

# **PARENT/STUDENT HANDBOOK**

## **Early Childhood – Grade Eight**

**2022-2023**

**ROSARIAN  
ACADEMY**  
— Est. 1925 —



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

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*Pages 62-84 apply ONLY to Early Childhood parents and students.*

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## **MISSION STATEMENT**

*<Under Revision 2022-23>*

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 positive relationships among its community members and others. We aspire and commit to living the following 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 for 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 conscious 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, Staff and Faculty are happy to assist you in your understanding and participation in the mission of the Academy.

An interesting and challenging experience awaits you as a student or parent of Rosarian Academy. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the administration for assistance.

In order to realize the Academy's aim, parents and students must agree to uphold and support the philosophy and policies of Rosarian 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.

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

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," "RA," 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, Principal, Assistant Principal, Director of Early Childhood, Dean of Students and/or Director of Finance.



## OPEN ADMISSION POLICY

Rosarian Academy has an open admissions policy. No person, based on the grounds of race, color, disability or national origin is excluded or otherwise subjected to discrimination in the receiving of services. The school considers all applicants for admission based upon its academic program and the applicant's needs, and admits students accordingly.

Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

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 90 days that 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

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

Administration Office (exclusive of summer months) 7:30 AM—4:00 PM

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

### **Transportation Arrangements**

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

### **2022-2023 Drop Off & Pick up Procedures**

	<b>School Hours</b>	<b>Drop Off Time</b>	<b>Pick Up Time</b>
Grades 5-8	7:50 am - 3:00 pm	7:35 am - 7:50 am	3:05 pm - 3:20 pm
Grades K-4	7:55 am - 3:00 pm	7:35 am - 7:55 am	3:05 pm - 3:20 pm
Early Childhood	7:55 am - 2:55 pm	7:35 am - 8:00 am	2:55 pm - 3:20 pm
Administration Office*	7:00 am - 4:00 pm		
Telehealth	7:00 am - 7:35 am		
Aftercare	3:20 pm - 6:00 pm		

### **Families with Children in Different Grade Levels**

Families with children in different grade levels should drop off and pick up all children at the youngest sibling's designated locations *with the exception of children in Junior Toddler House (ages 1-2 and Children's House A (ages 3-5)).*

*Children in Junior Toddler House and in Children's House A require an additional drop off and pick up location at 800 N. Olive Ave. Families with children in Junior Toddler House or in Children's House A should drop off any siblings in different grade levels at the next youngest sibling's designated location.*

### **Late Drop Off**

All students who arrive late will proceed to Gate 2 (located between the Fortin building and the Chapel, accessible using the Middle School or Lower School drop off locations) to be signed in before going to class. **All Early Childhood and Kindergarten students must be walked to their classrooms by a parent/guardian after being signed in at Gate 2. Parking is available in the front of school for parents walking their children to the gate and/or class.**

## Student Drop Off & Pick Up Routes

<p><b>Junior Toddler House &amp; Children's House A</b> Approach using Olive Ave., go east on Eucalyptus St. to the alley, and turn right into the 800 N. Olive driveway. Exit onto Olive Avenue.</p>
<p><b>Children's House B &amp; C, 2<sup>nd</sup> &amp; 4<sup>th</sup> Grade</b> Approach by driving south on Flagler Dr. and turn right onto 7<sup>th</sup> street. Left turns from Flagler Dr. to 7<sup>th</sup> street and U-turns on Flagler Dr. are both illegal. Turn right into the alley between the Lewis Building and 800 N. Olive and proceed to the back, brown gate (#4). Exit by turning left on Eucalyptus St. and proceed to Olive Avenue or Dixie Highway.</p>
<p><b>Toddler House, Kindergarten, 1<sup>st</sup> Grade &amp; 3<sup>rd</sup> Grade</b> Approach school using Olive Avenue. Head east on 7<sup>th</sup> Street and turn left on Catalano Court. Proceed to the Lewis Building Gate #3. To exit, proceed to Flagler Drive and make a RIGHT TURN ONLY. A median blocks left turns out of the main entrance, and U-turns on Flagler Dr. are illegal.</p>
<p><b>Middle School 5th-8th Grade</b> Approach by driving south on Flagler Dr. and turn right to enter the school's main entrance. Drop off and pick up students in front of the Fortin Building. To exit, proceed to Flagler Drive and make a RIGHT TURN ONLY. A median blocks left turns in or out of the main entrance, and U-turns on Flagler Dr. are illegal.</p>

## AUTHORIZATION FOR STUDENT PICK UP POLICY

Students may leave campus with their parents, or with parental permission with an authorized person. Such permission must be authorized in advance on the parent portal, or in an emergency, by calling or emailing the front office. An emergency pick-up request will be honored only if the caller or the authorized person is verified prior to 2:20PM. Please note that the school cannot guarantee that emails, texts and/or voice messages as a form of adequate notice. This is for the safety of our students. This policy applies to all departures from campus, including but not limited to dismissal, aftercare, athletic events, field trips, early dismissal and off-campus school events.

## Student Car Line Pick Up Procedures:

- Hang the family name sign from the rear-view mirror
- Follow the directions of school personnel to assure ease of procedures.
- Children should enter cars as quickly and safely as possible.
- Cell phones are NOT to be used 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.

## Aftercare Protocol for Students Not Picked Up:

Aftercare for the 2022-2023 school year is by advance reservation only at \$20/day. Families will be charged a daily fee of \$50 for students who are not picked up by the end of dismissal time (3:20) if they are not registered for aftercare in advance.

**Tardiness:**

Gates close at 7:50 AM. Students arriving after that time will be marked late and report to gate 2 in order to receive a tardy slip. A late student will not be admitted to class without a tardy slip.

A 5th-8th grade student is tardy if he/she is not in his/her Advisory when the bell rings to signify the start of the school day. Each tardy may result in an infraction, and a student who is late 5 times may be required to serve a detention (see the section on Discipline for more information).

K-8 parents will be notified by Administration if a student is absent five times within a marking period.

Any questions or concerns regarding attendance or tardiness should be referred to Administration.

**Afternoon Policies:**

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.

**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 to 8th Grade: 3:00 – 6:00 p.m.

In aftercare, students engage in fun activities and study time, along with a healthy snack. By signing a student up for aftercare, parents acknowledge that students will be commingled with students from other cohorts and grades. Aftercare will adhere to the same physical distancing and health precautions followed during the academic school day.

Aftercare for the 2022-2023 school year is by advanced reservation only at \$20/day. Students who have not registered for aftercare in advance and who are not picked up by the end of school's dismissal time (3:20), or during the after school activity dismissal time, will be assessed a daily fee of \$50.

*\*Aftercare is available on all full days school is in session. Check the school calendar for days when there is no aftercare or when it ends early.*

Spaces are limited; first come, first served.

Pick up from aftercare will be from Gate 4 (back of Lewis Building) with the exception of Junior Toddler House who will be picked up at 800 N. Olive.

Parent, or driver authorized by a parent, must sign out the student.

No refunds will be issued.

Contact the Business Office at 562.345.3101 for billing inquiries.

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

When clubs, sports, and activities meet after school on the Rosarian Academy 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 Parent Portal. 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	Religion	Religion
Reading	Reading	Reading
Writing	Writing	Writing
Mathematics	English	English
Science	Handwriting	Spelling
Social Studies	Spelling	Mathematics
	Mathematics	Science
	Science	Social Studies
	Social Studies	

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

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

Core subjects for 5th-8th Grades:

English  
Literature  
Mathematics  
Religion  
Science  
Social Studies  
Foreign Language

Co-curricular subjects for 5th-8th grades may include:

Art  
Coding  
STEM  
Drama/Public Speaking  
Music  
Physical Education and Health

*\*\* For a more in-depth review of the curriculum, please refer to the Course of Study.*

## **Middle School Mathematics**

Students in grades 5 -8 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 no lower than a B+ for each grading period 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 5th grad student may be placed in a 6th 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 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 6th 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 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, Algebra II, and Spanish for high school credit. Students who are offered these options and choose to take these courses may be 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 semester. Students who are unsuccessful in doing so may be recommended for a less challenging course after the first grading period, since the final grade may become 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 grading periods 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 formal educational test results with educational recommendations and/or a medical diagnosis (i.e. diabetes) 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, and have completed qualifying testing requirements within the past 3 years (when applicable), are eligible to work with 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.



## **Section 504 – Policy Statement**

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

The school's designated 504 Coordinator and contact information are as follows: RuthAnn Musgrove, (561) 832-5131. Parents with questions regarding the school's disability accommodations or related items should contact one of the school's 504 Coordinators. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice to the business office. The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

### **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/guardians until the students' regular dismissal time.

## **Private Tutoring, Coaching, and Lessons**

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

## **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**

Teachers will be available to all students for additional help during designated 30-minute sessions before or after school. K-4 teachers are available once a week, and middle school teachers are available twice a week. Teachers will post these help session times on their individual faculty websites. 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**

#### Core Academics

M = Mastery

D = Developing

B = Beginning

U = Unsatisfactory

NA = Not Yet Assessed

#### Co-Curricular

S = Satisfactory

MP = Making Progress

NI = Needs Improvement

## Grading System for First through Eighth Grades

### Core Subjects

(Grades 5 - 8)

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 60-66

F = 0 - 59

### Core Subjects

(Grades 1 - 4)

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

### Co-curricular Subjects

(Grades 1 - 8)

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### Conduct and Effort

(Grades 1 - 8)

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### Weighted Grade System:

(Grades 1-4)

Tests/Quizzes 50%

Classwork 30%

Homework 20%

(Grades 5-8)

Tests 50%

Quizzes 25%

Classwork 15%

Homework 10%

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. The following page outlines the specific process of academic intervention if/when it becomes necessary.

## **Academic Support Process**

Student academic progress will be reviewed after each progress report and at the end of each quarter. Any student with two or more D's, one or more F's, or a GPA that falls under a cumulative 2.0 for a grading period will be subject to Academic Review, receive an Academic Warning, or be placed on Academic Probation.

**Academic Review** is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of any grading period.

**Academic Warning** is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 after having been subject to *Academic Review*.

**Academic Probation** is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive grading periods.

### **ACADEMIC REVIEW**

Students under academic review will remain under review for the duration of the subsequent grading period. They will receive formal notice and be required to attend extra help sessions as set forth by their teacher(s) on a bi-weekly basis at minimum. Teachers will verify with administration student attendance at these sessions.

### **ACADEMIC WARNING**

Students who receive a formal Academic Warning will remain on warning for the duration of the subsequent grading period. They will receive formal notice and a parent/teacher meeting will be required. Furthermore, they will be required to attend extra help sessions as set forth by their teacher(s) on a weekly basis. Teachers will verify with administration student attendance at these sessions. Failure to attend sessions will result in an infraction equivalent to skipping an academic class. Students on Academic Warning will lose the privilege of attending any school trips or off-campus activities.

### **ACADEMIC PROBATION**

Students placed on Academic Probation will remain on probation for the duration of the subsequent grading period. They will receive formal notice and a meeting with school administration will be required. Furthermore, they will continue to be required to attend extra help sessions as set forth by their teacher(s) on a weekly basis. Teachers will verify with administration student attendance at these sessions. Students on Academic Probation will continue to lose the privilege of attending any school trips or off-campus activities. They will also lose the opportunity to participate in school athletics and attend co-curricular activities such as school dances.

### **DISMISSAL FROM THE ACADEMY**

Students who do not improve their grades after being placed on academic probation will be subject to dismissal from Rosarian Academy. The final decision as to whether such a student will be allowed to continue at RA will be made by the Head of School, and will be done so on a case-by-case basis.

