insurance, please contact the Business Office.

### **Books and Backpacks:**

All books and bags must be clearly marked with the student's first and last name. For space and safety reasons, Middle School students may not use backpacks during the school day. Middle school students have the opportunity to go to their lockers between classes to obtain needed books and supplies. Books, bags and other personal possessions should not be left in the hallways or stairwells. Rolling backpacks are not permitted.

### **Birthday Celebrations:**

Student birthdays may be celebrated during the student's snack or advisory period. Birthday treats are to be purchased through FLIK service or students may bring in Krispy Kream (glazed only - store purchased and boxed) and provided on the day of the event. Party invitations should not be distributed at school. Birthday arrangements should be made directly with each teacher.

Weekend birthdays will be celebrated on the following school day. Summer birthdays may be celebrated on the half year mark or a mutually convenient date.

## **Cell Phones and Personal Electronic Devices**

The use of cell phones is not permitted on campus during school hours (including dismissal), school activities, field trips and extracurricular activities. *Cell phones and other devices, including apple watches, must be turned off during school time and stored in backpacks in homeroom. Should a cell phone (or apple watch) in a locker ring during the school day, the phone will be sent to the office, and the parent must collect it, the child will be issued a demerit. Students may not carry them during the school day.* Cell phones or other devices may be used after academic school hours with the permission of the teacher, coach, or moderator.

All personal electronic equipment such as, but not limited to, laser pen pointers, iPods, electronic dictionaries, etc., are not permitted on campus. Watches with alarms or timing modes must be turned off during school and after school activities.

### **EXCEPTIONS:**

- iPads, Kindles, Nooks, etc., with a teacher's permission, are permitted
- Calculators are permitted in appropriate classes; and
- Cameras, with a teacher's permission, may be brought on field trips or for yearbook use.

Should a student be found with a cell phone that is not properly stored or a device not permitted on campus, faculty will take the device and turn it in to the Dean until a parent retrieves it. A demerit will be issued. Should a second offense occur, the device may be kept by the Dean until year-end.

### **Change of Address and Telephone Number:**

If a student has a change of address or telephone number, parents/guardians are requested to make corrections in their "Raider Connect" account and also notify the Administration Office in writing.

### **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.

### **Reporting Child Abuse:**

The Academy is interested in the well-being and safety of its students. Florida statutes require that professional persons, including all school personnel, report any known or suspected child abuse to the Department of Children and Families (DCF) to the State Department's abuse registry (the toll free telephone number is 1-800-962-2873) or directly to the local office of the department responsible for investigation of reports.

The Academy will follow the procedures outlined by the Florida Department of Children and Families regarding the reporting of suspected or allegations of sexual abuse and the guidelines for the protection of children and vulnerable adults, which can be found at the Florida Department of Children and Families website. A copy of the procedure and reporting forms is also located in the Administration office.

### **Procedures:**

If there is a report to the school or a suspicion of abuse, maltreatment, or neglect, a verbal report is made within 48 hours after the person first suspects abuse, neglect or maltreatment. If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the Florida Department of Family and Child Protective Services. All other reports should be made to any local or state law enforcement agency, another state agency near where the abuse occurred, or any agency designated by a court as responsible for the protection of children.

A report reflects the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The reporter will identify the following information, if known:

- The name and address of the child;
- The name and address of the person responsible for the care, custody, or welfare of the

child; and

- Any other pertinent information concerning the alleged or suspected abuse or neglect.

### **Notifying the Parents:**

The Florida Department of Family and Child Protective Services or law enforcement agency conducting the investigation is responsible for notifying the parents when a child abuse report has been made concerning their child. The school and Rosarian staff does not ordinarily notify parents of such investigations unless Child Protective Services directs the school or staff to do so.

### **Disciplinary Action for Perpetrators of Child Abuse:**

Suspected perpetrators of child abuse, including school employees, volunteers, or students, may be removed from the school premises and may be subject to arrest and criminal prosecution. Those who engage in child abuse in the workplace, or who use school facilities, property, or resources to engage in child abuse are subject to disciplinary action, including dismissal from employment, engagement, or educational programs.

### **Custodial/Non-Custodial Parents:**

Rosarian Academy abides by all provisions of Florida law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the child, to the academic records and to other school-related information regarding the child.

