

# PARENT - STUDENT HANDBOOK 2016-2017

## St. Hugh Catholic School

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Commitment to love and respect all who walk through our doors, to work for justice where necessary, to speak for the common good and to seek holiness above all else through education and the  
“Proclamation of the Good News”

3460 Royal Road

Miami, Florida 33133

[www.st-hugh.org](http://www.st-hugh.org)

305-448-5602

Office Hours 7:30 -3:00pm



Fully Accredited by the Florida Catholic Conference Re-Accredited 2011

National Council for Private School Accreditation

Member of National Catholic Education Association, NCEA

# Table of Contents

- INTRODUCTION..... 3
- MISSION STATEMENT ..... 3
- VISION STATEMENT ..... 3
- GRADUATE AT GRADUATION..... 4
- STUDENT CREED..... 4
- STATEMENT OF PHILOSOPHY ..... 4
- Open Admission Policy    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 ..... 5
- I. ADMISSION ..... 5
- II. ATTENDANCE..... 6
  - Absences ..... 6
- III. ARRIVAL AND DISMISSAL TIMES AND PROCEDURES ..... 8
  - After Care Programs..... 8
  - Traffic Pattern for Arrival and Dismissal ..... 8
  - Cancellation or Emergency closures of School ..... 9
- IV. CHILD PROTECTIVE INVESTIGATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 9
- V. CHURCH COMMUNITY ..... 9
- VI. COMMUNICATION ..... 10
- VII. CURRICULUM ..... 10
- VIII. CONDUCT        VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 ..... 11
  - A. Anti-Bullying Policy    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 11
  - C. Drug and Alcohol Policy    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 15
  - D. Harassment and Discrimination VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 15
  - E. Threats of Violence    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 16
  - F. Weapons Policy    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 ..... 16
- IX. DISCIPLINE..... 16
  - Detention ..... 18
- X. DRESS CODE/UNIFORMS NEW UNIFORM: ..... 18
  - Physical Education Uniforms ..... 19
- XI. ELECTRONIC ACKNOWLEDGEMENT    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016..... 21
- XII. EMERGENCY INFORMATION ..... 21
- XIII. FINANCIAL OBLIGATIONS    VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 ..... 22

XIV. FUNDRAISING VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016.....	22
XV. GRADING POLICY .....	22
Honor Roll .....	22
Grades on Plus Portal:.....	23
Progress Reports:.....	23
Retention /Summer School requirement: .....	23
Parent-Teacher Conferences .....	23
Graduation .....	24
XVI. HOMEWORK .....	24
XVII. IMMIGRATION STATUS.....	26
XVIII. UNDOCUMENTED STUDENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	26
XVIII. INJURIES/ACCIDENTS .....	26
XIX. INSURANCE .....	26
XX. LOST AND FOUND .....	26
XXI. LUNCH.....	27
XXII. MEDICATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016.....	27
XXIII. NOTIFICATION OF RIGHTS UNDER FERPA VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	27
XXIV. PARENTAL COOPERATION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016.....	29
XXV. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE 2016 .....	29
XXVI. PRIVATE TUTORING, COACHING OR LESSONSVERBATIM ARCHDIOCESAN POLICY- JUNE, 2016.....	30
XXVII. PUBLIC DISPLAYS OF AFFECTION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	30
XXVIII. SAFETY POLICY .....	30
XXIX. SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND.....	31
XXX. SCHOOL SPONSORED EVENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016.....	31
XXXI. SEARCH AND SEIZURE POLICY VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	31
XXXII. SMOKING .....	31
XXXIII. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	31
XXXIV. USE OF PHOTOS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016 .....	32
XXXV. Visitors .....	32
Parent-Student Handbook Acknowledgement Form .....	33

## INTRODUCTION

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

All policies and procedures in this handbook have been approved by the Department of Schools, and some policies have been included which come directly from the Superintendent of Schools for the Archdiocese of Miami and its attorneys. All directives which have come from the Archdiocese of Miami's Department of Schools and its attorneys have been marked as such. They have been updated and revised as of, June 2016.

## MISSION STATEMENT

St. Hugh is dedicated to nurturing **PEACE** by encouraging a

**P**rayerful

**E**nvironment, promoting

**A**cademic success, while incorporating

**C**ommunity service with God in

**E**very aspect of our lives.

## VISION STATEMENT

St. Hugh Catholic School empowers students to be followers of Christ and citizens of the world through a Catholic education, rigorous academics, advanced technology, and a faith filled community rooted in Gospel values.

## **GRADUATE AT GRADUATION**

- Open to Growth: The St. Hugh graduate will at the time of graduation have matured emotionally, intellectually, physically, socially, and religiously to a level that reflects some intentional responsibility for his/her own growth and actions. The graduate is at least beginning to reach out in his/her development, seeking opportunities to broaden his/her mind, academic skills, imagination, feelings, religious awareness, and social consciousness.
- Intellectually Competent: By graduation the St. Hugh graduate should exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject-matter areas, the student will have developed many intellectual skills and understandings which cut across and go beyond the academic requirements for high school.
- Religious: The St. Hugh graduate should have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate also will have examined his/her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of conscience and religious background of the individual, applies to the Catholic and non-Catholic graduate of St. Hugh. In addition, the graduate should have participated in community service projects, willingly and with a desire to serve.
- Becoming a Witness: The St. Hugh graduate should be well on the way to establishing his or her own identity. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in significant relationships with others.