*\*A student who achieves academic good standing but earns an unsatisfactory performance in any future grading period will return to the tier of the support process that they last qualified for.*

*\*Any behavioral concerns for students having academic issues will also be taken into consideration and may accelerate the progression of the probationary process.*

## **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 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 grading period. If the student fails to show improvement between the progress report and the report card, the student may receive a "U" on the report card.

A student who receives a mark of "U" in either conduct or effort for the current/most recent grading period is ineligible to participate in any extracurricular activities, and will remain ineligible until the "Unsatisfactory" mark has been improved and is documented on the next grade report.

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

Comprehensive semester 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. Semester and final exams count as 20% of the overall grade for each semester. All coursework and exams must be completed on or before the close of the second semester.

## **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 grading period. 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 quarter. Please check the school calendar for specific dates. Final report cards are mailed at the end of the school year.

## **Service Hours and Guidelines**

Service is one of the four Dominican Pillars upon which Rosarian Academy is founded and thus should be reflected in our everyday school life.

### **Service Learning is defined as:**

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and

influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.

Service learning teaches civic participation skills and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable, and governmental organizations, and the school campus.

The Service Learning Program is divided into three levels:

**Level I** Service Learning Hours required for Fifth Grade and Sixth Grade will total Five (5) hours.

**Level II** Service Learning Hours required for Seventh Grade Students will total (10) hours.

**Level III** Service Learning Hours required for Eighth Grade Students will total (15) hours.

*Service Hours are a required part of the student experience at Rosarian Academy. Failure to complete the service requirements may be reflected in Religion class semester and final grades, as well as in a separate section on student report cards.*

### **Community Service Application and Approval Forms**

These forms are available from the Student Service Program Coordinator and/or student advisors and must be filled out completely and submitted when undertaking any service that is not connected with a school-recognized club or organization. A student does not need this form if he/she is participating in a service activity undertaken by a school-sponsored club, class or organization of which he/she is a member. Please note, however, that not all projects undertaken by school clubs and organizations count for service hours. The community service Application and Approval Form should be turned in ten days prior to undertaking the project for service hour approval.

Community involvement is critical to success in education. Student participation in community service activities builds awareness of society and a connection between the classroom and real-world issues. Service Learning is a method through which students learn about and develop a commitment to addressing needs in their communities.

Service Learning hours, as a graduation requirement, provide students with the opportunity to develop a long-lasting sense of responsibility to society.

Students wishing to earn a Standard Diploma must meet the graduation requirement each year of Middle School.

## **Graduation Silver Honor Cord Award for Service**

Students who have completed fifty (50) or more hours of service during their Middle School years will earn an honor cord to reflect their commitment to community service. This is a distinguished honor and will be recognized by the Rosarian Academy school community.

### **General Guidelines**

1. All services must comply with the policies of the School.
2. Student volunteer service hours may be earned in both the school and the outside community.
3. Services for which a student or an organization that a student belongs to receives financial or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline will be if the organization is donating the profits (less expenses) to a bonafide charity. Another example is the school chorus puts on a performance at which admission is charged and all of the proceeds, less the cost of cleaning their uniforms, are donated to a charitable organization.
4. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (A) and (B) below are met:
  - A. The performance meets an identified community service need.
  - B. The performance is not a fundraiser for the organization, nor is the student paid or receives academic credit. For example, students participating in the Florida Youth Orchestra or school music ensembles may receive hours for performing at a retirement home, charitable and civic events or for a non-profit agency.
5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn service learning hours.
6. Rehearsal and practice time will count for volunteer service projects to be performed or conducted specifically to meet a community service need.
7. Service learning hours documented for community service as part of non-credit granting workshops, programs or conferences will count as volunteer service.
8. Fundraising activities for non-profit charities will count as volunteer service hours as long as the activity complies with Rosarian Academy policies and providing the student is not volunteering for an organization that benefits the school (i.e. a booster club fundraiser). For example, the school's student government may hold a candy sale and donate all of the profits to a local charity. However, the conduct of the project including depositing the money in a school account must be in accordance

with School policies. Service hours may not be earned based on the amount of funds raised or products sold.

9. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher at public institutions such as the Center for the Performing Arts are eligible to receive service learning hours.

10. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.

11. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when “pro bono” work is being performed. For example, if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.

12. Service performed on staff at non-profit athletic or music camps for no financial compensation will count as volunteer services hours.

13. Time out of class may not be used for hours. Volunteer hours can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place after school hours.

14. Service hours may be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a board member or other school employee. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campus.

15. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service. However a student may receive service hours for assisting in landscaping, clean up days or volunteering in the day care center. In addition, students serving as teen aides (i.e. copying materials, walking kids to bathrooms, assisting with supervision) are eligible for service learning credit.

16. In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a “For Profit” summer camp does not qualify for service learning. Please note that the collection of a fee does not determine the “Not For Profit” status. The State of Florida issues a 501(c)(3) certificate to “Non Profit” organizations.

17. Service Learning Hours shall not be granted to students who volunteer at for profit summer camps. Students who volunteer at governmental sponsored or non- profit summer camps shall be eligible to receive Service Learning Hours for their work.

18. Service for a student’s family or family business will not count.

19. Service performed due to disciplinary action taken by the school, such as detention, will not count.



20. Participation in campus or competitive activities such as athletics, plays, debate meets, etc., will not count.

21. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses, will not count.

22. Babysitting, or similar services, performed for an individual family will not count. Babysitting services for school-related activities will count.

23. Volunteer hours may not be certified by a family member or fellow student.

24. Service hours will not be awarded for any in kind or monetary donations, including canned food collections, toy collections, etc. For example, a service hour value cannot be established for donating a specific number of cans of food. The time spent collecting the cans of food (as long as it does not occur during the school day) can count.

25. The number of service hours earned cannot be doubled or increased by any agency or school for student participation in a specific project. Agencies that practice doubling hours will be removed from the list of agencies approved by the programs.

26. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. The hours spent on that activity can count if workshops, clinics, etc. have a specific service component.

27. Hours spent helping others (not family members) in disaster preparations or clean-up may count. In this instance, the Prior Approval form may be waived. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards service learning.

## **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 grading period 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 semester to seventh and eighth grade students.

FIRST HONORS: Grade Point Average of 3.75 or better in core subjects and at least a “S” in each co-curricular subject. Less than an “S” will preclude a student from honor roll consideration.

SECOND HONORS: Grade Point Average of 3.50 or better in core subjects and at least a “S” in each co-curricular subject. Less than an “S” will preclude a student from honor roll consideration.

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

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 quarter.

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

Grade Point Averages

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

*\*Students enrolled in Algebra or Geometry courses will receive an additional 0.5 increase in quality points for those advanced math classes.*

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

## **Notification of Rights under FERPA**

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

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

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

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

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

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

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

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

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

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

## **EXTRACURRICULAR ACTIVITIES**

Rosarian Academy believes that to prepare students for success, 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 grading period. If a student is below a “C” average, has an “F” in any subject, or shows a “U” in conduct or effort, he/she is ineligible for extracurricular activities until the next grading period, provided he/she has achieved sufficient improvement in grades and or conduct/effort.

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 a day of school, with the exception of doctor’s appointments. A note from the doctor will be required.*

The school recognizes the following sports, activities, and dances:

1. Sports-Flag Football, Swimming, Volleyball, Basketball, Tennis, Golf, Soccer, Lacrosse, Cross Country, Track and Field
2. Major School Activities-Lower School and Middle School Plays, Field Days
3. Dances- Fall and Spring

### **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 and electives 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 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.

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form, and a physician's certificate to the effect that the student is physically fit for participation in the sport. Additionally, parents must complete and sign the Consent and Release from Liability Certificate for Concussion and Heat-Related Illness form. Participation includes pre-season conditioning, open gym, tryouts, and all practices. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school and its corporate members, officers, employees, and other agents from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

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

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.

## **Community Service Activities**

Community service activities are not school activities and Rosarian Academy does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. RA does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

## **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 3.75 on a 4.0 scale over the course of the following timelines: For seventh grade candidates, the final GPA for the sixth grade year, along with the first semester of the current academic year, including exams, will be taken into consideration. For eighth grade candidates, the final GPA for the seventh grade year, along with the first semester of the current academic year, including exams, will be taken into consideration. Additionally, all candidates must achieve no lower than a B on all semester exams and have conduct grades of "S" or "E" for all core and extracurricular courses for each of the aforementioned grading periods. Service, in particular, is a significant focus of the Rosarian chapter of the NJHS. A minimum number of service hours as well as participation in school-sponsored extracurricular activities are required for students to be eligible for application to the organization.

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 attendance at chapter meetings held regularly during the school year and participation in the chapter service project(s).

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.

### **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 sets 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 the 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 any elections held during the first quarter 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 Absences**

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, Administration may 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).

Absences in excess of 10 days require 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 nurse's office for assessment. If the student is deemed too ill to return to class, a parent/guardian will be notified by a school to pick up the student immediately.

## **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, etc.). After two (2) days, no make-up work/tests will be accepted and the student may receive a grade of 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 and the class websites to determine the work/tests needed to be made up and due dates of each assignment.

Teachers are not required to provide assignments or homework prior to a planned absence from school. They may post information about upcoming assignments on their web pages, and students/parents can access those web pages for that information as it becomes available. There is no guarantee that information will be posted **in advance** since assignments may be altered in some way due to regular class occurrences. 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.

Summative assignments (tests, quizzes, etc) that are missed due to **unexcused absences** (including extended vacations) must be completed/submitted immediately upon return to school. An alternative version of the missed assessment(s) may be issued if deemed necessary. Classwork and homework missed during unexcused absences may be made up for no more than 50% credit, and must be submitted immediately upon return to school. 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 unless arranged otherwise by an individual teacher. The teacher will notify the Main Office in order to maintain campus security during make up assessments taking place outside of normal school hours. Students should be picked up by the parent or the authorized parent designee in the Main Office upon completion of any make-up testing.



When a student misses' school or classes due to suspension, he/she remains responsible for keeping up with the curriculum. If a scheduled test or quiz is being given during the time of suspension, the suspended student may be required to come to school to complete the assessment at a time and place designated by school administration. The assignment will then be graded as if the student were in school. A suspended student shall keep up with schoolwork by accessing the faculty websites. All homework is expected to be completed and turned in at the end of the suspension time. However, this work shall receive no credit due to the student having been on suspension at the time of the assignment(s).

## **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 Dean of Students and/or other members of Administration, will handle disciplinary infractions in Kindergarten through 8.

### **Conduct**

Students and parents are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this Handbook. The standard disciplinary intervention process is outlined in the following pages.

## **DISCIPLINARY INTERVENTION PROGRAM**

Appropriate behavior is a daily expectation and plays an integral role in the overall success of the student experience at Rosarian Academy. Student behavioral records will be reviewed periodically throughout the academic year by the Dean of Students. Any student who displays a pattern of documented poor behavior is eligible to be placed under Conduct Review by administration. Continued poor behavior may result in subsequent consequences of Disciplinary

Review, Disciplinary Probation, and eventual dismissal from Rosarian Academy.

#### **DISCIPLINARY INTERVENTION PROCESS:**

**Conduct Review** is a designation for students who have received a total of 10 infraction points during an academic year, which equates to two detentions (the first after school, the second on an assigned Saturday).

**Behavioral Warning** is a designation for students who have received a total of 15 infraction points during an academic year. This results in a one-day in-school suspension.

**Disciplinary Probation** is a designation for students who reach 20 or more infraction points in an academic year. This results in an out-of-school suspension for a minimum of two days.

