



PARENT-STUDENT HANDBOOK

2017-2018

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Our Coat of Arms is representative of our academics and Catholic identity. The Three Circles are representative of what distinguishes us as a Catholic school and permeates through the Gospel spirit of freedom, respect, and love. Through our high standards of academics, students are offered the upmost level of development, given opportunities of creative development, and provided the usage of technology in everyday living. As well, the Three Circles are symbolic of the Holy Trinity in the spiritual development of our students.

The **Book** indicates the strong academic development and excellent educational value provided to our student population. The Book is representative of God as the true WORD. The SEALED Book is also a symbol often placed in the hands of the Virgin Mary during the mystical Annunciation. All of which are sufficiently significant and most holy.

The **Sun** provides us with the bright light for a new day, direct guidance, and proper direction towards the knowledge found only in God. It is our Lord that provides us with the light out of the darkness. The light shines brightly and represents God's presence in the tabernacle. God is the light! The Sun and the Moon are written in the texts of the Canticles in regards to the Virgin Mary and the reverence we hold for her.

The **Globe** opens our imagination to worldwide concepts and issues. As a steward community, we are wardens of the Earth. We are the Universal Church! The Globe, as the emblem of sovereignty, was very early placed in the hands of the divine Child. The Globe, under the feet of the Madonna, depicts our Redemption. This is representative of the Virgin's triumph over a fallen world...fallen through sin.

The **Cross** is representative of our earnest and wanting to gain knowledge for all the crosswalks we will encounter in the future and in our journey towards Christ. The Cross truly identifies us as Christians.

The **Tree** is representative of the beginning of time and referenced many times throughout the Bible. Trees provide food, shelter, protection, relaxation, and growth. We are called to be the branches in the growing and development of God's kingdom. We branch in wisdom through God our Father, towards Jesus as the Tree of life, and reverent in our righteousness or our Lord.

The **M**, when referred to as the Easter Lily, is symbolic of purity, innocence, and our Lord's resurrection. As well, it is associated with the divinity of the Blessed Virgin Mary, from which our school is named.

The **Blue** is associated with the Heaven, wisdom, charity, and the Blessed Virgin Mary.

The **White** is associated with purity, innocence, joy, and purification.

Mother of Our Redeemer

Mother of Our Redeemer School is on the property of Mother of our Redeemer Church in Miami, Florida. It is a pre-Kindergarten (a full-day pre-Kindergarten class is offered in addition to Kindergarten) through 8th grade Catholic Elementary and Middle School under the Archdiocese of Miami.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his or her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Mother of our Redeemer, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Florida's guidelines, are followed in the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is an emphasis on principles rather than fact, on learning through problem solving rather than by precept. Individualized instruction and ability grouping are employed whenever feasible. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

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 or school designee for assistance.

History

Mother of Our Redeemer School opened in September of 2003 with the following grades PK through first. Mrs. Raquel Munoz was the founding principal designing the curriculum, creating the learning environment, hiring all the staff, and ordering all materials and supplies. Every year after the open date an additional grade has been added, until reaching the eighth grade. This took place in May 2011 when we had our first graduating class.

Archdiocesan Department of Schools Vision

The Catholic school fulfills an integral mission in the work of Christian formation.

The following statements are taken from the Vatican document *The Catholic School on the Threshold of the Third Millennium* (1997), which provides the context in which the Department of Schools operates:

- a. *The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic school. This awareness expresses the centrality of the human person in the educational projects of the Catholic school, strengthens its educational endeavor and renders it fit to form strong personalities.*
- b. *The ecclesial dimension (of the Catholic school) is not a mere adjunct, but is a proper and specific attribute, a distinctive characteristic which; penetrates and informs every moment of its educational activity, a fundamental part of its very identity and the focus of its mission. The fostering of this dimension should be the aim of all those who make up the educating community.*
- c. *From the nature of the Catholic school also stems one of the most significant elements of its educational project: the synthesis between culture and faith majority of Catholic educational institutions has responded to the needs of the socially and economically disadvantaged.*
- d. *In its ecclesial dimension...the Catholic school is a school for all, with special attention to those who are weakest. In the past, the establishment of the majority of Catholic educational institutions has responded to the needs of the socially and economically disadvantaged.*
- e. *The Catholic school fulfills a service of public usefulness and although clearly and decidedly configured in the perspective of the Catholic faith, is not reserved to Catholics only, but is open to all those who appreciate and share its qualified educational project.*
- f. *Attention is rightly given to the importance of the relations existing between all those who make up the education community...While respecting individual roles, the community dimension should be fostered, since it is one of the most enriching developments for the contemporary school.*
- g. *In the Catholic school, prime responsibility for creating this unique Christian school climate rests with the teachers, as individuals and as a community. Teaching has an extraordinary moral depth and is one of the most excellent and creative of human activities, for the teacher does not write on inanimate material, but on the very spirits of human beings. Indeed, knowledge set in the context of faith becomes wisdom and life vision.*