## **STUDENT CREED**

I believe that as a Catholic School, St. Hugh teaches me that I am and always will be a child of God. I believe that I am blessed by having parents who chose St. Hugh School for my education. I believe that St. Hugh, as a Catholic school, teaches me to be a leader and not be afraid to spread the Good News that Jesus will always be my friend. I believe that St. Hugh School teaches me to love and respect all people regardless of talent, economic circumstances, race, religion, age, or gender. I believe that St. Hugh School will make me strive to be the very best that I can be. I believe that because I am a St. Hugh student, I will make a difference in the world. I believe that St. Hugh School will help me make God the center of my life and the reason for everything that I do. I believe that St. Hugh School will always be a part of my life and the lives of all students who have passed through its doors.

## **STATEMENT OF PHILOSOPHY**

St. Hugh Catholic School's faculty, staff, and administration, in accord with the parents and parish community, strive to provide an atmosphere replete with Christian values, academic excellence, and a sense of emotional and physical stability for the children in their care. The St. Hugh student is encouraged to develop his/her Catholic faith through knowledge of doctrine and spiritual growth

through reception of the sacraments, frequent mass attendance, prayer, and witness to the teachings of Christ.

Striving for academic excellence in a technological society, coping with the problems inherent in a technocracy, and in general developing the child as a whole person, presents a formidable challenge for educators, parents, and all who are dedicated to the children at St. Hugh. With those goals in mind, the faculty and administration commit themselves to developing an individual of deep faith, skilled in diverse curriculum areas, and aware of his/her role in society where fiscal concerns must never supplant social justice, and concern for those in reduced circumstances. This philosophy must be foremost in every aspect of St. Hugh life and be reviewed frequently to assure that its principles remain constant.

## **Open Admission Policy**

## **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **I. ADMISSION**

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

Admission requirements are as follow:

1. Online application
2. Last two years of report card showing conduct, grades, and promotion to grade being applied to
3. Standardized test scores
4. Academic or psychological evaluations, if applicable
5. Entrance exam
6. Other required documents:
  - a. Original birth certificate
  - b. Baptismal and first communion certificates
  - c. State of Florida Medical and Immunization certificates DH 3040 and DH 680 Forms (Original Documents).
  - d. Payment of registration, Academic fee, etc.
7. All new students entering St. Hugh School are placed on Academic and Disciplinary Probation for the school year. Students will be evaluated on a monthly basis or as determined by the school

Principal. Those students who have not shown cooperation in either area may be asked to leave St. Hugh School.

8. Immunizations: All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

### **Immunizations**

The Archdiocese requires that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.

### **Transcripts and References to Other Schools**

The school will provide, as a courtesy to the students, ONE set of references and a transcript to the high school of his/her choice (for eighth graders or students transferring to another school). Any additional requests for these items will incur a charge of \$15.00. This charge will help to defray the cost of preparing additional transcripts.

## **II. ATTENDANCE**

### **Absences**

Success in any field requires continuing daily effort. Nowhere is this more fundamental than in education. The quality of learning for any student most often reflects the regularity with which he/she attends class; therefore, our attendance policies have been formulated as a means of helping our students develop habits that will serve them best while in school and in later years.

The School Office must be notified between 8:00 –10:30 AM , via a phone call or email, when a student is unable to attend school. A school may report “truancy” to the Department of Children and Families when there is an extended absence without written explanation from the parent.

- A) It is the policy of the Archdiocese of Miami that “when a student has been absent, a written excuse signed by the parent or guardian is required the day of the student’s return.” These notes will be kept on file. Thus, the student must present a dated, parent-written and signed note designating the date and the cause of the absence from school before reporting for classes. Extended absences for illness require a doctor’s note (see below).
- B) Medical or dental appointments during school hours should be avoided.

- C) A student who accrues more than **ten (10) unexcused** absence days per year may not be promoted to the next grade pending satisfactory fulfillment of summer school requirement or may be requested to transfer unless the principal grants an exception and decides how the student may complete additional instruction. The teacher **will not** provide make-up work for the student when the absence is **unexcused**.
- D) Absences: a) Students arriving after the bell, but before 11:00 am are marked tardy. b) Students arriving after 11:00 am, are marked as ½ day absent. Please note: Tardy marks represent a fraction of a day, which add up to unexcused absence days. Students leaving before dismissal are marked “early release.”
- E) Tardiness: a) School BEGINS at 7:45 AM. Parents have the responsibility to see that their children arrive on time for school. b) Students arriving at school after 7:45 AM must be accompanied by a parent to the office to receive a late pass. No student will be allowed in class without a pass. c) Repeated tardiness will result in serious consequences and/ or mandatory summer school /retention. After a student is marked tardy 6 (six) times during one marking period (9 weeks) the parent will be notified in writing, if and when a second infraction is recorded an appointment with the Principal will be scheduled to discuss this issue.

Excused School Absences are defined as:

1. Student Illness: Students missing three (3) or more consecutive days of school due to illness or injury must provide a written statement from a health care provider. The written statement must list all the days the student has been absent from school. If a student has a medical condition and is repeatedly absent from school, the student must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: A written statement from a health care provider indicating the date and time of the appointment must be presented to the school office.
3. Death in Family
4. School-sponsored Event or Educational Enrichment Activity
5. Mandatory Court appearance

Unexcused Absences are defined as:

1. Absences due to vacations (i.e., skiing, Disney, family reunions), personal services, program or sporting event, or local non-school event.
2. Absences due to illness of others.
3. Absences due to non-compliance of immunization requirements.