#### **CONDUCT REVIEW**

Students under conduct review may remain under review for the duration of the academic year. They will receive formal notice and their parent(s) will be contacted notifying them of the review status. Administration will work with parents and teachers to implement student-specific behavioral intervention plans to aid in realigning behavior with school expectations.

#### **BEHAVIORAL WARNING**

Students who receive a formal Behavioral Warning may remain on warning for the duration of the academic year. They will receive formal notice and a parent/teacher meeting will be required. Furthermore, they may not be able to attend any field trips or other school-sponsored extracurricular activities that take place off campus. Teachers will verify with administration student status prior to any such trips and any student who has been placed on behavioral warning may be deemed ineligible to attend.

#### **DISCIPLINARY PROBATION**

Students placed on Disciplinary Probation may remain on probation for the duration of the academic year. They will receive formal notice and a parent meeting with school administration will be required where a behavioral contract will be implemented. Furthermore, they may lose the privilege of attending any school trips or off-campus activities, as well as the opportunity to participate in school athletics and co-curricular activities such as school dances.

#### **DISMISSAL FROM THE ACADEMY**

Students who do not improve their behavior after being placed on disciplinary probation may be subject to dismissal from Rosarian Academy. The final decision as to whether such a student will be allowed to continue at RA will be made by the Head of School, and will be done so on a case-by-case basis.

*\*A student may return to behavioral good standing if they receive zero infractions for the entire subsequent grading period after being placed on any tier of the intervention process. However, any future accrual of five or more infractions will immediately return the student to the intervention tier that they last qualified for.*

*\*Any academic concerns for students having behavioral issues will also be taken into consideration and may accelerate the progression of the intervention process.*

*\*Major violations as defined below will be handled on a case-by-case basis based on the nature and severity of the violation.*

## **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

## **Minor School Violations**

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 including cell phones
- Uniform Violations
- 

## **Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

## 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 Schools of these cases. The school may also 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 Administration. The 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 administration'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.

## **Technology 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 Administration;
  - 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 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 Catholic 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 Catholic 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.

### Cell Phone and Personal Electronic Device Policy

Student 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 ogra watches, must be turned off during school time and stored in backpacks in student lockers in their homeroom. Should a cell phone (or apple watch) be found in use during the school day, the phone will be sent to the Dean of Students, and a parent may be required to collect it at the end of the school day. The student will also be issued a demerit. Cell phones or other devices may only be used after academic school hours with the permission of the teacher, coach, or moderator.

All other 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, may be permitted for specific assignments/projects and on a temporary basis
- Calculators are permitted in appropriate classes
- Cameras, with a teacher's permission, may be brought on field trips or for yearbook use.

### Consent for Use of Photos

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.

The school reserves the right to use student or parent photos in any school publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

**By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, their agents, employees, or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

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

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. Specific examples of cheating are specified in the school's Honor Code. 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 quarter grade. The student will also be issued an infraction. 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 unauthorized 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. It may also involve the use of drug dogs and other methods at the discretion of school Administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test



suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. The school may also conduct random searches as set forth in this handbook.

## **Smoking / Vaping**

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

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.

## **Sexting**

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

## **Search and Seizure Policy**

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

## **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 2022-2023**

### **General Appearance**

Students are expected to arrive at school daily well-groomed and already in full uniform with shirts tucked in. No sweaters, jackets or sweatshirts other than Rosarian Academy clothing may be worn.

<b>EXPECTED OR ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
Uniforms neat and clean	Students writing on themselves, others, or articles of clothing
Skort no shorter than 2 inches above the knee	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	Large jewelry; dangling or hoop earrings.
	Tattoos temp. tattoos, body piercings and other body markings.

### **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 required for 5<sup>th</sup> – 8<sup>th</sup> grade students and may be purchased from the Harris Uniform Store. For 5th-8th grade students: all students are expected to bring PE uniforms. They will change into these clothes for PE and then change back into the daily uniform at the end of PE. PE uniforms should be taken home and laundered after each use.

For Kindergarten-4th grade students: on days scheduled for PE, students shall wear their regular uniform. Students may wear white, black, or navy socks with basic tennis shoes. Should a 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.

## School Uniforms

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

\*\*\*Purchases made through the school spirit store are not approved to be worn as a Daily Uniform, Dress Uniform, or PE Uniform. Items from the school spirit store may only be worn to school on designated dress down or spirit days.\*\*\*

### 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, solid black, or solid navy socks with a logo no larger than 2" <b><u>that cover the ankle</u></b>	Uniform khaki pants or shorts Solid navy, white, pink, light blue RA polo shirt RA Belt ( required 3rd -4th grades) Solid navy, solid black, or solid white socks with a logo no larger than 2" <b><u>that cover the ankle</u></b>
DRESS UNIFORM AND DRESS SHOES (required for: mass, chapel, field trips and special events)	Jumper, white blouse, solid white, solid black, 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, solid black, or white socks (no logo) and Sperry shoes, see handouts
DAILY SHOES	Sneakers that are 90% or more navy blue, black, grey, or white or Sperry shoes Laces must be tied.	Sneakers that are 90% or more navy blue, black, grey, or white or Sperry shoes Laces must be tied.
OPTIONAL ITEMS	Blazer White or navy tights under uniform in cold weather	Blazer
COLD WEATHER WEAR (may only be worn November-February)	Navy cardigan with RA emblem Navy sweatshirt with RA emblem Fleece pullover with RA emblem Vest with RA emblem No hooded sweatshirts	Navy pullover sweater with RA emblem Navy sweatshirt with RA emblem Fleece pullover with RA emblem Vest with RA emblem No hooded sweatshirts

### 5th - 8th Grade

	GIRLS	BOYS
DAILY UNIFORM	Blue pincord skort 2" above the knee or longer, white oxford shirt OR white, pink, light blue or navy polo shirt solid white, black, or navy socks with a logo no larger than 2" that cover the ankle	Harris Uniform khaki pants or shorts with RA belt, white oxford shirt OR white, pink, light blue or navy polo shirt solid white, black, or navy socks with a logo no larger than 2" that cover the ankle
DRESS UNIFORM	Blue pincord skort, white oxford shirt, school tie, school blazer, solid white, black, or navy socks with a logo no larger than 2" that cover the ankle	Uniform khaki pants, white oxford shirt, school tie, blazer, solid white, black, or navy socks with a logo no larger than 2" that cover the ankle
SHOES	Navy, black or brown Mary Janes or Sperry (tan, linen, sahara or beige) shoes <b><u>that cover entire foot</u></b>	Sperry (tan, 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 (may only be worn November-February)	Navy cardigan with RA emblem Navy sweatshirt with RA emblem Fleece pullover with RA emblem Vest with RA emblem approved school sweatshirt with emblem No hooded sweatshirts	Navy cardigan with RA emblem Navy sweatshirt with RA emblem Fleece pullover with RA emblem Vest with RA emblem approved school sweatshirt with emblem No hooded sweatshirts
SOCKS*	Solid white, black, or navy socks with a logo no larger than 2" <b><u>that cover the ankle</u></b>	Solid white, black, or navy socks with a logo no larger than 2" <b><u>that cover the ankle</u></b>
TIE	School Tie	School Tie
BELT	N/A	Harris Uniforms 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 should 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 periodically throughout the school day 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 the school's lunch service program 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.

### **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 online school 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.

#### 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 do 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.

## **Electronic Acknowledgments**

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

## **Emergency Information Forms**

For the 2022-2023 academic year, Emergency Information forms for all students have been mailed and must be completed and returned by the first Friday of the school year (8/26/2022). Please be sure to update any changes throughout the school year.

## **Financial Obligations**

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

## **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.

## **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.

## **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. No student may solicit funds in the school’s name unless such solicitation has been authorized in writing by Administration.

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.

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

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

## **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, or 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 the Head of School. If, however, the Head of School is the individual who is believed to have engaged in the inappropriate conduct, the student should notify another member of the school's administration. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **Immunizations**

Rosarian Academy requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to



document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for 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 an inclement weather incident during a school day, 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:**

Lunch will be served beginning the first day of school. Students may participate in the school's 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.

Students may come during the school day with the teacher and the entire class. 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 Examinations**

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 school Administration. All medical examinations must be recorded on the official health department form, which is available at all doctors' offices.

## **Medical Guidelines**

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

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

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

### **COVID-19 and Related Items:**

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by there will be no suspension, reduction, or refund of tuition in these circumstances.

Rosarian Academy continues to follow CDC Guidelines for COVID 19 positive and exposed individuals. The CDC Guidelines are subject to change. These are general guidelines and may be reviewed on a case-by-case basis.

### **COVID 19 Positive Persons**

As in the past, if a person has tested positive for COVID-19 or has mild symptoms and is waiting for test results, the affected person will:

1. Parent(s) will notify the school and keep the student home.

2. If necessary, parent(s) will contact a physician and follow medical care/advice, and notify the school nurse of results if COVID-19 testing is recommended.
3. If a student tests positive, parent(s) will provide a copy of the test result and work with the school nurse to determine possible exposure of others.
4. Any student that tests positive will isolate and stay home for at least 5 days.
5. If a student has no symptoms or symptoms are improving, and has had no fever without fever-reducing medication for 24 hours a student may leave isolation. The student must continue wearing a mask to school for 5 more days **unless a negative test has been returned**. Re-testing is not required.
6. Please follow the CDC links below for additional information and guidelines regarding infection and exposure :

[QI-Guidance-Isolation.pdf \(cdc.gov\)](#)

[Recommendations for COVID-19 Close Contacts \(cdc.gov\)](#)

## **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/guardians 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.

## **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.

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

## **School-Sponsored Events**

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 including all field trips, excursions, or parties are specifically identified in this Handbook, the school calendar, and/or written notices generated and distributed by Rosarian Academy.

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

Students engaged in conduct that is contrary to the mission and philosophy of Rosarian Academy may be subject to disciplinary action regardless of whether or not the conduct occurred at an Academy-sanctioned function.

## **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 are strongly encouraged to maintain an agenda book for all assignments, important classroom information, and school dates.

## **Student Supplies**

As a service to our families, required school supplies lists for each grade level will be provided to families prior to the beginning of the school year. Any additional supplies provided by the school will be delivered to the students during the first week of school.

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

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

## **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.

## **Undocumented Students**

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

## **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 through the main office and sign in prior to entry.***

## 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

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.



**BULLYING COMPLAINT FORM**

Name of student: \_\_\_\_\_

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

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

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

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

Names of Accused: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

## **Rosarian Academy Honor Code**

In addition to a commitment to academic excellence, Rosarian Academy seeks to inspire and prepare young people to live the Gospel values. Christ calls us to the Light and implores us to live in the Truth. An essential part of the RA student experience is to live in a community where integrity and honesty are the touchstones of all interactions. Each member of the school is called to take personal responsibility for making our community one of trust and faith.

The Rosarian Academy Honor Code is a compilation of ideals regarding academic integrity and articulates expectations of students to establish and maintain the highest standards of scholastic character. As a family of learners rooted in Gospel values and committed to creating and maintaining an orderly learning environment, all Rosarian students voluntarily commit to the following code:

### **As a Rosarian Academy student:**

**I promise to be a model of Christ to all in the Rosarian community in both word and action.**

**I promise to respect and show kindness and consideration to my fellow students and teachers.**

**I promise to employ honesty and integrity in all situations.**

**I promise to always work to the best of my ability, both in and out of the classroom.**

**I promise to lead a life of faith, love, and learning and continuously strive for self-improvement.**

In addition to the Honor Code, an Honor Code Pledge will appear on all student assessments, and students will sign an acknowledgement of their continued adherence to the code. Teachers may, if they choose, require students to sign the pledge on any other assignment as well.