The endeavor to interweave reason and faith, which has become the heart of individual subjects, makes for unity, articulation and coordination, bringing forth within what is learned in school a Christian vision of the world, of life, of culture and of history.

M.O.R. Catholic Church Mission

We, as a stewardship community, blessed by our diversity and empowered by the Holy Spirit, are committed to spreading the Kingdom of God in word and action, following the example of Jesus by growing spiritually and transforming our lives and the lives of those around us.

M.O.R. Catholic School Mission

“Mother of Our Redeemer Catholic School’s mission is to be a Christ-centered school that instills excellence in learning, Christian values, and service to the community within the framework of the Gospel.”

M.O.R. Catholic School Philosophy

As commissioned by Jesus Christ to his first disciples “Go Teach”, Jesus asked his disciples to teach of the good news to all. Since the beginning of Christianity, education has been one of the most important missions of the Church. Vatican II characterized a Catholic school as a school that pursues cultural goals and natural development of youth to the same degree as any other school. What makes the Catholic school distinctive is its attempt to generate a community climate in the school that permeated by the Gospel spirit of freedom, respect and love. This religious dimension is to be found in the educational climate, the personal development of each student, the relationship established between culture and the Gospel, and the illumination of all knowledge with the light of faith.

M.O.R. School will implement this philosophy by providing a curriculum containing cognitive experience of religion; prayer, liturgy and religious formation will be part of the school just as any other curricular experience. The curriculum will, in addition, take into consideration the growth and development of each student as the school provides learning experiences that will prepare students for life in a rapidly changing world.

M.O.R. Parish serves a community rich in ethnic diversity. A fundamental task of our school is to utilize the resources of such an environment to benefit the children placed in our care and prepare them for their rightful place as members of the body of Christ and heirs to the Kingdom of God.

Accreditation

M.O.R. School is accredited by the Florida Catholic Conference. Faculty members are degreed, professional and meet the requirements of the FCC and the standards set by the State of Florida. Our first accreditation was completed on 2015. The next visit and review process will take place on 2022. MOR is also a Gold Seal School.

Admission Information

Nondiscriminatory Policy

M.O.R. School has an open admission policy, therefore 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.

Admission Guidelines

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in this mission. A student may not be accepted because the school's educational program and facilities are not able to meet the needs of the student. In matters of admission and registration the decisions of the pastor/supervising principal and/or school principal are **final**.

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

1. Members of M.O.R. Parish
2. Members of other parishes
3. Non-Catholic students
4. New/Renewing families may require an interview with pastor or administration
5. New students may have an admission exam (Deemed necessary by administration)
6. Responsible person(s) must provide school with all the necessary initial documents
7. Responsible person(s) must sign parent agreement, registration form, and handbook acknowledgment and technology agreement. The last two items must be returned to the school office by the due date or child will not be permitted to remain on campus until this requirement is met.
8. Re-registration of all students must occur on a yearly basis as no student is automatically accepted for enrollment
9. Any student placed on final probation will not be eligible for re-registration without the expressed written permission of the principal and/or pastor

Undocumented Students

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

***The school is authorized under Federal law to enroll nonimmigrant alien students.
(8 C.F.R &214.3(j))**

The Archdiocese of Miami is authorized under Federal Law to enroll non-immigrant alien students and to issue I-20 certificates in order for students to obtain F-1 status. The school may not accept any student who is in the country on a B1 or B2 visitor's visa.

It is the responsibility of parents to verify all requirements are met and all records are current.

Families who have not met their financial responsibilities and have not met with the Principal will not have their re-registration forms process.

Families wishing to enroll additional siblings should request registration forms with ample time to meet the early registration deadline.

Age Requirements for Admission in accordance with AOM

The elementary schools of the Archdiocese follow the guidelines of the Florida Catholic Conference with regard to the age of admission to pre-k, kindergarten, and first grade.