The school may report “truancy” to the Department of Children and Families when there is an extended absence without written explanation from the parent.

**Please note- Important information** A student who is absent from school more than 18 days (or 9 days per quarter) in an academic school year may not be promoted to the next grade unless the principal grants an exception and determines a way in which the student may receive additional instruction. It is the responsibility of the students and or parents to check on work missed due to an absence. Teachers do not provide make-up work without a formal request. It is the ultimate



responsibility of the parents and students to make the formal request. The student will have one day for every missed day of school to complete work.

### III. ARRIVAL AND DISMISSAL TIMES AND PROCEDURES

- School BEGINS at 7:45 AM. Parents have the responsibility to see that their children arrive on time for school. Supervision by school staff begins at 7:30 AM; therefore, St. Hugh is NOT responsible for any student dropped off before 7:30 AM. Students and/or parents are not permitted to enter classrooms.
- School is dismissed at 2:45 PM. At 3:05 PM, students are sent to After School Care and parents are responsible for payment of fees.
- Students and parents are not permitted to re-enter the building once dismissed.

Parent or authorized person, must sign-out the student at the office when an early dismissal is requested. **Only individuals listed on the emergency contact form** will be permitted to sign out the student(s). **(No emails, faxes nor telephone authorizations will be accepted... NO EXCEPTIONS)**. Please do not make these requests to the classroom teachers or the school office personnel.

- **NO pets are permitted on school grounds at any time.** Issues with allergies and safety prohibit any pets on campus

#### After Care Programs

St. Hugh and After Care Program independent vendors provide the After Care Program (ACP) for students whose parents cannot pick them up at dismissal time. The program operates from 3:00 PM – 6:00 PM each weekday. Parents are charged on a weekly basis and on the number of children attending. In the event that payment becomes delinquent, report card may be withheld, student may be removed from after care. Please note that students are NOT permitted to wait for their parents at school grounds after 3:00 PM. Students NOT picked up by 3:00 PM are automatically placed into the ASC program and may be charged a full week rate. By not being picked up, the school must assume responsibility for students still on campus. The Archdiocese of Miami for safety and insurance reasons mandates this policy. The school expects the cooperation of all parents in this matter in order to keep students safe and protected.

**Students are not to be signed out and left unattended at any time. If a student is left alone on school property, he/she will be sent to After Care.**

#### Traffic Pattern for Arrival and Dismissal

All cars entering the school must enter the grounds at the Franklin Avenue gate and exit at the Royal Road gate. The speed limit on the school grounds is 5 miles per hour and must be strictly observed for the safety of all children and adults. Please drive up as far as possible next to the school to leave your children off in the mornings so that everyone will have room to stand until the children have exited the vehicles. Under no circumstances are drivers to leave their vehicles standing unattended in the fire lane. The handicap accessible parking spaces are for vehicles with hangers or license plates, which allow parking of a vehicle in that space. Do not park cars in any of these spaces unless you have the proper

hanger or license plate. If you wish to walk your son/daughter to his/her classroom, please park your car in a parking space and not in the fire lane. If you cannot follow these rules, please do not enter the school grounds. Security guards have been retained to insure safety and enforce school parking lot rules. The Security guard on duty has the authority to issue a school warning. The Security guard will be present at arrival and dismissal times. Please observe their directions at all times. This is for the safety of your child.

One parking decal will be allotted to each family. It must remain visible to the security guard, faculty or staff while on school grounds. Additional decals will be available in the school office for purchase. During school hours, only cars with the decal will be automatically allowed onto the campus.

### **Cancellation or Emergency closures of School**

If school must be cancelled due to dangerous weather or some other emergency, St. Hugh will follow the lead of the Miami Dade County Public Schools. Parents are to monitor the local news broadcasts for bulletins from Miami Dade County or the Archdiocese of Miami. Reopening of school is a decision to be made locally by the pastor and or the school principal. In the event of a sudden emergency during the school day, parents will be contacted, via mass emails, text messages or direct telephone calls. Depending on the emergency, St. Hugh will utilize the most safe and proper communication mean(s).

### **IV. CHILD PROTECTIVE INVESTIGATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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.

### **V. CHURCH COMMUNITY**

The Christian formulation St. Hugh provides its students is what sets the school apart from other educational institutions. St. Hugh is a Catholic school, sponsored by the Catholic Church, and religion is taught from the Catholic perspective. Non-Catholic students are not required to practice in the Catholic religion or to assume beliefs different from their own religions; however, they are required to attend Mass or other religious functions and to follow the procedures at Mass. The sacramental classes, second

grade and eighth grade, receive the Sacraments in the course of a school year. Students and their parents, particularly in the sacramental classes, are asked to attend Mass at St. Hugh. Parents are welcomed to attend any Church celebration. We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

At 7:45 A.M each school day, there is a school-wide prayer and pledge of allegiance. Each class begins with a prayer or moment of spiritual reflection. School Masses are usually held on a monthly basis. All students are required to attend and participate in school Masses. The Sacrament of Reconciliation will be held school-wide, usually twice a year. During the school year, various religious programs including class Masses, Stations of the Cross, May Crowning, Rosary, Para liturgical services and Sacramental Retreats may supplement the religious program.