If separated or divorced, a certified copy of all custody and visitation orders must be sent to Rosarian Academy. If amended at any time, a certified copy of the amended orders must be sent to Rosarian Academy.

If there is a court order specifying that there is to be no information given, or that a parent is not permitted access to the child, it is the responsibility of the custodial parent to provide the school with a certified copy of the court order.

### **Testifying in Divorce or Custody Proceedings**

It is requested that parents not compel the attendance, testimony, or deposition of any school 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 disregards this request, any school 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.

### **Emergency Information Forms:**

For the 2018-2019 academic year, Emergency Information forms for all students should be completed manually and through Raider Connect. *This information must be completed and submitted before the first day of school. Please be sure to update any changes throughout the school year.*

### **Fines:**

Should a student damage school property, fines are imposed according to the severity of the offense or the value of the property including, but not limited to, repair or replacement.

## **VII. 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.

## **VIII. Fundraising**

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

## **IX. 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 Head of School. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **Fire/Disaster Drills:**

Fire and disaster drills are planned periodically during the school year to acquaint and remind students of routes and procedures. *Silence* is mandatory during every fire/disaster drill; demerits will be issued if students talk during fire drills. The Rosarian Academy Emergency Plan is posted in each classroom.

### **X. Immunizations**

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.

### **Inclement Weather:**

In the case of inclement weather, Rosarian Academy generally follows the closing procedures of the Palm Beach County Public Schools.

Reopening of the school will be announced when possible on the radio and TV stations, via the school voicemail, a phone blast, text message and website. Parents are encouraged to check with the school once the storm has passed for updates.

Rosarian Academy will make every effort to notify parents when an inclement weather plan has been activated.

In the event of Inclement Weather Plan, all faculty and staff will be required to assist in the safety of our students.

In the event inclement weather has occurred during dismissal already in progress where lightning is present students will be moved to a safe location.

### **Lockers:**

Each student in first through eighth grade is assigned a locker or shelf space. *No marks, decals, posters, etc. are to be placed on the lockers or shelves.*

Physical Education locks are available through the Physical Education Department and must be returned at the conclusion of the school year.

*No locks purchased outside of school may be used on campus.*

### **Lost And Found:**

Articles found should be turned in to the following places and may be claimed from the same areas:

- Books, supplies, clothing, gym clothes, athletic supplies are kept inside the Dining Room.
- Glasses, purses, jewelry, money and other valuables are kept in the Administration Office.

Rosarian Academy assumes no responsibility for items that are lost, misplaced, or stolen. At the end of each month, unclaimed items will be donated to local organizations.

### **Lunch/Snacks:**

Lunches will be served beginning the first full day of school. Students may participate in the Flik lunch program or bring their lunch. To read about the program and create an account, please see the school's website. Lunch items are available on a daily basis. Parents may limit their child's selections by designating the items and days.

Beverages other than water are not permitted on campus other than at lunchtime. Lunch Restrictions:

- Lunches brought in by outside vendors will not be accepted by the Administration Office.
- Student use of the microwave is not permitted.

- Bottles or any other item made of glass may not be brought on campus.

*Snack Guidelines:*

- Snacks may be consumed only at designated times throughout the day as determined by the teacher.
- Students are encouraged to bring their own snacks as sharing of food is prohibited.

## **Media Center**

The Media Center is an integral part of the academic program at Rosarian Academy and is a resource which students are encouraged to use. It opens each school day at 9:00 a.m. and closes at 4:00 p.m. Students accompanied by parents may remain until 3:30 pm (please see Visitors section).

Students may come during the school day in groups of two or three with a pass from their teacher, with the teacher and the entire class and individually before or after school at times determined by the Media Specialist. A respectful quiet attitude must be maintained at all times. The Media Specialist and appointed assistants will monitor student behavior. Students may check out and return books, read for recreation, work on projects or homework and complete research.

### Kindergarten - 4th

Kindergarten - 4th grade students may check out two books at a time for a period of two weeks. Books may be renewed once.

### 5th - 8th

5th - 8th grade students may check out two books at a time for a period of four weeks. Books may be renewed once.

### Overdue Books

Students are accountable for all books checked out. Overdue notices will be sent home with the student. A book not returned after ten days is presumed lost and a bill will be sent for the replacement cost. Students with unresolved overdue notices will not be permitted to check out additional books until the books are returned and/or fines have been paid.