September 1st is the identifier for all age requirements. These are requirements of the State of Florida and cannot be changed by the school. If a new student moves to Florida from another state, and is presently entering a grade other than Kindergarten, considerations will be given to accommodate the student's needs on a special basis. The school reserves the right to test the student's academic performance for placement in the program.

Documentation

All students enrolled at M.O.R. must have in school files the following documents: copies of birth certificate, sacrament(s), applicable report cards, standardized test scores and State of Florida for HRS #680.

Students who are missing one or more of these items will be sent home until these records are on file.

At the time of registration, all new students seeking admission to M.O.R. School are evaluated based on current standardized test results and current report cards.

Requirements included the following:

- Health records
- Birth certificate (original and office will copy)
- Baptismal certificate (Catholic only)
- Current report card (original and office will copy) *NOTE PARENT (S) MUST PRESENT FINAL REPORT CARD FOR THE PREVIOUS SCHOOL YEAR
- Current Standardize test results
- Any IEP, 504, or ESOL records if applicable exhausted
- Verification of active parish affiliation/stewardship.

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 for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or

permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Students seeking admission grades 1 – 8 must provide the school with current report cards and standardized test results. These will be reviewed to see if the programs provided by M.O.R. will be appropriate for the educational development of student. An interview with the student may be required by the school acceptance committee, which is overseen by the school's administration.

Testing in some core academic area may be conducted for new incoming students of all grades.

All new students will be given a trial period of two months, in which to prove himself/herself both socially and academically. If during the trial period there is any problems, family will be asked to withdraw student from the enrollment at M.O.R. School. Non-Catholic families who accept the philosophy of M.O.R. School and Church will be granted acceptance when space becomes available.

Contingencies of acceptance for the following school year are the following:

- Parents' commitment to all school's programs
- Review of student's academic and discipline performance
- Presentation of all required documents to the school
- Fulfillment of all school financial obligations and including any and all fundraisers

Re-Registration

Electronic re-registration forms will be emailed in the month of January. The deadline for re-registration will be the third Friday of February. **Parents are required to re-register by the 3rd Friday in February, or waive their right to placement.** It is important and necessary that parents report the decision to register a sibling in writing to the office, if the parent wants the child to register for PK3. A PK4 space will not be held for siblings who do not register for PK3. The siblings of students in good standing currently attending M.O.R. Parish School will have priority in registering for school. Re-acceptance will be based upon regular Mass attendance, active participation in the parish/school community, and space availability. Prior to re-registration the teachers will recommend to the administration the names of the students who should not return to the Parish School for the following year. The recommendation will be based upon the child's academic performance, behavior, and parent's willingness to cooperate with the child's educational needs.

Financial Policies & Guidelines

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 such as clubs and final exams, and/or disenroll the student if any financial obligations are not met.

Tuition

1. Prompt payment of **all** financial obligations is vital to the running of M.O.R. School.
2. Tuition is paid in 10 installments (Beginning on July 5th) through FACTS. These payments will **ONLY** be made through FACTS. There is a \$36 set-up annual fee for this service paid directly to FACTS.
3. All payments are due on the **5th or 20th of every month as per your FACTS agreement.**
4. Payments received after the set date on your FACTS agreement (5th or 20th of the month) will incur a late fee of \$35.
5. Checks returned unpaid by the bank will require a handling fee of \$35. The second incident of unpaid check will require cash/money order/certified check for the remainder of the school year
6. A 5% discount is provided for those families who pay their tuition in full **by the first week of May**. Prepayment discounts are not offered with credit card payments.
7. All fees must be paid upon registration or re-registration is made, please note non-refundable fees are identified on **Tuition Statement**.

Pastor Discretionary Discount

Active parishioners of Mother of Our Redeemer Catholic Church and School who participate in the faith life of the parish by giving fully of their time, talent and treasure and by regularly attending Sunday Mass and Holy Days of Obligation will continue to be eligible for a Pastor discretionary tuition reduction. This Pastor discretionary discount is in addition to any applicable multi-child discounts.