## **VI. COMMUNICATION**

St. Hugh School will strive to keep up with technology and will be posting announcements on its website. This website may be found at: [www.sthughmiami.org](http://www.sthughmiami.org). A weekly electronic newsletter, *The Raiders Weekly*, informs all of the latest as well as upcoming events at St. Hugh.

If you need to speak to a teacher, please email the teacher or call the school office to schedule an appointment. If you have a concern involving a teacher, please speak to the teacher first, before requesting an appointment with the principal.

Except in cases of emergency, students are not permitted to make or receive telephone calls at school. The school office will relay EMERGENCY messages to the students and will call parents in the case of an emergency. It is the student's responsibility to come to school prepared. Telephone calls for forgotten items (example: iPads, homework, gym clothes, projects, clothing for after school, sport uniform, etc.) will not be permitted.

### **Home School Association/Consultative School Board**

The Home School Association/Consultative School Board are the official organizations of the school to provide help and support for parents and teachers. Meetings are held at the school throughout the year. The Home School Association and Consultative School Board is involved in assisting the school in fundraising, planning functions to foster school spirit and promoting activities to improve the school.

## **VII. CURRICULUM**

Saint Hugh is committed to providing the best education possible to its students. The course of study follows the "Guide for Elementary Schools of the Archdiocese of Miami," which supports the implementation of the National Standards and Benchmarks for effective Catholic Elementary and Secondary schools. Report cards will be issued 4 times per year at the end of each quarter (9 weeks).

## VIII. CONDUCT

### VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

### A. Anti-Bullying Policy

#### VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

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

#### 1. Definition

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

#### 2. Scope

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

- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

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

4. Disciplinary Action

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

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

Bullying/Harassment Investigation Disclosures

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

**III. Computer Use**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

- 1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;

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

**Gaggle Safety Management** -formerly Human Monitoring Service (HMS) – removes the need for educators to review questionable communications so that they can concentrate on classroom instruction. Gaggle’s Safety Management greatly improves the safety and security of students, both online and in the real world, by having a trained team of Student Safety Representatives monitor student content 24/7.

## Email

- The use of email during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students are not allowed to have any personal accounts in their iPad for example: iTunes, personal email accounts and others.

- Students should always use appropriate language in their email messages.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- Students are to use only Gaggie email as a mean of email communication.
- Students are not permitted to email outside of the network.

### Supervision and Monitoring

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

### Unacceptable Use of Outside Technology

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

**Parents: No cell phone usage in school office building, cell phones must be turned off or left outside.**

### Consent

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

### Consequences for Violations

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

St. Hugh Catholic School Acceptable Use Policy for technology can be found in the website and it is included in the handbook.

### C. Drug and Alcohol Policy VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

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

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

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

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

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

### D. Harassment and Discrimination VERBATIM ARCHDIOCESAN POLICY- AUGUST, 2016

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students/parents 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 and/or parent must immediately report the incident to his/her principal. If, however, the principal is the



individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Pastor (for elementary schools) and the Superintendent of Schools of the Archdiocese of Miami (all schools) If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **E. Threats of Violence**

#### **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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

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

### **F. Weapons Policy**

#### **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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

## **IX. DISCIPLINE**

Discipline is maintained when students work cooperatively toward the attainment of classroom and school objectives. However, it should be noted that the interest of the school extends beyond the school day; that is, home and school are to be reinforcing each other in values. The VERBATIM ARCHDIOCESAN POLICIES, cited in this manual will be strictly enforced.

The following acts will be regarded in varying degrees as minor and major infractions requiring disciplinary action:

1. Excessive tardiness and/or excessive UNEXCUSED absences.

2. Use of inappropriate and/or obscene language, inflammatory statements, verbal threats either to an authority or another student- either spoken or written. This includes any and all formats, such as notes to other students, yearbooks, etc.
3. Lack of proper uniform.
4. Unacceptable lunchtime behavior; Unacceptable behavior walking to and from different locations on campus.
5. Improper touching of another student.
6. Theft – unauthorized possession of the property of another person without the consent of the owner.
7. Vandalism – willful or malicious destruction and/or damage of school and church property.
8. Fighting – hostile physical encounter by two or more individuals. Consequences will be given to all parties involved, regardless of who initiated the conflict.
9. Forging of signatures and cheating of all kinds. Acts of dishonesty, plagiarism and or copyright violations,
10. Defiance of school personnel’s authority –refusal to comply with a reasonable request.  
Continuous disruptive behavior – committing a combination of any of the above-listed violations that interferes with the rights of other students to receive an education.
11. Leaving school grounds during regular school hours or during any school sponsored activity without permission.
12. Carrying, displaying or using of any tobacco products.
13. Taking part in physical act of sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
14. Chewing gum is NOT permitted on school or parish ground.
15. Loitering during school hours (bathrooms, PE changing rooms, social hall, school grounds, etc.) and when school is not in session (after dismissal or teachers work days).
16. The student is considered a student of the school at all times. A student who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials. The principal reserves the right to determine the appropriate disciplinary measure to be taken. In the case of any infraction which is deemed to endanger physically or morally the student or any other student or adult at the school, the pastor and/or principal reserve the right to bypass all “disciplinary steps” as outlined above and suspend or expel said student. Written conduct referrals/notices will be issued upon the occurrence of any major infractions.
17. **Articles Prohibited in School** -Only those items needed for classroom use should be brought to school. Personal belongings such as radios, iPods, CD’s, toys, video games, electronic devices, etc. are NOT permitted in school. Cell phones usage is not permitted in school, at any time; students must turn them in to the homeroom teacher as they walk in to the classrooms. Students who do not adhere to this policy risk having the item taken from them and not returned until the end of the school year. Teachers may grant permission to bring personal items for a particular project.
18. **List of Discipline/ Conduct/ Uniform etc. referrals.** “3 or more referrals in one area will result in a conference with teacher, parent and principal.