## **Medical Examination**

All new students to Rosarian Academy, as well as students entering kindergarten or seventh grade, must present a current physical examination record given within the last year. In addition, Florida statutes require mandatory vision and hearing screenings for all kindergarten, first and seventh grade students and those new to the school.

Any medical condition that affects a student's physical activity must be noted on the medical form. If a condition arises after an examination record is filed, it must be reported to the Administration Office.

All medical examinations must be recorded on the official health department form, which is

available at all doctors' offices.

### **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 for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be 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), and as authorized in writing by the school.

### **Messages / Phone Use**

In keeping with the Academy's policy to interrupt classes as little as possible, parents/guardians are asked to settle as many plans as possible before the start of the school day. The Administration understands that there are times when emergencies arise concerning pick-up plans and a message will be given to the student. When there is an EMERGENCY change in plans, parents/guardian contact the Administration Office and the message will be forwarded to the student during the lunch hour. Students will not be called out of the classroom to call home. Students in 5th - 8th grade will be permitted to call home during snack or lunchtime when necessary. Phone calls by students will be allowed only in emergency situations. Forgetting school items does not constitute an emergency. A member of the office staff will place the phone call for the student in the event of illness or a concern about pick-up.

## **Fundraising/Business Ventures**

### **FUNDRAISING POLICY**

All fundraising projects conducted under the auspices of Rosarian Academy will be in concert with the mission and purpose of Rosarian.

The fundraising policy pertains to all fundraising activity that involves the Academy or its constituents. This policy addresses all funds raised that benefit the school or benefit another charitable organization.

All gifts-in-kind or donations to a specific sport, club, or program must be pre-approved. All gifts-in-kind must be pre-approved by the Head of School to assure that student and operational needs are being best served. All restricted annual fund programs must be pre-approved by the Head of School and the Advancement Department.

All fundraising projects must be registered with the Administration at least three weeks prior to the anticipated start date. Fundraisers are not to be conducted until the Administration has contacted the Advancement department and a notification of approval has been issued in writing by the Head of School. Such registration must include a detailed description of the nature and purpose of the project, and a copy of all solicitation materials such as letters, flyers, brochures, etc.

Approved fundraisers for the benefit of an institution or charity other than Rosarian Academy will require that donation to be made payable to that entity and not to Rosarian Academy.

All fundraising projects benefiting the school must comply with Section 501(c)(3) of the Internal Revenue Code for non-profit organizations.

Only approved fundraising materials that benefit Rosarian Academy or an approved charity will be distributed or mailed to Rosarian families and then only after approval from the Head of School.

Any fundraising project that does not comply with this policy is subject to cancellation the Head of School.

## **Media Release Form**

All parents are required to designate Media Release Permission at the time of enrollment of the student.

This information indicates a parent's consent or non-consent to use their child's picture, video, interview and/or student work in media presentations about the school. If changes are necessary, the form must be updated and returned to the school office.

## **Nut & Allergy Awareness**

To the extent that Rosarian Academy is able, nut products have been eliminated from our campus, as well as school-sponsored events and activities. In addition, we ask that families refrain from sending peanut or other nut-based foods to school. Nonetheless, it remains the responsibility of families of those children with severe food allergies to work closely and cooperatively with our school in order to clarify the exact nature of the medical condition; and to closely monitor and make sure that their children avoid the foods to which they are allergic. Classroom teachers and administration will be informed of the details and will establish protocols for our response if a severe allergic reaction does occur. On some occasions, parents will be asked to provide an alternate treat when there is an all class occasion that may involve bringing food in that may have inadvertently been exposed to nut products. Our school does not accept responsibility for baked goods or any other products that are brought to campus that may unknowingly have been exposed to or have nut based products within them. Allergic students who are authorized to self-administer and the school administrative staff have ready access to parent provided epinephrine auto-injectors in the event of anaphylaxis, but this may only be accomplished to the extent that you inform us as to the specific allergies and to the other necessary medical responses. Additionally, our school has a limited number of epinephrine auto-injectors that are stored in a designated cabinet for general use in the event of an emergency.