### **Honor Code Pledge:**

**As a member of the Rosarian community, I pledge to be an individual of the highest integrity. In doing so, I promise that I have neither given nor received unauthorized assistance on this academic exercise.**

**Students uphold the Honor Code by:**

- Honestly attempting to do assignments and homework correctly and to completion.
- Being present, prepared, alert and engaged during every class, regardless of learning platform or environment.
- Advocating for one's self by attempting to seek out teachers outside of class if additional help is needed.
- Abiding by any set limits for authorized help and collaboration for every assignment.

**Parents promote the Honor Code by:**

- Acknowledging through signature that they support the honor code.
- Engaging in honorable behavior that provides students with a positive example.
- Supporting the faculty and administration in upholding the honor code.

**Teachers promote the Honor Code by:**

- Maintaining orderly learning and secure environments for assessment.
- Instructing students on proper documentation for all assignments that include referencing others' words and ideas.
- Articulating clearly the limits for authorized help and collaboration for each assignment.
- Reporting all potential honor code violations to administration in a timely manner with proper documentation of alleged offenses.

**Administrators promote the Honor Code by:**

- Providing time at the beginning of each academic year for faculty, parents and students to be provided adequate knowledge of the honor code.
- Holding students and teachers accountable for their responsibilities for maintaining the honor code.
- Maintaining cumulative records of violations of the honor code.

**Explanation of violations of the Rosarian Honor Code**

Any actions, whether intentional or unintentional, which disregard honesty diminish the integrity of both the individual and the Rosarian community. Moreover, such actions do not give faculty members the opportunity to evaluate the offending student fairly, or identify and offer appropriate assistance if needed. These actions also deprive the student (and possibly others) of a valid learning experience, which is crucial to effectively educating the whole child.

The following represent examples of actions which would be considered violations the Rosarian Academy Honor Code:

1. **Cheating:** Copying work or giving your own work to another; unauthorized use of materials or collaboration during an assessment; obtaining or distributing copies of assessment materials; giving or receiving information regarding an assessment before, during, or after the scheduled evaluation.
2. **Plagiarism:** Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.
3. **Falsifying data / citations:** Buying, selling, giving, or receiving research papers, class notebooks, or the like, from any source, including the Internet.
4. **Fabrication of an academic document.** Creating, altering, or misrepresenting in any other way an official school document such as a report card or transcript.
5. **Abuse of Media Center privileges:** Defacing books or other library materials; failing to return books and other materials, thus depriving others of their use.
6. **Purposeful destruction, theft, or misuse of electronic media** (computer hardware or software).
7. **Lying to an administrator or teacher** during investigations regarding academic dishonesty.

### **Procedures for Honor Code Violations**

In an instance when an Honor Code violation has possibly occurred, the teacher will initially speak with the student to ascertain the facts surrounding the occurrence. The details of this conversation and the facts which are discussed, will be recorded in writing and submitted to administration along with any other pertinent materials. An administrator will meet with the student (and teacher if necessary) to make a determination regarding the upholding of the Honor Code and/or Pledge. If at this meeting it is determined that the student has violated the Honor Code, the appropriate consequences will be determined and applied based on the severity of the violation as well as the student's history at Rosarian.

## **Rosarian Academy Rules and Expectations for Adaptive Learning**

Our priority at Rosarian Academy is to ensure that learning is accessible and equitable for all students, regardless of the delivery platform. In the case of necessary adaptive learning, the school is committed to ensuring that the highest educational standards are maintained. The partnership that exists between the school, parents, and students becomes even more critical during the distance learning process. To that end, the following requirements/expectations are essential and have been implemented for the success of all adaptive learning students/classes.

For all adaptive learners, electronic communications will be the primary source of information for students from teachers and the school as a whole. Both parents and students are encouraged to check FACTS, Google Classroom, and their school email daily.

### **Technology Requirements:**

1. Devices must be fully charged each day. It is recommended that the student keep his/her device plugged in throughout the day to avoid possible shutdowns.
2. The student must have working Wi-Fi at home that allows for a consistent audio/video feed.
3. Any device used for adaptive learning must have a working camera and microphone that should remain on throughout all virtual classes.

### **Teacher Expectations:**

1. Teachers will follow the daily schedule as established by school administration.
2. Teachers will follow the school's set guidelines and standards for learning.
3. Class summaries, along with relevant materials and assignments, will be posted to Google Classroom daily.
4. Teachers will have designated times each week for virtual check-ins and/or questions about class work.
5. Teachers will remain conscious of the number of assignments given, and collaborate when necessary to ensure age-appropriate student workload.

### **Parent Expectations:**

1. Students should be provided with a quiet location to set up and work.
2. Students should be awake and alert well before the start of their first class each morning.
3. Parents should communicate immediately with the appropriate teacher and/or administrator if there is a loss of Wi-Fi or any other technological problem that prevents a student from attending class.
4. Parents should ensure that the students are in school-approved uniforms prior to school.
5. Parents may not record online class sessions for students, or reproduce them in any way.
6. Adaptive learning for younger students requires additional personalized attention from parents.

## Student Expectations:

1. Distance Learning does not remove an individual from the expectations that Rosarian Academy holds for students while on campus.
2. Attendance each day is **mandatory**. Attendance will be taken for every class. Absences and tardies will be recorded in the same manner that they would be were the student attending class in person. If a student is ill (non COVID-related illness), the same protocols that would be followed if the student were attending school in person apply.
3. Virtual classes should be joined on time and students must remain connected for the entire duration of each class period, unless otherwise directed by the teacher. Students must be in the waiting room at least 3 minutes prior to the start of class. Once the teacher begins class, he/she is not obligated to continue checking for students in the waiting room of the virtual classroom.
4. While at home, the school's honor code still applies. All work should be original, and any student suspected of cheating or plagiarizing will be subject to appropriate discipline.
5. Students must follow their class schedule provided by the school and check each class's Google Classroom page for the proper links to join the livestream sessions.
6. Students should conduct themselves in a respectful manner in emails, forums, virtual classroom meetings, and social media.
7. Students must always be visible and forward-facing during virtual classes. Students should not leave during a session unless there is an emergency.
8. Students must be appropriately dressed during virtual classes. Rosarian-approved uniform attire is required, including dress uniforms on scheduled days.
9. No food or drink other than water is permitted during class.
10. Class should be attended in a quiet space away from distractions. Students should be seated at a table or desk for the entire period. Students should NOT be lying in bed, on the ground, or any other location/position that is not class appropriate.
11. An appropriate background must be visible. No digital backgrounds are to be used during virtual classes.
12. There should be no electronic devices in the vicinity of the student or in use other than the device being used to connect to virtual learning classes. **No cellphones**, tablets, TVs, etc. should be used while attending virtual classes.
13. Students may not record their online class sessions or reproduce them in any way. This could lead to serious disciplinary consequences.
14. Students must have all materials and assignments for class beside them, just as required in the classroom. Paper, books, writing utensils, and any other required materials must be readily accessible.
15. Teachers will make specific turn-in policies clear, and adaptive learners will be expected to abide by those policies. Teachers have the ability to consider constraints with students who may be dealing with circumstances related to a COVID or other significant illness. It will be the responsibility of the student to reach out to the teacher if such a situation arises.

*\* The remaining pages of this handbook pertain **ONLY** to families enrolled in the Early Childhood Program. All other families may proceed to the final three pages for the school song, Rosarian shield, and acknowledgement of handbook receipt form.*

## The Montessori Philosophy

There are many “Montessori Terms,” that are used throughout this handbook and are in **bold**. An explanation of these terms may be found at the end of the handbook under *Glossary of Terms*.

*“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of the future.”*  
**Dr. Maria Montessori**

### Who was Maria Montessori?

The Montessori method is an approach to educating children based on the research and experiences of Italian physician and educator, Maria Montessori (1870-1952). Montessori education was founded in 1907, after she became the first woman physician in Italy. She based her methods on scientific observation of children’s learning processes.

### What is the Montessori philosophy?

Montessori emphasizes learning through all five senses, not just listening, watching or reading. Children in a Montessori environment move at their own pace, as opposed to the traditional group pace. Children choose beautiful, concrete lessons according to their own abilities and interest under the guidance of the teacher. Learning is an exciting process of discovery, leading to concentration, motivation, self-discipline, and a love of learning.

*“The first six years of the child are the foundation of all characteristics, attitudes and abilities of his adulthood, constructed in such a manner that it lasts throughout his whole life.”*

**Dr. Maria Montessori**

### What are the characteristics of a Montessori learning environment?

- Multi-age groupings
- Work centers
- Montessori lessons/**control of error\***
- Respect for the child
- Respect for one another
- Respect for the materials
- Cultural diversity
- Independence
- Concentration
- Order
- Intrinsic motivation
- Prepared environment
- Freedom of movement
- Child-driven education
- Grace and courtesy
- Certified Montessori teacher
- Freedom of choice
- Self-correction
- Refinement of senses
- Hands on learning
- Self-discipline
- Love of learning
- Cosmic education

### **What qualities will my child gain from being in a Montessori environment?**

- Gain independence
- Think for themselves and 'outside the box'
- Ability to concentrate
- Social interactions with younger and older children
- Self-starters
- Responsibility
- Time management skills
- Problem solving skills
- Respect for self, others and environment
- Leadership skills

### **Has there been any research conducted on Montessori students and performance?**

Research by Angeline Lillard shows Montessori children when compared with traditionally educated children do better in later schooling in the following:

- Montessori students performed better on standardized tests for reading and math
- Montessori students engaged in more positive interaction on the playground and were less likely to exhibit 'rough play'
- Showed advanced social cognition
- Demonstrated more executive control
- Had more concern for fairness and justice
- Wrote more creative essays
- Selected more positive responses to social dilemmas
- Reported feeling a greater sense of community

*"And so we discovered that education is not something which the teacher does, but that it is a natural process which develops in the human being."*

***Dr. Maria Montessori***

### **Early Childhood Curriculum**

#### **What is the curriculum in an Early Childhood Montessori environment for children ages 1-3?**

The Toddler House curriculum includes lessons in the following areas: Practical Life, Sensorial, Art, Fine and Gross Motor Development, Music, Pre-Math, Pre-Language, Spanish and Cultural areas. Our carefully designed environments follow the Montessori philosophy. Some of the main goals for our students in the Toddler House are: independence, separation, toilet training, exploration, discovery, fine and gross motor development, concentration, order, socialization, grace, courtesy, good manners and development of a love of learning!



**What is the curriculum in an Early Childhood Montessori environment for children ages 3-5?** The first six years of the child's life were what Dr. Montessori felt was the most crucial time of development, coining the term *\*The Absorbent Mind*.

**Practical Life:** Through the lessons in the Practical Life area, children learn grace and courtesy as well as care of self and care of the environment. Specific lessons such as the button, zipper, snap, bow-tie frames provide opportunities for the child to learn self-help dressing activities. Lessons such as basting, pouring, scooping and tweezing, aid in the development of concentration, development of fine motor skills, order and independence. Lessons in the practical life area may appear to have nothing to do with the academic development of the child; however; this is not an accurate observation. The practical life area lays the foundation for the rest of the classroom. A child that has not developed the ability to concentrate, refined their motor skills, or work independently, is not ready for lessons in math or reading, as they cannot sit and focus on such lessons. Additionally, Practical Life lessons are presented from top to bottom and left to right, to train the child's eye for reading. Practical Life lessons are the indirect preparation for all other areas in the classroom!