## Detention

The administration and/or teachers may assign a detention to students for violation of any school's Rule/policy. Parents will be informed in writing and/or via email and will be asked to sign the detention notice. Students absent on the detention day will have a "detention make-up day", at the discretion of the faculty member proctoring the detention. Failure to comply with a detention will result in a one-day in-school suspension, following parent contact. In addition, there will be a fee associated with this consequence; the location, and time of detention will be determine at the discretion of the Pastor/or Principal. Students will be released from detention upon the arrival and sign-out by a parent/guardian. Detentions are cumulative for the year. An excess of three Detentions on a yearly basis will result in Parent and Principal conference which may lead to suspension or expulsion.

Detention "Day/Time" is at the discretion of the Principal.

## X. DRESS CODE/UNIFORMS NEW UNIFORM:

The wearing of the official uniform of St. Hugh School is obligatory. STRICT ADHERENCE TO THIS POLICY WILL BE MAINTAINED. Students shall be in complete uniform at all times and are not to report to school wearing any items other than the St. Hugh uniform, obtained exclusively at AA Uniform, [305-254-0000](http://305-254-0000), 8807 SW 132 Street, Miami, FL 33176 [www.aauniform.com](http://www.aauniform.com)

### GIRLS PK3 -K

DRESS: Navy with Plaid #01 C bottom  
SHORT: Navy Biker shorts  
SOCKS: White single cuff sock

### GIRLS 1<sup>st</sup> -5th

KNIT: Short sleeve Girl's style in White and Red with embroidery  
Long sleeve in White and Red with embroidery  
SKORT: Tab Skort in Plaid #01C  
SOCKS: White single cuff sock

### GIRLS 6th -8th

BLOUSE: Short and Long Sleeve White fitted (5586) oxford blouse- *no embroidery*  
VEST: Navy with embroidery  
SKORT: Tab Skort in Plaid #01C  
SOCKS: White Knee Hi

### BOYS PK3 -K

KNIT: Short and Long Sleeve White and Red with embroidery  
SHORT: Navy Pull on with SHS embroidery  
PANT: Navy Pull on with SHS embroidery  
SOCKS: White crew socks

### **BOYS 1<sup>st</sup> -5th**

KNIT:	Short and Long Sleeve White and Red with embroidery
PANT:	Navy with SHS embroidery
BELT:	Black
SOCKS:	White crew socks

### **BOYS 6th -8th**

OXFORD:	Short and Long Sleeve White with embroidery
TIE:	Skinny striped tie with crest
PANT:	Khaki with SHS embroidery
BELT:	Black
JACKET:	Dri-Fit Navy ¼ Zip with embroidery (optional)
SOCKS:	White crew socks

### **ALL STUDENTS**

FLEECE:	Navy with embroidery
JACKET:	Dri-Fit Navy Full Zip with embroidery (optional)
SWEATPANT:	Drifit Navy TBD
SWEATER:	Navy Pullover with embroidery
TIGHTS	Navy for cold days only
GYMWEAR	Sold at school
SHOES:	Girls PK3- 3rd: Black Mary Jane- <i>Claire</i> Boys PK3-K: Black Velcro Sneaker- <i>Cooper</i> Boys 1st -3rd: Black Velcro Dress shoe- <i>Gavin</i> Girls and Boys 4th-8th: Black Penny loafer

**\*\* Former embroidery and screen prints will have a one year transitional period\*\***

### **Physical Education Uniforms**

Grades 1 through 8 Boys and Girls

Shorts: solid blue with white stripes gym shorts (shorts must fit properly – not too short or too baggy)

Tee Shirt: red with school logo, blue (dry-fit) with royal blue lettering.

Shoes: Sneakers

Socks: white with no design

For cold weather:

Blue sweat pants with school emblem and red sweat top with school name.

P.E. bag purchased through the school is required.

No other tote bags are acceptable. (This is used only for P.E.)

### **Extreme Cold Weather :**

Both male and female students may wear the NEW school winter wear. If undershirts are required, only navy blue or white with no lettering or brand names will be permitted. These must be worn under the long sleeved school uniform polo available for boys and girls so that the sleeves of the undershirt do not

show. Girls may wear navy blue or white tights with their plaid jumpers or skirts. No leggings, leg warmers or capri styles are allowed.

### General Dress Code Regulations

#### Girls:

1. No girl will wear her skirt shorter than two inches above the knees. If worn shorter the parent will be called to pick up the child. Girls may not roll the waistbands of their skirt. Those who do will be subject to a Uniform infraction. After 3 infractions the student will receive a Disciplinary Notice.
2. No girl will wear make-up or nail polish.
3. Only single post/stud earrings with traditional backing are acceptable. No trendy or hoop earrings are permitted.
4. Only one single piercing in each ear lobe is allowed. No additional piercing allowed on the ear or any other body part.
5. No costume jewelry of any kind
6. No Beaded/rope type bracelets at any time.
7. Only Religious medals or cross may be worn on a thin chain around the neck under the uniform blouse. No trendy or personalized necklace will be permitted. Large or thick chain, rings or bracelets are not allowed. No wooden or rope type necklace are allowed.
8. No hair dye of any type is acceptable.
9. No tattoos of any type permanent or not are allowed.
10. Simple and regular style watches are allowed in middle school only (NO WATCHES for PK-3rd grades) No cartoon characters, loud neon color. Watch must be black/dark gray with only regular functionality.
11. **No SMART APPLE or GPS type watches are allowed in any grade**
12. Hair accessories matching the uniform in solid color red, white or blue only or those sold at Sunshine.
13. No Fit Band or any style is allowed.