## **Off-Campus Class Parties**

Rosarian Academy does not sponsor, oversee, or in any way control parties or social functions at private residences or off-campus sites. School-sanctioned events are specified in this Handbook or are identified as such in written notices generated and distributed by Rosarian Academy. Parents/guardians are advised that Rosarian Academy and their employees, agents and corporate members are not liable and will be held harmless from any claims or liabilities that allegedly arise from or are related to student attendance at parties or social functions at private residences or from their attendance at functions not sponsored by Rosarian Academy.

Students engaged in conduct that is contrary to the mission and philosophy of Rosarian Academy may be subject to disciplinary action regardless of whether the conduct occurred at an Academy-sanctioned function.

## **Parent Concerns**

Concerns about a student's academic progress and/or conduct should be discussed with the faculty or staff member directly involved. If additional concerns remain, a conference with the faculty member and the Administration may take place

Parents are encouraged to confer with teachers if they have a question or would like additional information related to their child. To facilitate this process, an e-mail to the teacher with a message is most helpful. The teacher will respond at his/her first opportunity. It is imperative that parents refrain from conferring with teachers during school hours or during a school activity when a teacher has a direct responsibility to his/her students. Parents/Guardians shall not contact a teacher at his/her home.

## **Reviewing Records**

If a parent/guardian or student wishes to review his/her school records, the request must be made in writing to the Head of School giving at least twenty-four (24) hours notice.

## **School Notices**

In order to keep parents/guardians well informed, newsletters, announcements and notices will be sent home via email, text, hard copy, or postings on the school's website. Parents/guardians are asked to read them in their entirety. Please adhere to deadlines for any materials to be returned to the Administration Office or the homeroom/sponsoring teacher.

## **Student Planners**

Students in all grades are expected to be responsible for their work at school and home. This is their vocation as a student. As part of their responsibility, students in third through eighth grades are provided with an assignment book for all assignments and other important classroom information.

In Kindergarten - 4th grade, this assignment book is used as a home-school communication tool, where parents and teachers may write notes or comments to each other.

## **Student Supplies**

As a service to our families, school supplies required at each grade level will be delivered to the students on the first day of school.

## **Telephone Messages and Telephone Use**

No student will be called from class for a telephone call. If it is necessary to leave an emergency message for a student, the school secretaries will take the message and deliver the message.

## **Tuition Payments**

Rosarian Academy uses the services of “Smart Tuition” in the billing and payment process for tuition. Information on registering for this service is provided by the Business Office of the school.

Parents are expected to make full and timely payments for their child’s education. No records will be sent to transferring schools of students whose financial commitment is in arrears.

## **Video Surveillance**

In keeping with applicable local, state and federal law, Rosarian Academy routinely records video images throughout school premises. Surveillance cameras are in locations where the individuals being recorded have no expectation of privacy and are in plain sight. Parents/guardians are advised that these recordings are being made and that they may be routinely reviewed by Rosarian Academy Administration, Staff, Faculty and/or law enforcement, as the Administration deems appropriate under the circumstances.

## **Visitors**

In order to maintain a secure and safe campus, all parents, visitors, and service workers must check-in to receive a visitor pass and check-out through the front office in the Fortin Building. The only exceptions to this policy are school-wide and grade-level events.

The learning environment is not to be disturbed by parents or visitors. Students may not bring guests to classes.

All paraprofessionals including but not limited to; speech pathologists, audiologists, and physical therapists must adhere to a screening process as outlined below for Volunteers and Chaperones.

**Students, parents and faculty are not to open any door leading to the exterior of the locked campus, allowing an unauthorized person into this secured area. This is a serious violation of school security. All parents and visitors must gain access to the campus from the Administration office.**

## **VOLUNTEERS AND CHAPERONES**

All volunteers and chaperones for school events on campus must check in and receive a visitor pass and check out in the Administration office of the Fortin Building. In order to maintain a secure and safe campus, entering and exiting the school is only through the Fortin Building.

All volunteers and chaperones who work directly with children must submit to Level II background screening and complete the workshop, VIRTUS – Protecting God’s Children for Adults.

### Volunteer/Chaperone Application and Screening Process

All volunteers working at Rosarian Academy must go through background screening as indicated below:

(18 years of age and older) working with children:

Initial Requirement:

- Volunteer application
- VIRTUS Training

Requirements Every Five Years :

- Level II fingerprinting.