Student Withdrawal Policy

1. Families must notify the school in writing of the withdrawal of their student(s)
2. Registered students who withdraw prior to the first full day of school will be responsible for 1/3 of annual tuition. No fees will be refundable.
3. Registered students withdrawn between the first full day of school and December 10th will be responsible for ½ of the annual tuition. No fees will be refundable.
4. Registered students withdrawn after December 10th will be responsible for the full tuition. No fees will be refundable.
5. The school will **not** forward records for students with outstanding balances. (O/S balances are considered unpaid tuition, fees, building fund, volunteer hours, after-care services or lunch services or any other financial matter related to family

financial account) ***All financial matters should be cleared with the office at least one week before Progress or Quarter Report Cards are distributed.**

Parent's Role in Education

We, at Mother of Our Redeemer School, consider it a privilege to work with all parents in the education of their children because we believe parents are the primary educator for their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally and psychologically. Your choice of M.O.R. School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in your child unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into this partnership with us at Mother of Our Redeemer School, we trust you will be loyal to this commitment. During these formative years of (Pre-K – 8th grade) , your child will need constant support from both parents and faculty in order to develop into his/her moral, intellectual , social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the students to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught in between the student and the other partner will never bring positive results. To divide the authority between school and home or within the home will only teach disrespect for authority. If there is an incident at school, you as parents must make an investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interest may cause them to lose focus. As this natural process occurs, students need both understanding and discipline. At times, your child may perceive discipline as restrictive; however, it is boundaries that provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, short or long term assignments, major test, service projects and all other projects. This responsibility extends to times of absence.

Together, lets us begin this school year with commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at M.O.R. School we ask the parents to set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives on time to school in the morning and is picked up on time at the end of the school day
- Is dressed according to school codes
- Completes assignments on time
- Has a paid school lunch or has a nutritionally- packed lunch every day
- To actively participate in school activities and Teacher Parent conferences
- To see that the student pays for any and all damages to school books or property due to carelessness or neglect on the part of the student
- To notify the school in a written or medical note of the student's absence or tardiness
- To notify the school in writing of change of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety and health
- To complete and return to the school any requested information promptly
- To read school notes, updates and any communication sent home and show interest in student's total education
- To support the religious and educational goals of the school
- To attend a weekend retreat within the **first two years** of their child's attendance at M.O.R. Parish School; if student is going to take a sacrament their first year attending M.O.R. Parish School, then the parent(s) must attend a retreat their year of inception to M.O.R.
- To support and cooperate with the discipline policy of the school
- To treat all school personnel with respect and courtesy when discussing student problems

Parental Cooperation

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

Room Parents

Each homeroom has the services of a volunteer Room Parent. The function of a Room Parent is to help the school/teacher; therefore, coordination and planning of activities is to be done in accordance with the schools' and or teacher's plans. The administration will authorize all Room Parents activities.

Home & School Organization (PALS -Parents Assisting Loving Students)

M.O.R.'s Parent/School organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are the goals of this organization.

The objectives of this organization shall be:

- To foster, promote, encourage, and increase the appreciation of ideals of a catholic education.
- To advance the interest of the membership by promoting activities that will enhance the spiritual and educational growth of the children and families.
- To increase awareness of responsibilities, and methods for improving communication between the home, the school and the parish so that a positive, friendly, and constructive relationship may be achieved between parents, teachers, and parishioners.
- To support Staff and Faculty by raising funds for school related needs.

School Hours of Operation Information

PK-Kindergarten

Program	Grades	Arrival	Dismissal
School Hours	PK- K	Gates Open 7:30 AM	2:00 PM
		Morning Prayers Start 7:50 AM	End 8:00 AM
		Classes Start 8:00 AM	End 2:00 PM
After Care (Fees apply)	PK-K	Starts 2:00 PM	Ends 6:00 PM
Clubs (Fees apply)	PK-K	Start at 3:30 PM	End at 4:30 PM
Parent Conferences	PK-K	Morning: Thursdays and Fridays ONLY from 7:30 AM Afternoons: Thursdays and Fridays ONLY from 3:15 PM	8:00 AM 3:30 PM

1st – 8th Grades

Program	Grades	Arrival	Dismissal
School Hours	1-8	Gates Open 7:30 AM	3:00 PM
		Morning Prayers Start 7:50 AM	End 8:00 AM
		Classes Start 8:00 AM	End 3:00 PM

After Care (Fees apply)	1-8	Starts 3:00 PM	Ends 6:00 PM
Clubs (Fees apply)	1-8	Start at 3:30 PM	End at 4:30 PM
Sports (Fees apply)	2-8	Start at 3:30 PM	End at 5:00 PM (Some changes may apply)
Parent Conferences	1-8	Morning: Thursdays and Fridays ONLY from 7:30 AM Afternoons: Thursdays and Fridays ONLY from 3:15 PM	8:00 AM 3:30 PM

***All students are marked late after 8:00 AM. Late fee of \$10 will apply.**

At M.O.R. School, we work in partnership with parents to enable your child to develop as an independent learner. Parents please allow your student(s) to enter the school building on their own each morning.