#### Boys:

1. Only Religious medals or cross may be worn on a thin chain around the neck under the uniform shirt. No trendy or personalized necklace will be permitted. Large or thick chain, rings or bracelets are not allowed. No wooden or rope type necklace are allowed.
2. Earrings, large or thick chains or bracelet are not allowed.
3. Boys' hair must be neatly groomed and not touch the collar or eyebrows. Trendy hairstyles are not permitted. Students will comb hair properly in a style, which is befitting our school identity.
4. Boys' trouser length will not pass the top of the shoe heel. In other words, pants will not be dragging or touching the floor or be above the ankle. Those who do will be subject to a Uniform Infraction. After 3 infractions the student will receive a Disciplinary notice.
5. No hair dye of any type is acceptable.
6. No tattoos of any type permanent or not are allowed.
7. Simple and regular style watches are allowed in middle school only (NO WATCHES for PK through 5th grades) No loud colors/ only dark gray/black.
8. **No SMART APPLE or GPS type watches are allowed in any grade.**

### Dress Down Days/ Special Events

Out-of-uniform days are meant to be a pleasant break for everyone (students, staff, faculty and administration) while still maintaining a safe environment that is conducive to learning. In order to meet these criteria we will be strictly enforcing the following dress code:

Shirts must be in good taste, muscle shirts and shirts promoting/endorsing rock bands, alcohol, and/or tobacco are never appropriate at school. Shirts must be long enough to be tucked in and remain tucked in during the school day. Shirts must have sleeves. Tank, midriff tops, halter tops, spaghetti straps, cut out or see through or sleeveless are not permitted. In addition, t-shirts must not display any political messages or graphics that might be offensive. The administration and faculty reserve the right to monitor and determine if the attire is not proper for the St. Hugh School community and learning environment. The student will be sent home to change.

Shoes: Only dress-up closed shoes and/or sneakers are permitted. No open toes or beach type footwear of any kind is permitted.

Shorts/ Bermudas: Not allowed. Leggings jeggings or skinny jeans type pants are not allowed.

Skirt / Dresses: No shorter than 4 inches above the knee, no open sides above the knee.

Pants and Jeans: Must remain above the hipbones. No ripped or torn pants/jeans. Capri-pants are not allowed.

Jewelry and Make-up: The usual school policy is in effect.

### XI. ELECTRONIC ACKNOWLEDGEMENT VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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.

### XII. EMERGENCY INFORMATION

At the beginning of each year, parents fill out an emergency form for each student they have enrolled in St. Hugh. Cards/ forms are kept on file in the school office. If the student has a serious health problem or condition, it must be noted on the card. It is important that the information on these cards be correct, up-to-date, and easy to read. In an emergency situation, the school must have the proper information in order to respond properly. The completed Form is due no later than the **first day** of the school year.

### XIII. FINANCIAL OBLIGATIONS

### VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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.

### XIV. FUNDRAISING

### VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

### XV. GRADING POLICY

The Archdiocese of Miami uses the following scale:

(Kindergarten-2nd Grade)      4- Exceeding level standards; 3- Proficient in meeting grade level standards; 2- Developing grade level standards; 1- Emerging in the development of grade level standards.

(3<sup>rd</sup> -8<sup>th</sup> Grade)              Grading Scale: A: 100-90; B: 80-89 ; C:70-79; D: 60-69; F: 59 and below.

Each subject area will receive a % grade. Standards under each subject will receive (+) for strength, (-) for an area of weakness, (S) for satisfactory performance, or (NA) for Not Assessed at this time.

Development in "Active Learner Traits" are identified as a (+) for strength, a (-) for an area of weakness, or ( ) no mark indicates satisfactory performance. A student on Modified curriculum is indicated under comments "M".

### Honor Roll

#### Principal's Honor Roll List:

All subject areas must obtain an average of 100% - 93% - (Religion, Reading/Literature, English Grammar, Writing/ Composition, Spelling/Vocabulary, Mathematics, Social Studies, Science, Music, PE, Art, and Foreign Language)

No (-) in any Active Learner Traits (ALT)

#### First Honor:

Must obtain an average of 100% - 90% in the following subject areas: Religion, Reading/Literature, English Grammar, Writing/Composition, Spelling/Vocabulary, Mathematics, Social Studies, and Science

NO MORE than (2) grades average 89%-85% in Music, Physical Education, Art, and Foreign Language.

No (-) in any Active Learner Traits (ALT)

### **Second Honors:**

All subject areas need to average between 100% - 85%

No (-) in any Active Learner Traits (ALT)

### **Grades on Plus Portal:**

Plus Portal is a web based tool that is utilized by students, teachers, parents and guests in various ways. It serves as our school community website and offers parents and students the ability to track progress and take charge of their academics. Plus Portal also displays events, school information relevant throughout the school year, and offers interactive learning. Parents and students will be issued an access login and a temporary password. Parents and students are encouraged to utilize this tracking tool to closely monitor academic progress.