*"The first essential for the child's development is concentration. The child who concentrates is immensely happy."* **Dr. Maria Montessori**

**Sensorial:** Sensorial lessons provide the child with exercises that develop and refine their five senses, including visual discrimination (dimension-size of objects, color, form-awareness of shape), tactile (surface touch, stereo Gnostic- whole form or volume, thermic-temperature, baric-weight), auditory, olfactory (smell), gustatory (taste). Lessons such as the Pink Tower, present the child with a sense of 'tenness' and volume preparing the mathematical mind. The Binomial and Trinomial Cubes prepare the child's mind to think algebraically as they teach the binomial and trinomial theorems. Sensorial lessons also prepare the child for language development in the following ways: these lessons develop the three finger grip necessary for writing with the practice of the knobbed cylinders, train left to right eye movement, increases a more precise, top to bottom vocabulary, increases attention span and develops visual and auditory discrimination.

*"The hands are the instruments of man's intelligence."* **Dr. Maria Montessori**

**Math:** Montessori math materials are developmentally appropriate for the young child because they are sensorially based. The materials appeal to the child's sense because they are beautiful, inviting and interesting. All math materials have an order to them and are presented in a particular sequence, isolating one concept learned at a time. Cards and Counters for example, is a lesson that introduces the concept of odd and even. The Spindle Box is presented to teach the concept of 0. Lessons in the math area start out very basic and go to the advanced level, such as to the decimal system, fractions or squaring chains (teach the concept of square roots). All lessons give the child a concrete learning experience, as they touch the materials and internalize the concepts into their brains for understanding, not memorization.

*"In our work, therefore we have given a name to this part of the mind which is built up with exactitude and we call it the mathematical mind."* **Dr. Maria Montessori**

**Language:** The Montessori environment is a very language enriched environment, as all areas are indirectly preparing the child to read and write as they develop their concentration, train their eyes to track left to right and top to bottom for reading, develop their fine motor skills and the three finger grip necessary to hold a pencil, and are constantly exposed to accurate vocabulary in a concrete way. In the area of language, Maria Montessori developed three Montessori materials to assist in the development of reading and writing. The

metal insets, sandpaper sounds, and movable alphabet are all key to the child's language development. The sandpaper sounds, for example, provide the child with the opportunity to trace their fingers over a letter that feels like sand, so that it makes a lasting impression in their minds. In our Montessori environments, as we trace the sound, we say the sound the letter makes. Many children know their alphabet, but they do not always know the sounds the letters make, which is necessary to master before the child begins to read.

*"The mind and the hand are prepared separately for written language and follow different roads to the same goal." Dr. Maria Montessori*

**Cultural:** The Montessori classroom also includes lessons and materials related to cultural subjects such as geography (puzzle maps and globes, artifacts related to specific countries), history, botany and zoology. The study of history and the world is the cornerstone of the Montessori curriculum, as Dr. Montessori envisioned children would develop a global perspective through social studies. Children are introduced to the names of continents, countries and flags, and geographic forms such as a cape, strait or isthmus. The Montessori cultural area cultivates children's fascination with the universe and the physical world. They are encouraged to observe, predict, classify, and experiment as they learn about native plants and animals in different biomes and the relationship between living things and their environment. Throughout the year, children also have the opportunity to learn, appreciate, and honor people from around the world through an exploration of food, clothing, music, and a celebration of holidays and cultural traditions.

**Art and Music:** Art is available for a child to choose during the work cycle, as it is displayed on a shelf as a lesson. Art lessons may include anything from crayons, markers, and painting to gluing or cutting. In addition to the art lessons available in the classroom, our students visit our art classroom for a special class with our art teacher. They also are introduced to a new artist each month, such as Pollock and Seurat. The children are read a book about the artist, learning about the unique style the artist is known for, and then they create their own work of art!

Music is also part of the Montessori environment. Children are exposed to music on a daily basis during circle time as they learn songs and different instruments. Additionally, Children's House students attend a special music class with our music teacher. The students also listen to classical music on a daily basis during their work cycle, as research supports the many benefits of doing so. Such benefits include increased ability in problem solving skills, concentration, memory enhancement, self-discipline, self-confidence and improves the overall ability to learn.

**Religion & Conscious Discipline:** At Rosarian Academy, we focus on providing our students with a Catholic education. Prayers are held and stories are read from the Bible daily as well as during our Chapel time. We also introduce other holidays celebrated around the world by the different religions in our world, providing the child with a diverse cultural appreciation.

The ultimate goal of discipline is self-regulation—self-control and self-direction. Our goals in caring for our children include directing their behavior with words and by example, so that they will learn the skills necessary to control their own behavior and cooperate with others. At Rosarian Academy it is our intention to try to prevent many behavior problems by providing direct supervision and guidance, age appropriate activities, love and interaction, a daily routine, and clear boundaries. In a Montessori classroom, strong relationships with the teacher and other students motivate proper behavior. Conflict is addressed as a "teachable moment," not a shameful event where the child is punished or sent away to the principal's office. Additionally, students are taught to "pause" after a classroom conflict, and then respond in a thoughtful, conscious way.

Recognized by the Florida State Legislature as a national model for character education, Conscious Discipline® reinforces the strong emphasis on character education already present in the Montessori Method. Developed by Dr. Becky Bailey, Conscious Discipline® links social-emotional learning with behavior management for overall success. It is based on current brain research, child development information, and developmentally appropriate practices showing that children learn best when they feel safe, loved, and calm. Conscious Discipline® has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline® is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others’ needs and getting along with others. Conscious Discipline® empowers teachers and other adults with the Seven Powers for Self Control. These powers change the adults’ perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

“Order is one of the needs of life which, when satisfied, produces real happiness.”

**Dr. Maria Montessori**

**Conscious Discipline® scientifically and practically links social-emotional learning and classroom management to achieve school-wide success.**

**2.** Brain function improves further as Conscious Discipline® meets these needs:

- Problem solving
- Connection
- Safety

**3.** Improved brain function increases achievement and school success

**1.** It starts in the heart: The School Family™ creates safe, caring classrooms that improve brain function.

Conscious Discipline® has provided my school with the foundation for academic success. Test scores have gone up in every area, with 36% in writing scores.

Par Ramsey  
Principal

**School success is as easy as 1-2-3.**

\* All information, charts and artwork listed here about Conscious Discipline® have been taken from Dr. Becky Bailey’s website or book “Conscious Discipline.” For more information please consult either source

## Early Childhood General Information

### Admissions Policy:

The Rosarian Academy Early Childhood Program is a Montessori learning environment that consists of The Children's House (ages 3-5), The Toddler House (ages 2-3) and the Junior Toddler Environment (ages 1-2). Rosarian Academy does not discriminate on the basis of race, color, religion, national or ethnic origin. An application must be filled out and each prospective student will be interviewed, and if possible, a visit in the classroom environment will be arranged before the registration process is finalized.

Each spring currently enrolled students will automatically be re-enrolled and new students must register. New students must sign a contract and pay a registration fee. This registration fee is in addition to the yearly tuition. Returning students will automatically be re-enrolled unless notice is given to the business office before March 1, after which time a re-registration fee will be charged in addition to the upcoming yearly tuition.

The number of available spaces depends upon returning students. Siblings of Rosarian students have first priority. Date of receipt of application receives next priority.

Children must reach the age of three (3) by September 1 to qualify for admission into the Children's House, the age of two (2) by September 1 to qualify for admission into the Toddler classroom, and the age of one (1) by September 1 to qualify for admission into the Junior Toddler classroom.

Children must be fully toilet trained to enter the Children's House (ages 3-5). We do not allow diapers or pull-ups in the Children's House. Children entering The Toddler House (ages 1-2 and 2-3) do not need to be toilet trained.

Each incoming student will be admitted on a probationary basis for the first six weeks of school to determine if the learning environment is a good match.

### Early Childhood Program Accreditations

Currently, the Children's House is accredited by SAIS *Southern Association of Independent Schools* and SACS *Southern Association of Colleges and Schools*. Grades Kindergarten through 8<sup>th</sup> grade are also accredited with SAIS and SACS. We are also an associate member of AMS *American Montessori Society*.

### JUNIOR TODDLER HOUSE SCHEDULE (ages 1-2): (Tentative)

7:35-8:00	ARRIVAL & DIAPER CHANGE
8:15-8:30	CIRCLE TIME (MUSIC, MOVEMENT, DAYS OF WEEK, CALENDAR)
8:30-9:00	PLAYGROUND
9:00-9:15	SNACK AND DIAPER CHANGE
9:15-10:15	MONTESSORI WORK TIME (Individual & small group instruction)
10:15-10:30	CLEAN UP, WASH HANDS
10:30-11:40	LUNCH, PLAYGROUND, DIAPER CHANGE
11:40-12:00	HALF DAY DISMISSAL, PREPARE FOR NAP
12:15-2:15	NAP
2:15-3:00	DIAPER CHANGE, SNACK, STORY TIME, MUSIC
2:55-3:15	DISMISSAL

### **TODDLER HOUSE SCHEDULE (ages 2-3): (Tentative)**

7:35-8:00	ARRIVAL, BATHROOM
8:15-8:30	CIRCLE TIME (MUSIC, MOVEMENT, CALENDAR, JOBS)
8:30-9:00	PLAYGROUND
9:00-10:45	MONTESSORI WORK CYCLE (BATHROOM, INDIVIDUAL SNACK, INDIVIDUAL AND SMALL GROUP LESSONS)
10:45-11:00	CLEAN UP, WASH HANDS & PREPARE FOR LUNCH
11:10-11:40	LUNCH
11:40-12:00	HALF DAY DISMISSAL
12:15-2:15	NAP
2:15	BATHROOM & SNACK
2:55-3:15	DISMISSAL
3:00-6:00	EXTENDED DAY ACTIVITIES

### **CHILDREN'S HOUSE SCHEDULE (ages 3-5): (Tentative)**

7:35-7:55	DROP OFF/ARRIVAL
7:40	MORNING WORK TIME / VISIT WITH FRIENDS
8:00-10:40	MONTESSORI WORK CYCLE 8:10 Circle Time 8:35 Individual, Small and Large Group Lessons *Snack: Individual snack time based on the child's needs
10:45 -10:58	WASH HANDS & PREPARE FOR LUNCH
11:00-11:30	LUNCH
11:30-12:00	PLAYGROUND / NOON DISMISSAL
12:00-12:25	STORY TIME / BATHROOM
12:25-1:25	REST TIME (CAN BE ADJUSTED FOR INDIVIDUAL NEEDS) RAIDER READINESS PROGRAM (STUDENTS PREPARING FOR KINDERGARTEN)
1:25-2:40	MONTESSORI WORK CYCLE / RAIDER LESSONS
2:55-3:15	DISMISSAL
3:00-6:00	EXTENDED DAY ACTIVITIES

In addition to core Montessori curriculum, Rosarian Academy's Children's House students benefit from the following enrichment classes on our campus with teachers that specialize in the following areas:

**Art**

**Gardening**

**Library**

**Music**

**P.E.**

**Spanish**

*"The greatest sign of success for a teacher... is to be able to say, "The children are now working as if I did not exist." Dr. Maria Montessori*

### **Rosarian Academy Montessori School Hours**

#### **Junior Toddlers & Toddlers:**

<b>Drop Off</b>	<b>7:35-8:10</b>
<b>Half Day Pick Up</b>	<b>11:45-12:00</b>
<b>Full Day Pick Up</b>	<b>2:55-3:15</b>

**Children's House:**

<b>Drop Off</b>	<b>7:35-8:10</b>
<b>Half Day Pick Up</b>	<b>11:45-12:00</b>
<b>Full Day Pick Up</b>	<b>2:55-3:20</b>

Early Childhood Students may attend:

(5 day) Monday – Friday half days or full days

(4 day) Monday, Tuesday, Wednesday, Thursday half or full days\*

(3 day) Monday, Tuesday & Wednesday half or full days\*

\* Parents have the option of choosing the days their children attend as long as the days run consecutive. Once you have chosen your days you must keep those days, regardless of holidays. You may request to switch days but you must give 30 days written notice. (For example 3 days can be Monday, Tuesday, Wednesday or Tuesday, Wednesday, Thursday, or Wednesday, Thursday, Friday.)