Parents, be aware M.O.R. School is not responsible for any child left unaccompanied prior to the opening of school. Your child is considered to be unaccompanied when you, your designee or M.O.R. School personnel are not supervising him.

Parents are to make arrangements for timely arrival and pick-up of your student(s). Students not picked up at the end of dismissal, 2:15 PM (PK3- K) or 3:15 PM (1st -8th) will be taken to after-care. Parents will be charged in increments of 10 minutes at a cost of \$10 each, with a minimum charge of \$10 for the use of this service.

Students **cannot** be picked up during the last half-hour of the school day. This is in order to provide proper closure to the school day.

After-Care Program

M.O.R. School offers an After-Care Program. Students who are enrolled in the program must pay \$30 weekly until 4 PM or \$50 weekly until 6 PM. If student is not picked up at the appropriate time you will be charged \$2 per minute with a minimum charge of \$10. **Note upon your child being picked up at our After-Care Program he/she must be signed out.** Students attending the After-Care Program must abide by the rules of the program in addition to all school policies.

School Office Hours

The school office is open during the normal school operation hours and will remain open until 3:30. On early release days it will remain open until 1:30 PM.

Emergency Contacts

At registration, parents fill out the registration form with emergency contacts information. The school is authorized to act in an emergency when the parent, guardian or emergency contact cannot be reached. It is therefore of vital importance that the emergency information be kept accurate. Parents are required to inform the school of any changes via email or in writing. In an emergency situation time is a critical matter.

Release of Students

Students will be released only to those persons who are listed on the registration papers. Parents must be sure that the school is notified in writing or via email of any changes occurring with that information. Any situations involving court orders and legal documentation must be filed in writing. Other than the regular school dismissal procedures, students will be dismissed from the office only.

Custodial Rights

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matter of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

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.

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.

Communicable Diseases

Parents may be informed of any communicable diseases discovered at school to which their child may have been exposed. Students who are absent due to a communicable disease must present a doctor's note and medical clearance before returning to school. (Please see section on absences.)

Medications

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).

Accidents

Parents/Guardians may be notified in case of serious illness or accident. In case of minor accidents (scratches and bruises), the school may inform the parents by having them sign an Incident Report at the end of the school day and sending a note home via email.

Notification of Rights under FERPA

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

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

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

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

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

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

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

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

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

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

Student Records

Students' official records (academic transcripts; academic testing; health records, and court orders) are kept in the school office in a folder. Only contents of the official record folder may be forwarded to another school. The Principal reserves the right to reverse this decision if other records are to benefit the child. No transcripts will be released when a financial obligation is pending. Student transcripts may be sent to any school requesting them unless noted otherwise by the parent. M.O.R. School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

- Records of a student transferring to another school will be mailed via US Postal Service. No records will be given to parents to transport to the new school.
- Students requesting transfer/transcripts or recommendation must make a five school day request to the school office. All requests must be in writing to the school office.
- All forms must be submitted to the school office and the school office will disburse to the necessary parties. Completed forms will be sent via US Postal Service. Special handling requirements will need to be paid in advance by families.

School Visitors and Volunteers

School visitors (volunteers, parents, guests, etc.) must come to the school office. For safety and security reasons, each person is required to sign-in with the office when he/she enters the building for any reason. All visitors will be required to wear a designated badge, which will be given upon signing in with the office. All visitors must return to the office to sign-out and return the badge. Appropriate attire (no shorts, biking shorts or tank tops) is required when volunteering in school.

Animals/pets are not allowed in the school building or grounds, only those authorized by the school administration.

Parents are asked to leave siblings at home when coming to school to volunteer.

Forgotten Items Left at Home

To encourage the children to develop responsibility, the following items will not be delivered to children during the day:

1. Assignments or Projects
2. PE clothes/shoes
3. Sports uniforms and projects
4. Lunch is discouraged. Exceptions will be made at the administration's discretion based on medical reasons.
5. Eye glasses or sports protective gear. Exceptions will be made at the administration's discretion based on reported medical reasons on file.

Lost & Found

There will be a LOST & FOUND area and parents are encouraged to check it once in a while. Found articles will be kept in school for a period of one month, and then discarded. It is important that parents mark their children's belongings.