### **Progress Reports:**

Interim/progress reports are sent home with the students and/or electronically through Plus Portal at the mid-point of each of the four quarters of the year. With these reports, teachers advise parents about what to expect on the Student Report Cards. It is the responsibility of the parents to sign and return the Interim/Progress Reports and to contact the teacher if there is any need for clarification. At the mid-term, there is ample time for students to improve. Parents should communicate regularly with the teachers in order to be aware of the student's academic status. In addition, deficiency reports may be sent home whenever a student makes an unsatisfactory grade or fails to hand in homework. These reports are to be signed and returned to the teacher the following day. Parents are encouraged to monitor Plus Portal on a regular basis to determine student's academic progress or lack thereof.

### **Retention /Summer School requirement:**

A student who does not meet a final passing grade (60 or higher) in any core subject (Reading, Language Arts, Mathematics) in any grade may be retained. Summer School attendance may be required or strongly recommended for any student scoring a final grade of "D" (60-69) in any core subject (Reading, Language Arts, and Mathematics). Students completing summer school requirements in programs outside of St. Hugh must provide a certificate of completion from an accredited program and or a State of Florida Certified Educator.

Also, a student who accrues more than ten (10) **unexcused** absence days per year may not be promoted to the next grade pending satisfactory fulfillment of summer school requirements or may be requested to transfer unless the principal grants an exception and decides how the student may complete additional instruction. Final decision regarding student promotion and retention is the responsibility of the Principal.

### **Parent-Teacher Conferences**

Parent/Teacher conferences are held periodically during the school year. Faculty members are always available to discuss pupil progress with the parent. However, we ask that parents make arrangements in person or contact the faculty member directly through the school email account. Spontaneous conferences are not permitted. At no time are parents to present themselves to a teacher during school



hours; this includes the time after the first bell in the morning or at lunch or during dismissal. Conferences will be scheduled by the faculty and or administration via email or written request. Parent/Teacher conferences are scheduled in one of the office conference rooms. No Cell phones are permitted.

## Graduation

According to the Diocesan office: Graduation is the completion of a formalized course of studies and, as such, should be considered a significant milestone in the life of a student whose readiness for high school must be assured. A passing average in all subjects is required for promotion to high school. An “F” in any two major subjects may be cause for retention and non-acceptance at the high school. These “F’s” may preclude the student from taking part in graduation ceremony itself. Graduation ceremonies are held for 8th grade students along with other end of the year activities, which may include 8th grade field trip (see field trip policy), banquet, and other events. Additional fees may be charged for some events.

ATTENDANCE AT THESE ACTIVITIES, INCLUDING GRADUATION CEREMONY, IS A PRIVILEGE, NOT GUARANTEED RIGHT, AND MUST, THEREFORE, BE EARNED. Pastor and Principal reserve the right to make the final decision regarding a student’s attendance at these functions.

8th GRADE SERVICE HOURS – Each student in grade 8 must complete 30 hours of school/church/community service work as a requirement for graduation and/or confirmation. Service hours must be completed in the following categories: 1) St. Hugh School Campus and Church: ten (10) hours, 2) Community: twenty (20) hours.

## XVI. HOMEWORK

Homework is an essential part of each child’s educational program. It provides a means of reinforcing lessons taught in school and teaching necessary skill of independent study. It helps to promote good study habits and encourages students to share classroom experiences with parents. Homework is given at the discretion of the teacher from Monday through Thursday. Project based assignments may be assigned over the weekend. **Parents are responsible for checking the agenda (lower grades) and Plus Portal every night.**

Other reasons for homework:

- To build interest in reading and learning.
- To increase learning in all areas of development.
- To establish self-discipline, independent study skills, and organizational/time management skills.
- To encourage parent awareness of student learning.
- To make up work due to an absence.
- To provide an opportunity to pursue special interest of other areas.
- To expand and/or enrich regular class work.

The following time chart suggests a minimum amount of time children should spend on homework, daily, Monday-Thursday:

Kindergarten	15 to 30 minutes
Grades 1– 3	30 minutes to 1 hour
Grades 4-5	1 to 1 ½ hours
Grades 6–8	1 to 2 hours

Excused absence: Teacher will give the parent/student the makeup work and date all work is due.

Unexcused absence: This is at the discretion of the teacher. Teacher is not required to give make up work, test, or other assignment for any student with an “unexcused absence”.

#### Students and Homework:

- It is important to develop good study habits and organizational/ time management skills at school and at home.
- Be sure you understand the assignment and ask the teacher any questions about the assignment prior to going home.
- Set aside a regular time to do homework.
- Study in a quiet and/or comfortable place.
- Complete your work and hand it in when it is due.
- Do your best on each assignment.

#### Parents and Homework:

- Parents can support a child’s interest in lifelong learning by providing an environment at home in which homework is a high priority:
- Provide a quiet and/or comfortable place for the student to do homework.
- Help the student budget time so that a regular schedule for study is set up. Take an active interest in what the student is doing at school. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide the student with assigned homework. Under no circumstances should you actually do the work for the student.
- Regular school attendance is important for the student’s continued academic growth.
- Consult the teacher as soon as problems arise.
- Let the student take full responsibility for doing his/her homework and all assignments.