\*\*Aftercare is available at all levels

**Drop-Off Times and Procedures:** *Please be prompt both dropping off and picking up your child.*

**Children's House B & C Parents: Drop-Off between 7:35 am and 8:10 am**

Enter from Flagler to 7th Avenue and turn right at the alley pulling forward to the white gate. Please do not use your cell phones at this time. Proceed very slowly, pulling all the way forward until you have reached a staff member, do not stop mid way. Please remain in your car, a staff member will assist your child in getting out of the car. An additional staff member will collect your signature. **Your signature with the time will be required at drop-off and pick-up.** Please do not leave your car in the car line and enter the school, as this causes traffic congestion and is not safe. Once your child has safely exited the car, please continue slowly following Eucalyptus to North Olive and make a right onto North Olive.

**Pick-up between 2:55 pm and 3:20 pm** Afternoon pick up will follow the same route. Do not arrive earlier than 2:55 pm; arriving early may result in having to circle the block until the white gate opens at 2:55 pm. Additionally, if you are picking up siblings from K - 8 please arrive closer to their 3:05 pm dismissal time.

**Toddler House Parents Drop-Off between 7:35 am and 8:10 am**

Arrive from the west on N Olive and and turn onto 7th Street merging left to enter the front of the campus. Proceed around the corner of the Lewis Building pulling all the way forward. A staff member will be there to greet you and your child and help them out of the car. **Your signature with the time will be required at drop-off and pick-up.** Please do not leave your car in the car line, as this causes traffic congestion and is not safe. Once your child has safely exited the car, continue moving forward to merge to the right and exit onto Flagler Dr

**Pick-up between 2:55 pm and 3:10 pm** Afternoon pick up will follow the same route. Do not arrive earlier than 2:55 pm; arriving early may result in having to circle the block until the gate opens at 2:55 pm.

**Junior Toddler House Parents and Children's House A: Drop-Off between 7:35 am and 8:10 am**

Enter Eucalyptus from North Olive making a right onto the alley and another right just before the covered patio area attached to 800 N Olive. Once you make the right, drive under the carport area pulling all the way forward. A staff member will be there to greet you and your child and help them out of the car. **Your signature with the time will be required at drop-off and pick-up.** Please do not leave your car in the car line, as this causes traffic congestion and is not safe. Once your child has safely exited the car, continue straight onto North Olive.

**Pick-up between 2:50 pm and 3:10 pm** Afternoon pick up will follow the same route.

**\*Early Childhood students must be dropped off and picked up from each individual child's assigned arrival and dismissal location. Starting at the Children's House level, older siblings are dropped off and picked up from the younger sibling's arrival and dismissal location. ONLY Jr. Toddler and Children's House A students may be dropped off and picked up from the 800 N Olive building. We cannot accept older siblings at the Children's House A Classroom or the Junior Toddler drop off location.**

## **Late Arrival**

**Children's House B, C and Toddler House:**

**Any Children's House B, C or Toddler House student who arrives AFTER 8:10 a.m. is late and will need to report to the main office.** After you have signed in with the office, you will escort your child to the appropriate classroom building. We will be enforcing this policy in a very strict manner. There will be no exceptions.

**Children's House A and Junior Toddler House:**

**Any Children's House A or Junior Toddler House (1-2) student who arrives AFTER 8:10 a.m. is late. Because of their location, we will not require you to report to the front office for a late pass- report directly to 800 N Olive.**

We feel very strongly that our students should be able to start the day together as a community. Consistency with schedules, ESPECIALLY for little ones is the key to the child's ability to adjust and be happy at school. Therefore, **we will not accept students after 9:30 a.m. unless your child has a note from the doctor.** Children who arrive late have a hard time adjusting and feeling like they are part of the group. It is disruptive for the student, the teacher, and the entire class when children are late, and therefore is not acceptable in our program. There will be no exceptions. We appreciate your cooperation in this important matter.

\*During pick up, place a sign with your student's last name on the rear view mirror, so it is clearly visible to staff on duty. Remember to always sign your child in and out with the time.

\*\* Teachers work diligently to make drop-off and pick-up go safely and smoothly. Please allow them to direct you, and avoid distracting them with questions or concerns. An email or written note handed to the teachers would be preferred.

## **After Care**

Aftercare is available until 6:00 p.m. for Early Childhood students ages toddler and up for an additional fee. Unless you are waiting for another sibling's dismissal, all students must be picked up by the end of your child's dismissal times, or your child will be placed in the aftercare program and charges will apply. Student's attending aftercare must be registered in advance through our website. Students (ages 1 and up) will remain in their classroom until 3:45 at which time they are brought to the main campus for aftercare, and can be picked up by reporting to the front office. At this time, you will be greeted and our security guard or one of the aftercare teachers will bring your child to you in the front office.

## **Visiting Campus During School Hours**

Parents visiting campus to volunteer, pick up your child early, meet with your child's teachers for an appointment, or observe are required to sign in at the front office and receive a Visitor's Badge.

## **Parking**

Please park using the lot in front of the school, off campus in the lot across from the school on Flagler Drive, or on North Olive Ave, Eucalyptus Street, or the 8<sup>th</sup> street parking lot if you find it necessary to come on to campus to take care of business, volunteer, observe, or have an appointment with a teacher. Please do not park in any of the neighboring business' parking lots. Your car will be towed from these locations.

## **Observations**

Parent observations will begin in October, allowing the class time to adjust, or *\*normalize*. We encourage parents to observe during their child's work time, as this is the best way to understand what happens during the Montessori work cycle. Observations for Children's House take place in the Observation Room or from the lobby, which is accessible from the outside (without entering the classroom).

Steps for observation:

1. Call Keller Lanahan, the director, to schedule your observation. This should be done in order to ensure a good time to observe, as the children have co-curriculars they attend where they leave the environment. Additionally, your observation can be scheduled around birthday celebrations. Ideally, we would like you to see a normal work cycle.
2. On the day of your observation, report to the front office to sign in and get your visitor's pass. You will then walk to the Children's House classroom and enter the environment's visitation area.
3. You will be encouraged to provide any feedback you may have for the teachers on a separate form.

\*Please speak with Keller Lanahan about Junior Toddler and Toddler House observations.

## **Change of Clothes**

Please provide the school with a complete, labeled change of clothing for your child (regardless of age). Clothing should be placed in a bag with your child's name on the outside of the bag, which can be kept at school in case of an accident. If the change of clothing goes home, you should send a clean change of clothing the next school day with your child.

## **Items from Home**

Many times children wish to bring in toys or security items to class. Please be firm about leaving such items at home. Invariably, they prove to be a distraction. You can suggest that the child leave treasures in the car, where they will remain in a safe and secure place until the child retrieves them after school.

Items related to something we are discussing in class, such as books, souvenirs from other countries, educational materials or samples are welcome. If your child has something to share, please email the teacher ahead of time so consideration may be taken concerning how to present it to the class.

## **Show and Tell**

The child will have the opportunity to present an item from home during show and tell. Show and tell is every week (please refer to your child's schedule), and is focused on our letter sound of the week. All items brought in should begin with that letter sound. Show and tell provides the child with an opportunity to get up and present in front of classmates. This pertains to Toddler House and Children's House only.

## **Volunteer Opportunities**

Volunteering in the Children's House classes is encouraged by our teachers. Some of the opportunities include Lunch helpers, Special Visitors (present the children with information about a country you have visited or are from), and Classroom Supporters (assisting with special lessons). We do not encourage volunteering in



the classrooms at the Toddler levels, as we find this to be very disruptive for the child's day. Typically at this young of an age, it is best to stick with a consistent routine. Homeroom Parents are needed at ALL Early Childhood levels. Additionally, there are many opportunities to get involved throughout the rest of the school which are listed on our website. You will need to see Keller Lanahan prior to volunteering, as there is a training class and screening that must be completed.

### **Special Providers**

Throughout the year, we make requests for donations of consumable items for various activities in the classroom. Some of these items include fresh cut flowers, envelopes, cotton balls, etc. Please look for these requests in the Early Childhood Newsletters.

### **Work Folders**

Work folders hold each child's 'work' for the week. Work may include anything from drawings, cutting snips, art projects, booklets or metal inset sheets. Please remember that the child's learning occurs in the *process* not necessarily in the products that end up in the work folder. Work folders are sent home on Fridays (or the last day they are in school), if they contain something. Always remember that if the work folder does not come home, it does not mean the child has not been doing any work. Most of the lessons in the Montessori environment stay in the classroom, and do not often have a tangible product to go with the lesson. \*Please return the work folder on Monday (or their first day back to school).

### **Children's House Birthdays**

We want to make your child's birthday a special event in the classroom with the Montessori Birthday Walk. This celebration will be scheduled with parents of the birthday child in order to make sure the parents can attend. During this celebration, a candle is lit and set on the floor to represent the sun. The birthday child holds a globe and carries it as he/she walks around the sun. All of the months of the year are placed around the sun. A special song is sung as the child walks around the sun holding the earth, giving the children a concrete representation of one year in the child's life passing. After each time around the sun, the parents will read something special that happened during that age in the child's life. For example, at one year of age, the child began to walk, at two years of age, we moved and so on. The family will also be asked to bring in a 'timeline' of the child's life, with pictures representing each year of the child's life. This pertains to Children's House only.

### **Birthday Treats**

A small class treat from our Dining program may be purchased on the child's birthday. Items include: cookie, brownie, fruit, or rice crispy treat. This must be arranged with the dining program and your child's teacher ahead of time. This is optional and pertains to Toddler House and Children's House only.

### **Lunch**

Lunch is served everyday including half days. Students have the option to bring their own nutritious lunch and drink or to purchase a lunch from our dining program. We recommend all students bring a small water bottle of water to drink regardless of their lunch choice. Refrigeration is not available, so please include an ice-pack if you are packing a lunch. It is not possible to heat up lunches, so send a cold lunch. Please see the appropriate daily schedule for lunch times. Label your child's lunchbox, containers and lids. Do not send glass containers in lunchboxes. In addition to bringing lunch from home students may participate in the school lunch program. To read about the program and create an account, please see the school's website. Parents order lunch a week at a time, menus should be turned in the wednesday prior in order to ensure we have lunch items for your child. Beverages other than water are not permitted on campus other than at lunchtime.

### **Snack Guidelines**

- Snacks may be consumed only at designated times throughout the day as determined by the teacher.
- Snacks are provided by the parent
- Snacks must be in a separate

We believe the food children eat affects their behavior, ability to learn, grow and develop. Keeping this in mind, please do not send 'junk foods' or sweets (candy, soda, chocolate, cookies or other items that contain sugar as the main ingredient).

The teachers welcome any parent that would like to sign-up as a lunch duty helper, assisting in the lunch process of setting up and cleaning up. Please contact your child's teacher if you would like to help out.

### **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. For more information regarding this policy, please refer to page 47 of this Handbook.

### **Rest Time**

The length of rest time varies depending on the child's age, so please see appropriate schedule for rest times. All full day students should bring a small blanket (labeled) and small pillow (labeled) in the blue RA bag labeled with your child's name on it. The school will provide the rest mats. All nap items will be sent home on Fridays to be washed and should be returned to school on Mondays in the blue bag.