- Misplaced books will be returned to the book inventory bank.
- Jewelry should be left home. The school is not responsible for personal valuables brought to school.

Make sure to label all of your children's items, especially all of their clothing (uniform and outdoor); it facilitates return.

Lunch Program- M.O.R. is a "Nut- Free School".

M.O.R. offers a daily lunch program. Meals are prepared on campus or purchased through outside local vendors. Lunch should be paid for on a monthly basis in order to ease the purchasing process. On the days where pizza is ordered all payments must be made 72 hours prior.

Students can choose to bring in their lunch every day. Students cannot bring in bottled drinks, or soft drinks, or candies. **Due to peanut butter allergies, students cannot bring in peanut butter sandwiches, or any other item, which may contain peanut butter. In**

addition, no donuts will be allowed on campus. Parents or designee should not bring in food or drinks from carry out restaurants.

Note: We do not allow peanut/tree nuts products or foods cooked or possibly contaminated with peanuts/tree nuts at our school.

Students are required to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are in order all times.

Birthday Observances

Birthday acknowledgements will be done during the morning announcements. Birthday celebrations will be allowed on **Fridays ONLY**. Birthday cupcakes may be brought to school for students in **all grades**. Treats will be shared with their classmates at the **conclusion of lunch. No balloons or goodie bags are permitted**. Students will receive a birthday treat from the Principal's Office.

No other forms of celebrations are permitted. Limousines are not allowed to pick up children from school during dismissal.

Any employee, volunteer, agent or any other in any way affiliated or associated with **Mother of Our Redeemer** who attends and/or participates at a student's family function, party or other student-related event go on their **own non-employee decision**. It is import for families to acknowledge his or her attendance as one of **a private citizen and not as a representative of Mother of Our Redeemer School, Church and or the Archdiocese of Miami**. Any failure by M.O.R. to require compliance and /or to otherwise strictly adhere to this provision shall not affect M.O.R.'s right to abide by it and rely upon it any time thereafter, further any waiver shall not constitute a waiver of any subsequent use or reliance of the provision itself.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the church, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.

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

Class Parties

Students are permitted grade appropriate class parties throughout the school year: Christmas, and End- of- the- Year, etc. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and treats be mindful of everyone's dietetic needs and allergies restrictions.

School-Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or

parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

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

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

Gifts/Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail.

Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

1. School Clubs
2. Major School Activities
3. Dances
4. Athletics

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.

Tryouts

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 Direct will normally not discuss tryout results with parents. Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and or to be a team member. Student may not be eligible for a tryout if the tuition

account is in arrears. Inappropriate conduct during a game will not be tolerated. Sportsmanship is a vital ingredient for all team sports. If a student is absent from school he/she may not participate in a game or practice

Private Tutoring, Coaching or Lessons

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.

Use of Photos

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.

Attendance

A student's absence interferes with his/her academic development.

Absence

When a student is absent from school, a parent must call the school office by 10:00 AM each day of absence. If the office is not called, a parent will be contacted. This policy is for the protection of M.O.R. school students. M.O.R. School must abide to state school law and report all excessive absences or tardiness to the proper authority.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Absence for any other reason than illness which is imperative; parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are a student's responsibility.

Students who are absent due to illness have one day for each day absence to make-up assignments, quizzes and test. For example, a student who was absent for three days has three days to complete the missed work.

When a student is absent for three days or more due to illness, the parent can call the office by 9:30 AM to make arrangement for homework assignments. Home Learning assignments can be picked up in school office between 3:00 – 3:30 PM.

For short absences, student can make arrangement with classmates regarding assignments. Students may receive assignments from teachers upon returning to school.

Teachers are not required to provide make-up assignments for absences due to vacations. No assignments will be given in anticipation of vacation.

Arrangements for test(s) or quiz(zes) missed due to absence must be made with individual teachers. These tests must be taken within a week of original test administration.

Excessive Absence

Excessive absence of 18 days or the equivalent of **18 days or more** within 1 academic school year can be cause for a student to be **retained** in his/her current grade level for the following school year.

Each instance in which a student has accumulated **8 tardies** it will be counted as **1 absent day**.

Absence During the School Day

Students needing medical appointments during school hours require a written note from parent. Parents are required to sign student out at the school office. If the child returns to school the same day, the parent needs to sign student in with the school office.

Students who are away from school on an appointment for 3 1/2 hours will be counted as ½ day absent. **Three early withdrawals** of a school day are considered ½ day absent.