## XVII. IMMIGRATION STATUS

OUR SCHOOL, IN ACCORDANCE WITH FEDERAL LAW, DOES NOT INQUIRE INTO THE IMMIGRATION STATUS OF OUR STUDENTS. However, it is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa, and doing so could result in a cancellation of that visa. In addition, we wish to remind parents that a B-1 or B-2 visa does not permit a child to return to the United States after a vacation back in their home country. On the other hand, students with an F-1 student visa are able to arrange for vacation time at their homes. If a family is considering changing a B-1 or B-2 Tourist Visa for an F-1 student visa, they should consult with an immigration lawyer to help understand the implications of making application. Should the family decide to make this application, Saint Hugh Catholic School will assist a family in whatever way possible to apply for the student visa.

## XVIII. UNDOCUMENTED STUDENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

## XVIII. INJURIES/ACCIDENTS

All accidents or injuries occurring on school grounds are reported immediately to the teacher on duty or to the school office. Parents will be contacted if the seriousness of the injury so warrants. An injury report will be completed for documentation.

## XIX. INSURANCE

The Archdiocese of Miami requires in-school insurance for all students. The cost for this is included in the book and activity fee. Students are covered during school hours through this insurance. 24-hour insurance may be purchased as an option at parent's cost.

## XX. LOST AND FOUND

Lost articles should be claimed at the lost and found location as soon as possible. It is helpful if students have all their belongings labeled. Parents are asked to reinforce personal responsibility in students by making them take care of their own belongings. All articles left in the classroom or lockers at the end of the year will be disposed of.

## XXI. LUNCH

Students may bring lunch or purchase food from the school's lunch service. Students are expected to clean their lunch areas. Reheating or preparation of food brought from home will not be handled by the faculty/staff. It is the responsibility of parents to see that students have lunch money each day. Students that do not have money or lunch will be provided an alternate meal. The School office does not extend credit to students. **Parents may not bring fast food to students for lunch.** If a student's lunch is to be dropped off, it is to be brought to the office and not the classroom.

\*Menu on school site- monthly. <https://www.ezschoollapps.com/>

## XXII. MEDICATIONS      VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine auto-injection (Epipen).

## XXIII. NOTIFICATION OF RIGHTS UNDER FERPA VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

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

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

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

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

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

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

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

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

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

#### XXIV. PARENTAL COOPERATION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school 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.

#### XXV. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE 2016

The school recognizes the following sports, activities and clubs:

School Clubs/After School Program: National Junior Honor Society, Student Council, Safety Patrols, Robotics, Mandarin, Mind Lab, dance and others that may be offer at the discretion of the principal.

Major School Activities: Grandparent's Day, Harvest Fest, Feast of St. Hugh Field Day, Red Ribbon Week, Catholic Schools Week, Stations of the Cross, Christmas Shows, Spring Shows, Art Show, Sports Awards Night, Science Fair, History & Religion Fair. These and other activities may change on a yearly basis at the discretion of the principal.

Athletics: All ACC approved sports are offered.

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities. VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

### Participation (St. Hugh Catholic School Criteria)

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents. For a student to be academically eligible to participate in an after school activity including sports, the following criteria must be met:

1. The student must maintain an overall “C” average.
2. Complete a physical evaluation and medical clearance from a licensed medical professional.
3. Complete all applications and waivers.
4. The student must have a passing grade in every subject area.
5. Student will be closely monitored for appropriate behavior.
6. Payment of all fees associated with the sports program.
7. Parents must read, sign and return the “Parent Code of Conduct”.

### XXVI. PRIVATE TUTORING, COACHING OR LESSONS **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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

### XXVII. PUBLIC DISPLAYS OF AFFECTION **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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

### XXVIII. SAFETY POLICY

St. Hugh School has a written Safety Policy (Emergency Procedures and Guidelines) for emergency situations that might arise. Copies of our safety plans are available at the office and placed in strategic locations throughout the campus.

## XXIX. SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND

**The school reserves the right to initiate, change or modify the policies in this manual. The Principal and/or Pastor have the final decision in all disciplinary situations.**

## XXX. SCHOOL SPONSORED EVENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

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

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

## XXXI. SEARCH AND SEIZURE POLICY VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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

## XXXII. SMOKING

By law, St. Hugh is a smoke-free environment. Staff and visitors are not allowed to smoke on the school grounds.

## XXXIII. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016

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.

#### XXXIV. USE OF PHOTOS      **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2016**

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

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

#### XXXV. Visitors

Once approved, all visitors are to report directly to the school office where they will sign-in and be issued a name tag. No one is permitted to go directly to a classroom nor access the school campus without first reporting to the school office.

**NO pets are permitted on school grounds at any time.** Issues with allergies and safety prohibit any pets on campus

#### Cleaning of Classroom/Cleaning Crew

The cleaning people are bonded and not authorized to open classrooms for any purpose other than cleaning. They may not open classrooms for students who have forgotten something in their rooms, nor may they open the rooms for parents.

#### Home School Association/Consultative School Board

The Home School Association/Consultative School Board and Principal's Advisory Board are the official organizations of the school to provide help and support for parents and teachers. Meetings are held at the school throughout the year. The Home and School Association is involved in assisting the school in fundraising, planning functions to foster school spirit and promoting activities to improve the school.

# St. Hugh Catholic School

## Parent-Student Handbook Acknowledgement Form

2016-2017

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.

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(Print Parent/Legal Guardian Name)

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(Date)

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(Signature Parent/Legal Guardian)

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(Print Student Name)

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(Grade)