### **Dress Code**

A uniform should be worn consisting of one of the following: collared polo shirts (Navy, White, Pink, Light Blue) with the Rosarian logo on it with khaki shorts, skirts or pants with an elastic waistband, or a cotton dress (Navy, Pink, Light Blue) with the Rosarian logo. Athletic shoes with Velcro or laces with socks should be worn to help prevent injuries. At this young age, Velcro is preferred as the child can manipulate their shoes more independently.

- Please label **all** clothing, including sweaters, jackets or raincoats that your child may wear to school
- Uniforms may be purchased at Harris School Uniforms    Lands End  
Phone: (561) 881-8689    or    www.landsend.com  
4152 Blue Heron Blvd. Ste 118 WPB, FL 33404

### **Early Childhood Class Sizes**

The purpose of this policy is to set clear limits for class sizes in the early childhood classrooms and determine when additional classes will be added.

1. Junior Toddler (Age 1 by September 1<sup>st</sup> of incoming school year)  
The junior toddler classroom shall have a minimum of 7 students and a maximum of 15 students regardless of how many days students are registered to attend. Students waiting for a space will be placed on our waiting list. The Junior Toddler class shall have one lead teacher and two full time assistants.
2. Toddler House (Age 2 by September 1<sup>st</sup> of incoming school year)  
The Toddler House classroom shall have a minimum of 12 students and a maximum of 20 students regardless of how many days students are registered to attend. Students waiting for a space will be placed on our waiting list. The Toddler class shall have two lead teachers and one full time assistant.

3. Children's House (Age 3 by September 1<sup>st</sup> of incoming school year, fully potty trained) The children's house classrooms shall have a minimum of 12 students and a maximum of 20 students regardless of how many days students are registered to attend. Students waiting for a space will be placed on our waiting list. Each class will have one lead teacher and one assistant. Students who shall remain in Children's House for a second year will stay with the same teacher unless there is a written request from the lead teacher or parent. Siblings of current Children's House students will be placed in different homerooms so that each child may thrive in their own environment.

Students registered in the Early Childhood program will not be permitted to receive any financial aid.

## Guidance and Behavior Management Policies

From the beliefs instilled with the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teaching moments. Through the Powers and Skills, adults stay in control of themselves and in charge of children.

Developed by Dr. Becky Bailey, Conscious Discipline® stresses seven skills:

1. **Composure** – Be who you want children to be.
2. **Encouragement** – We are all in this together.
3. **Assertiveness** – Saying “no” and being heard.
4. **Choices** – Building self-esteem and willpower.
5. **Positive Intent** – See the best in others.
6. **Empathy** – Handling the fussing and the fits.
7. **Consequences** – Learning from mistakes.

*“Order is one of the needs of life which, when satisfied produces a real happiness.”*

**Dr. Maria Montessori**

### Rosarian Academy's School Rules: Early Childhood Program

- Students must use walking feet and inside voices when indoors.
- A child is free to use any material in the environment, as long as the child uses it respectfully. The child may not harm the material, himself or others with it. He may not use the material to disturb others' lessons. The child may not take any part of the lesson home.
- A child may work on a work rug or at a table, whichever is suitable for the lesson chosen. Children do not work at the shelves, as their presence would obstruct others from accessing the materials.
- The child restores the environment after the exercise. Children are responsible for mopping their own spills (after demonstrated by a teacher). After a child is finished with a lesson, the lesson should be returned to the same place on the shelf. The work rug or mat should be put away and the chair should be pushed under the table.
- No child may touch or interfere with another child's work. This provides security for the child involved in the lesson to continue to complete the lesson. However, another child may ask to join in the lesson. The child then needs to respect the other child's answer. The child has the right to initiate, complete and repeat a lesson, and is protected by this ground rule.

- No Child may touch another child in a disrespectful way. Our hands are for helping.
- The child is not forced into joining group activities. It is his or her right to respectfully observe group activities without participating.
- A child is not forced or even encouraged to share with another child a lesson he has chosen for himself. Generosity develops from within as a child matures. He will become more generous as he gains self-security. In a Montessori environment, sharing comes via the design of the classroom, as there is only one of each item in the class. This also leads to time management skills. When a child realizes the lesson he wants is being used, he will do something else and come back to it later.
- A child is free to take a break from work if she desires, as long as she does not disturb the lessons of another child. She may be learning by observing others working, or she may be thinking or simply relaxing. Our classrooms are equipped with a Safe Space where a child may go to be alone, rest or self-soothe if needed. Teachers observe each child's behavior and will encourage engagement in activity if needed.

### **Playground Rules**

- Children must remain in the playground areas at all times.
- Children are never allowed to pass through any gate without a teacher.
- The slide is for sliding down only (no climbing up or on top of the slide or crawl tube).
- Wood chips, sticks or rocks stay on the ground.
- Walk on the walkway (covered breezeway area) and run in the area with wood chips.
- No aggressive or violent activity of any kind is permitted.
- The playground is equipped with a Peace Table and a Peace Bench for a place to gain self-control when needed and playground rules have been broken.

### **Other Discipline Techniques**

Our goal is to use as little "Discipline" as possible, we much prefer the term "GUIDANCE"...However, occasionally the need for correction and discipline does arise. When a child must be disciplined at Rosarian Academy, teachers will choose a method most fitting to the circumstance from the following methods.

- Redirecting:** Often redirecting the child's behavior will fix the problem. By just talking with the child, explaining the rule or expectation and showing him how to change his behavior, many problems can be corrected. With very young children, sometimes just distracting the child or providing them with an alternate toy or activity can be all it takes to turn tears and tantrums into smiles and giggles.
- Safe Space:** The purpose of the Safe Space is to provide an area that a child can go to during times of upset in order to self-regulate their behavior. However, a teacher may use the safe space as a way to remove the child from a situation in order to calm a disruptive behavior. If the child's behavior is out of control to the extent that he/she cannot stand or sit independently, the teacher will assist the child in calming down. The teacher may need to stand or sit with the child in the Safe Space, and possibly hold the child's hand or place her hand on the child's shoulders or back to assist the child in calming down. Breathing and relaxation techniques will also be encouraged.
- Removal of Privilege:** In order to use a consequence as a learning experience for the child, the caregiver will remove a privilege that is a logical consequence to an inappropriate or un-allowed behavior. For example, if the child continues to jump off the play equipment in an unsafe manner after being aware of the safety rules, the teacher may take away the privilege of climbing on the play equipment for a period of time.
- Parent Involvement:** If all previously listed discipline actions have been exhausted, parent involvement will be required. Rosarian Academy staff will notify a parent if this is the case, or if there seems to be a consistent problem area that needs to be addressed. Rosarian Academy believes that it is very

important for parents to work closely together in any child-rearing goals, especially with discipline issues. We want to work together with parents to solve any problems that arise. We will communicate any behavior issues with you either during our end of the day conversation, by a phone call to your home or work, or by email. If a serious problem needs to be discussed we may choose to schedule a Parent/Teacher conference to explore solutions. The communication street runs two ways—if a parent feels there is an issue to discuss regarding discipline or any other issue; we would expect they would also voice their concerns.

Rosarian Academy also feels it important to let parents know what we will NOT do when disciplining children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way. The State of Florida Licensing Rules, provide very exact guidelines regarding what is and is not allowed regarding discipline. Rosarian Academy wholeheartedly agrees with this rule, as copied below, not only because it is law, but because it is right. It is there to protect our children.

#### **Article IX. Daily Program and Discipline**

1. All child care personnel at the facility, away from the facility on field trips, or transporting children before or after school shall comply with the facility's written disciplinary policies.
2. Children must not be subjected to discipline which is severe, humiliating or frightening.
3. Discipline must not be associated with food, rest or toileting.
4. Spanking or any other form of physical punishment is prohibited.
5. Prior to admission of a child to a child care facility, the facility shall provide the facility's written discipline policy to the parents or guardians. The specific types of discipline used for each age group must be included in the written material provided to parents or guardians.
6. Verification that the child care facility has provided, in writing, the disciplinary policy used by the facility shall be documented on the enrollment form, and signed by the current custodial parent or legal guardian.
7. A copy of the facility's current written disciplinary practices must be available to the Department's representatives upon request.
8. Staff shall be required to review the facility's disciplinary policy and sign a written verification that such policy has been provided and reviewed.

#### **Inappropriate and Unacceptable Behavior**

##### **PURPOSE**

Rosarian Academy must ensure that the play and Montessori learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will address our plan for Inappropriate and Unacceptable Behavior.

## DEFINITION

- ❖ Inappropriate and Unacceptable Behavior May Include (but is not limited to):
  - Aggressive, physical, or verbally threatening actions directed at another individual
- ❖ Profane or abusive language (does not have to be directed at another individual)
- ❖ Refusal to comply with a teacher's instruction or request
- ❖ Treating Rosarian Academy (or another individual's) property with a lack of respect
- ❖ Disrespecting another child or a Rosarian Academy employee
- ❖ Self-Destructive Behavior
- ❖ Other behavior determined by a Rosarian Academy staff member to be unacceptable.

## POLICY

While in the care of Rosarian Academy, we teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Rosarian Academy will not tolerate continuous disruptive, aggressive or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following processes will be followed:

1. Teachers will log behavior issues on Rosarian Academy's Incident Report forms. A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home. In some instances, follow up with a professional for an evaluation may be recommended. If so, parents will be expected to cooperate for continued enrollment.
2. If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time, and will be sent to the Director's office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day)
3. If a child's aggressive behavior continues the same day, the child will be sent to the director's office again, and the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up.

If a child is sent home more than 3 times due to aggressive or violent behavior, the following options are available:

1. A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
2. Parent may hire a licensed professional to shadow their child, at the expense of the parent.
3. The family can seek an alternate care arrangement for their child. In most cases, we can accommodate up to a 2 week period while a family is looking for another arrangement. Please see the director to see if this is possible for your family.

## **Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers and young children. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a school, we understand that biting, unfortunately, is part of a school setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified
3. The "Incident Report" form is filled out documenting the incident, signed by the parent, and a copy is given to the parents.

### **For the child that bit:**

1. The teacher will firmly tell the child "NO! DO NOT BITE, BITING HURTS!"
2. The child will be removed from the situation and spoken to using Conscious Discipline techniques.
3. The parents are notified.
4. The "Accident Report" is filled out documenting the incident, signed by the parent, and a copy is given to the parents.

### **When biting continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause. Upon observation recommendations for outside professional help or teething tools may be suggested. It is paramount that parents work with classroom staff and administration to help prevent biting.
3. The child will be given positive attention and approval for positive behavior.

### **When biting becomes excessive:**

1. If a child inflicts 2 bites in one grading period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites within the same grading period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 2 bites within the same grading period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other school arrangements.

Teachers will keep a log documenting the child who has bitten along with which child has been bitten. Each grading period the bite count will be reset and the child will have a fresh start.

**If a child bites twice in one school day, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day suspension.**

*\*\*\*This policy is effective March 1, 2017. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.*

## **SICK POLICY**

### **General Health**

- Children with severe colds, contagious diseases, fevers, diarrhea, vomiting, or are not feeling well should remain home until SYMPTOM FREE. This will help ensure the wellbeing of other students and staff. **Your child should be symptom free and fever free for 24 hours before returning to school.**
- If a student becomes ill while at school, a parent will be contacted and asked to pick up the child as soon as possible, but **must be picked up within (1 one hour)**. An ill child will be isolated from the other students until he/she is picked up.
- If your child is ill, please let the school know what type of illness or symptoms your child is experiencing.

### **Attendance**

- If possible, please let a teacher know in advance if your child will be arriving late or leaving early.
- If your child will not be in school please call the school office (561) 832-5131 and please email your child's teacher.
- Please note: Children arriving at school after 9:30 AM the child must have a note from his/her doctor.