Yearly Requirements:

- Level 1 screening. Complete “Release of Information” form and submit \$3.00.
- Attestation of Good Moral Character (signed, dated, and notarized)
- Volunteer Application
- Child Abuse and Neglect form

(18 years of age and older) NOT working with children:

Initial Requirement:

- Volunteer application

Requirements Every Five Years :

- Level II fingerprinting
- VIRTUS Training

(12-17 years old) working with children:

Initial Requirement:

- Volunteer application Requirements Every Five

Years :

Yearly Requirements:

- Level 1 screening. Complete "Release of Information" form and submit \$3.00.
- Attestation of Good Moral Character (signed, dated, and notarized)
- Volunteer Application
- Child Abuse and Neglect form

Screening not required for the following circumstances:

- Student teachers who observe and participate in the school as part of their required course work, on an intermittent basis. \*
- Therapist observing a child in classroom setting.\*
- Classroom guest speaker.

\*Individuals must be under direct and constant supervision by persons who meet the school personnel requirements (Level II background screening).

## **Withdrawal**

Parents/guardians of students who are withdrawn from Rosarian Academy are required to complete and sign the proper withdrawal forms of the school given by the school Administration. These forms must be signed and all financial obligations for the academic year must be met in order for student records to be forwarded to another school. *Tuition payments and registration*

*deposits are non- refundable.*

The procedure for withdrawing a student from Rosarian Academy is as follows:

- The parent must formally notify the Admissions Director
- The Admissions Director will conduct an exit interview with the parent
- The parent will sign the proper withdrawal forms
- The parent will meet all financial obligations
- The parent will turn in electronic equipment, sports uniforms, library books, etc.
- The student's academic records will be forwarded to the next school upon request of the receiving school

## **Worship Services and Religion Classes**

As a result of the spiritual foundation that is inherent within the very nature of Rosarian Academy, its student body is required to participate in religion classes as an academic core subject and must attend school liturgical functions.

### **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.

## **ROSARIAN ACADEMY SCHOOL SONG**

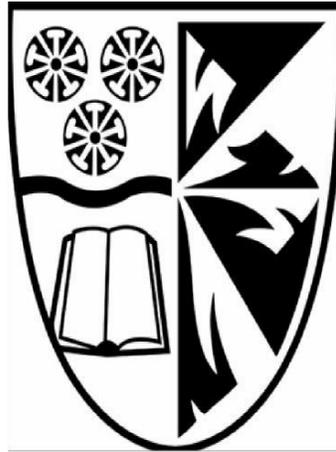
**Beneath the southern skies of Florida  
Like Our Lady's mantle blue  
Stands Rosarian, shining fair,  
Stands the school we love,  
Forever graced with prayer.**

**All hail to Rosarian, the school we love so well,  
We're proud of the work you've done  
And with grateful hearts we'll tell.  
Your banner proudly we'll ever raise,  
Your torch of truth will light our days,  
So with heads held high, to the world we'll cry,  
We'll all be true to you.**

**Ask Mary to Pray for us, Sweet  
Mother of Our Lord, That we  
may be like her Son, And seek  
His sweet reward,  
And so we march with our hearts so gay, Your  
lofty standards lead the way.  
Let us do and dare, for our school so fair,  
Until her ideals are won.**

**Written by Sr. Denise Mainville, OP Approximately  
1927**

## ROARIAN ACADEMY SHIELD



*The Rosarian Academy shield symbolizes a rich cultural and religious heritage. Set against the background of a 13th century Dominican shield, represented in the fleur-de-lis at the right, the three roses signify the three mysteries of the rosary, a heritage left by Saint Dominic to his daughters, the Sisters of the Third Order, who founded and sponsor Rosarian Academy. The red rose identifies the spirit of love, generosity and sacrifice that must permeate the life of a Rosarian community member.*

*Superimposed on an expanse of blue is an open book, exhibiting Rosarian situated on the blue waters of Lake Worth. The open book represents the intellectual challenge that the school offers to the eager student. Blue and white, the colors of the school's patroness, symbolize the wise and loving protection of Our Lady of the Rosary.*



**BULLYING COMPLAINT REPORT FORM**

Today's Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Name(s) of Accused: \_\_\_\_\_

\_\_\_\_\_

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempt you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate in your opinion how this problem might be resolved. Please be as specific as possible. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Name of Complainant (please print)

\_\_\_\_\_  
Signature of Complainant