Absence on Midterm or Final Exam

Students who are absent on days of scheduled Midterm or Final Exam administration will result in a charge of \$20 per make-up exam scheduled. Only medical emergencies will be considered an excused absence and not result in re-administration fee. All exams will be rescheduled through the office at their earliest convenience.

Tardiness

Students who are not in school by 8:00 AM morning prayers may be considered tardy. Those students arriving after the completion of morning prayers and announcements and after 8:00 AM must receive a “tardy slip” from the office. The student who is tardy will not be considered for Perfect Attendance Award. **A Tardy fee will be charged at a rate of \$10 per student for every late arrival.** These charges will be billed at the end of each quarter. Families with students who are consistently late for school may be called for a meeting. ***Note: 8 tardies will be counted as one absence.**

If the child arrives at school later than 8:00 AM, he/she must come in accompanied by an adult. Our teachers or volunteers will not be outside assisting with drop off past 7:50 AM due to morning prayers. Parents or caretakers will need to bring the child inside.

Students arriving after 11:30 AM will be admitted with a doctor’s or parent’s note, but will be marked absent for the day.

Academic Information

Curriculum

Mother of Our Redeemer Catholic School abides by The Archdiocese Diocese of Miami curriculum guidelines, consistent with the State of Florida guidelines and, the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools are followed for secular teaching. However, we at M.O.R. School also direct our entire curriculum to being in accordance with Florida State Standards. **Advanced courses in Mathematics and Electives** are offered in grades 6-8. Grades 4-8 selected students can participate in our **Enrichment Program**. This program’s objective is to motivate critical thinking by having students think outside the box through project- based learning, motivate investigating, planning, and hands-on learning skills, increase creativity, and leadership skills.

Religion

- Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacrament of Reconciliation, First Holy Communion (2nd Grade) and Confirmation (8th Grade).
- Liturgical services are held on Fridays and on holy days of obligation for the entire school community. Adorations and Reconciliations are also scheduled throughout the school year.
- Students in the 8th grade will be taking the ACRE (Assessment of Catechesis Religious Education) test during the spring. This assessment provides data that helps our teachers measure students’ religious knowledge during their graduating year. This allows educators an opportunity to adjust and improve our Religion program.

Language Arts

- Reading, English, Spelling, Vocabulary, Composition, Library Skills, Handwriting and Literature Appreciation are all components for this subject matter.
- In grades K-8 students will be placed into profile instructional reading groups depending on the results of **iReady Diagnostics**. This assessment is administered 3 times a year and it is used to design individualized instruction and target specific needs of students.
- Students in grades 2 and above will take the ITBS (IOWA Test) National Test in the month of March.

Mathematics

- **Math Skills, Advanced Math, and Algebra I courses will be offered** depending on student ability and performance.
- In grades K-8 students will be placed into profile instructional math groups depending on the results of **iReady Diagnostics**. This assessment is administered 3 times a year and it is used to design individualized instruction and target specific needs of students.
- **Honor Mathematics will be offered to grades 6-8** Eligibility will be determined based on:
 - ✓ Math Composite Score of 80% or above on the IOWA Test.
 - ✓ Math grades in 5th, 6th, and 7th grade.
 - ✓ Teacher recommendation.

Science

General Science (STEM Science Fusion Program) and Laboratory Experience

Social Science

US and World History, Geography, Civics, Economics, State of Florida History and Current Events

Spanish- Santillana

Vocabulary, common expressions, grammar, conversation, and culture

Fine Arts

Fine Arts, Visual Arts, Art, Music, Performing Arts

Electives (Grades 6-8)

Grades 6-8 will have the option of selecting from 3 elective courses: Robotics, Coding, or Piano.

Enrichment (Grades 4-8)

This course motivates critical thinking by having students think outside the box through project- based learning. It also motivates investigating, planning, and hands-on learning skills.

Eligibility will be determined based on:

- ✓ iReady - 93 percentile or above on Diagnostic Assessment
- ✓ IOWA- 90 percentile or above on Spring 2017 Assessment
- ✓ Stanine of 8 or above on Spring 2016 IOWA Assessment
- ✓ Current grade teacher recommendation

Physical Education

Physical fitness programs are appropriate for each grade. Nutrition education is taught and highly encouraged.