### **Health Forms**

Florida state law requires that each child have their updated medical forms **prior** to attending school. This includes the yellow health form (states the overall health of the child) and the blue form (history of vaccinations), which come from your child's pediatrician's office. The school does not have health forms. We are required to exclude the child from class until we have the appropriate health forms (yellow and blue). If your child's health forms need to be updated and you have a scheduled appointment with your doctor, please obtain a note from the doctor's office indicating that you have an appointment scheduled. This note will be kept in your child's file until the updated forms are received. Please note, the school CAN accept copies of health forms.

### **Immunizations**

Please refer to page 43 of this handbook for school policy regarding immunization for all students. All preschool and kindergarten children are required by law to be vaccinated against chickenpox.

### **Medicine**

Only prescription medication can be dispensed at school. The name of the doctor, child, and name of the medication must be printed on the label. All medication must be in the original container. A written request signed by the parent shall accompany the medication, stating the time and amount of dosage, and the name of



the medication to be administered. The teacher dispensing the medication will record in the medication log; name of child, medication, date, time, amount and method of dosage administered, and initial the log.

### **Head Lice**

If a child is discovered to have head lice at school, the parent will be contacted to pick up the child immediately. If a child is discovered to have head lice at home, the parent must notify the school immediately in order for the school to take precautionary measures and prevent the head lice from spreading. The child will not be allowed to return to school until he/she receives a note of clearance from a professional head lice company.

## **COMMUNICATION**

### **Email**

Email is the preferred method of communication with the staff. The teachers are able to check their email on a daily basis.

Junior Toddler (ages 1-2): [Janet.Geary@rosarian.org](mailto:Janet.Geary@rosarian.org)

Toddler (ages 2-3): [Georgina.cullipher@rosarian.org](mailto:Georgina.cullipher@rosarian.org)

Children's House A (ages 3-5): [Angela.Lazarony@rosarian.org](mailto:Angela.Lazarony@rosarian.org)

Children's House B (ages 3-5): [Julie.perez@rosarian.org](mailto:Julie.perez@rosarian.org)

Children's House C (ages 3-5): [Devin.treadway@rosarian.org](mailto:Devin.treadway@rosarian.org)

Early Childhood Director: [Keller.lanahan@rosarian.org](mailto:Keller.lanahan@rosarian.org)

### **Phone Calls**

The main phone number at Rosarian Academy is (561) 832-5131. The extension for the Director is 253 or direct is 561-345-3111. Junior Toddler can be reached at extension 265, Children's House A can be reached at extension 266. For calls to the Toddler Classroom as well as Children's House B and C classes, please call the front office, as they do not have phones in the classrooms.

### **Daily Reports**

Each day, you will receive a daily report through the *Brightwheel* program. The *Brightwheel* daily report will provide you with more insight into your child's day on topics such as: the lessons of the day, specials, napping, eating, and any other special things that happened during your child's day. It will also let you know if your child is running low on clothing, or any other essential items, this information will be provided in the *Brightwheel* Daily Report as well.

### **Weekly Note**

Each week you will receive an electronic note from our Head of School with information about upcoming events and information. All communication from the school will be sent home in this note.

### **Early Childhood Newsletter**

Once a month you will receive the "Montessori News" for Junior Toddler, Toddler House and the Children's House via your *Brightwheel* app. It will contain reminders and other pertinent information.

### **Parental Permission**

An email or written permission is required if:

- Your child is going home with someone else.
- Someone not listed on your personal information sheet or pre-approved by you is picking your child up from school.

## **Progress Reports & Parent-Teacher Conferences**

Progress reports will be handed out three times per school year. Parents will have the opportunity to review them with their child's teacher during conferences. Conferences are scheduled during October and April; however the teacher and parent may schedule a conference at any time that is mutually convenient throughout the year as needed.

## **ROLE OF THE TEACHER**

*"This is the first duty of an educator; stir up life, but leave it free to develop."* **Dr. Maria Montessori**

In a Montessori environment, the teacher is often referred to as the directress or guide. The role in a Montessori environment takes on a different role than that of a traditional teacher. She is specially trained to work with the individual child, to recognize periods of readiness, to demonstrate correct usage of materials, give guidance where needed, and to observe her students. Observation is key to a Montessori environment as to how to best set up the environment according to the needs of the students. It is only through observation that a teacher can see a child has mastered a concept and it is time to present a new challenge.

The directress will be structured and consistent, yet patient and gentle. She will be loving but firm and be objectively fair when making decisions. The directress will serve as a role model for our children. All lead teachers in Rosarian Academy's Early Childhood program are required to complete the Montessori certification process, fulfilling approximately 1,000 hours of training.

## **Transition to Children's House**

Teachers look for these signs of readiness for the transition from the Toddler House to the Children's House (ages 3-5):

### **A. Social and Emotional Development**

1. Typically separates from parents with ease
2. Demonstrates a sense of security in the environment
3. Shows an empathetic awareness of others
4. Enjoys and participates in group settings
5. Independently manages the daily expectations and transitions, showing a desire to "do it myself."
6. Capable of bonding with others
7. Demonstrates an understanding of the daily routine
8. Able to take direction from a teacher
9. Exhibits the need for a larger social setting
10. Respects others' lessons and workspace

### **B. Physical Development**

1. Capable of controlling large motor movements
2. Rolls and unrolls a work rug
3. Can push a chair under the table
4. Is independent in the bathroom
5. Wears underpants

### **C. Intellectual and Academic Development**

1. Independently chooses lessons and completes a work cycle.
2. Shows an increased level of interest in basic concepts, such as matching and sorting.
3. Demonstrating control over fine motor skills.
4. Exhibits the need for more challenging lessons.
5. Able to communicate needs.
6. Demonstrates listening skills.
7. Enjoys language activities, such as storytime, songs and rhymes.
8. Able to count 1-10.
9. Recognizes some sounds.

## **Toilet Training**

At Rosarian Academy, we believe toilet training happens at unique times for each child. Because our Toddler House is a Montessori environment, we are able to embrace this belief and follow the individual needs of the child. We would like to share with you some of the signs of readiness your child may demonstrate when it is time to begin the toilet training process.

### Physical Readiness:

- Child can stay dry for longer periods of time, or overnight.
- Child knows the feelings that signal he/she needs to use the bathroom.
- Child can pull their pants up and down.
- Child can get him/herself to the toilet.
- Child has fairly predictable bowel movements
- Child is uncomfortable in wet or dirty diaper.

### Behavioral Readiness:

- Can sit down in same position for 2-5 minutes.
- Demonstrates a desire for independence.
- Takes pride in his or her accomplishments.

### Mental Readiness:

- Child can follow simple directions.
- Child can ask simple questions.
- Child can point to wet or soiled clothes and asked to be changed.
- Child notices physical signs of needing to use the bathroom while engaged in an activity.
- Child knows the words for using the toilet, and can tell an adult through words, facial expressions or postures that he or she needs to go.
- Child has asked to underwear.

### Emotional Readiness:

- Child seeks privacy when going in a diaper.
- Child shows interest in using the toilet and may want to put toilet paper in it and flush.
- Child shows curiosity regarding other people's toilet habits.
- Child has decided he or she wants to use the toilet.
- Child is not afraid of using the toilet.

When it is time to begin the toilet training process with your child, it is important that the teachers and the parents are in communication so that we may be consistent in this process. Once this process begins, it will be important to have several pairs of training underwear at school, as well as extra clothing, including socks and shoes. **We highly recommend the Gerber training underwear. We do not recommend Pull-ups, as we feel they send a mixed message to the child. Pull-ups are designed to look like underwear, however**

**when a child is wet, it is absorbed as it is in a diaper. It is very important that your child feel wet when they do have an accident, and therefore become part of the process of identifying they are wet and need to change. This is difficult for the child to do in Pull-ups. Pull-ups may be a better option to use at bedtime to ensure a dry bed in the morning.**

### **What to Bring**

Please bring a supply of diapers and wipes for your child that can be kept at school. The teachers will notify you when your child needs more diapers. In addition, you will need to pack a cold lunch every day with an ice-pack in the lunch, nap items (small blanket and pillow sent to school every Monday and returned home on Fridays to wash). Your child should always have a complete change of uniform clothes that can be kept at school. If your child comes home in the change of clothes, please send a new set of clothes the next day, including socks and shoes. **Please label each item sent to school, including backpacks, lunchboxes and diapers.**

### **GLOSSARY OF MONTESSORI TERMS:**

**ABSORBENT MIND:** Dr. Montessori believed that from birth to six years of age is the time of the absorbent mind, when a child's mind is like a sponge soaking up information.

**CONTROL OF ERROR:** Dr. Montessori found that if given the opportunity, children would learn quickly to correct themselves, rather than to depend on adults to correct them. According to the philosophy, making mistakes is a normal and important part of the child's learning, and developing self-correction, or control of error, helps children develop confidence in their decision making skills. Children develop this control best when they have many opportunities for repetition and practice, leading to mastery, success and a high self-esteem.

**NORMALIZATION:** This is the goal for every Montessori environment. A normalized classroom will contain several children working independently and high levels of concentration. When observing such an environment, children are happy and content with their lessons, as they work with purpose.

**PRACTICAL LIFE:** Practical life lessons offer the child the ability to develop care of self care of environment, grace, courtesy and manners. The Practical Life environment has many indirect aims, which the child absorbs through the repetition of lessons, such as: the dressing frames, pouring, scooping, tweezing, tonging, sorting... to name a few. It is through the lessons in Practical Life that a child will gain the following necessary skills: concentration, coordination, refinement of motor skills, development of three-finger grip (to hold a pencil), order, control, left to right and top to bottom progression (trains eye movements for reading) and respect for self, others and the environment. Practical Life lessons lay the foundation for all other areas in the classroom.

**PREPARED ENVIRONMENT:** Dr. Montessori observed that children develop confidence and learn best in a calm, beautiful, ordered environment where everything is chosen for its ability to engage a child's interest and help her/him to develop. All equipment, furniture and lessons are designed to meet the individual child's needs, foster independence and a love of learning.

**SENSITIVE PERIODS:** Dr. Montessori observed during certain times in the child's cognitive and physical development, the child would learn more quickly and easily than at any other time if given the guidance and

opportunity. The term used to describe these special periods is known as “sensitive periods.” Other terms used today to describe such a time are known as “critical periods,” or “windows of opportunity.”

*“Never help a child with a task at which he feels he can succeed.” **Dr. Maria Montessori***

## **SUGGESTED READING FOR PARENTS**

<b>Bailey, Dr. Becky</b>	<b><u>Conscious Discipline</u></b> <b><u>Managing Emotional Mayhem</u></b>
<b>Eissler, Trevor</b>	<b><u>Montessori Madness</u></b>
<b>Lillard, Paula Polk</b>	<b><u>Montessori-A Modern Approach</u></b>
<b>Lillard, Angeline Stoll</b>	<b><u>Montessori-The Science Behind The Genius</u></b>
<b>Montessori, Maria</b>	<b><u>The Absorbent Mind</u></b> <b><u>The Secret of Childhood</u></b>
<b>Schmidt, Maren</b>	<b><u>Understanding Montessori</u></b>
<b>Wolf, Aline A.</b>	<b><u>A Parent’s Guide to the Montessori Classroom</u></b>

## **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**

## ROSARIAN 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.*

**Rosarian Academy**

**Parent-Student Handbook Acknowledgement Form**

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

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

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

\_\_\_\_\_  
*(Print Parent/Legal Guardian Name)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature Parent/Legal Guardian)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Student Name)*

\_\_\_\_\_  
*(Grade)*