Computer Science & Literacy (This subject will be integrated into all other areas)

Word Processing, Data Base, Spread Sheets, Power Point and Integration with Curriculum.

i Pads

All students in 4th grade through 8th grade are required to bring an i Pad to class every day. All ipads must comply with the following requirements:

- 32GB strongly recommended (If you have a 16GB iPad and it runs out of space, you will be responsible to either purchase a new iPad or remove apps to ensure enough space to work at the school.)
- No Cellular enable iPads. If you have this type of iPad, the 3G/4G/LTE must be disabled (no cellular service).
- AppleCare Plus required or some other form of insurance depending on where you purchase the iPad□
- iPad Mini's will not be allowed.

Other recommended items: Otter Box cover, Keyboard (Can come with cover or purchased separately).

All students in Kindergarten and above must submit a signed **Acceptable Usage Policy** to be placed in the student file.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules must be observed:

1. Borrowed books must be returned on time and in good condition.
2. Student must pay books damaged or lost at replacement cost before being allowed to check out another book. Parents of students who have lost or damaged books will be billed for the lost item.

Home Learning

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work and to prepare for certain lessons through various experiences.

Homework is to be used so that the teacher can create instruction that will meet every child's level. Therefore, completion of home learning assignments will be considered as an Active Learner Trait. The purpose of homework will be used as one form of formative assessment:

- To determine the student's prior knowledge
- To reinforce skills taught

Even though our school suggests home learning time periods by age level, we should take into account that each student has different capacities and interests, and it would

be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Home Learning Assignments Guidelines- Elementary

1. Home Learning Assignments are posted on each teacher's Class Subject Pages under CONTENTS or NEWS depending on the type or purpose of the assignment.
2. Weekly Home Learning Assignments are given and posted for science, social studies, religion, and language arts.
3. Daily Home Learning Assignments are given and posted for math.
4. Worksheets are limited and geared to the subject of math.
5. Assignments are geared for review and preparational purposes.
6. No weekend homework is assigned, other than reading logs and iReady.
7. No tests are given on Mondays.
8. No more than 3 tests given per day.
9. Project-based assignments are implemented in the classroom (research, collecting of materials, and other preparation-based tasks may be assigned for home learning).
10. Testing is implemented upon the necessity of each given subject and is subject to change based on weekly curriculum and completion. Teachers work together to space out testing.
11. Average weekly Home Learning Assignments per subject:
 - a. Math- 4 weekly assignments including daily practice assignments
 - b. Science- 2 weekly assignments
 - c. Social Studies- 2 weekly assignments
 - d. Religion- 2 weekly assignments (reflection writing may be included)
 - e. Language Arts- 3 weekly assignments and iReady

Assignment Examples:

1. Weekly iReady Program assignments
2. Flipped classroom assignments for next day lesson preparation (Ex: online videos and research)
3. Follow up and review assignments for day's/week's lessons (Ex: journaling, reflection, online research, data charts & illustration creations, vocabulary practice, and current events)
4. Internet websites: learnzillion.com, aaamath.com, research apps

Home Learning Assignments Guidelines- Middle School

1. Home Learning Assignments are posted on each teacher's Class Subject Pages under CONTENTS or NEWS depending on the type or purpose of the assignment.
2. Weekly Home Learning Assignments are given and posted for science, social studies, religion, and language arts.
3. Daily Home Learning Assignments are given and posted for math.
4. Worksheets are limited and geared to the subject of math.
5. Assignments are geared for review and preparational purposes.
6. No weekend homework is assigned, other than reading logs and iReady.
7. No tests are given on Mondays.
8. No more than 3 tests given per day.

9. Project-based assignments are implemented in the classroom (research, collecting of materials, and other preparation-based tasks may be assigned for home learning).
10. Testing is implemented upon the necessity of each given subject and is subject to change based on weekly curriculum and completion. Teachers work together to space out testing.
11. Average weekly Home Learning Assignments per subject:
 - a. Math- 4 weekly assignments including daily practice assignments/ iReady.
 - b. Science- 2 weekly assignments
 - c. Social Studies- 2 weekly assignments
 - d. Religion- 2 weekly assignments (reflection writing may be included)
 - e. Language Arts- 3 weekly assignments and iReady

Assignment Examples:

1. Weekly iReady (3 See Readers /2 Read rounds) Programs assignments
2. Flipped classroom assignments for next day lesson preparation (Ex: online videos and research)
3. Follow up and review assignments for day's/week's lessons (Ex: journaling, reflection, online research, data charts & illustration creations, vocabulary practice, and current events)
4. Internet websites: learnzillion.com, aaamath.com, research apps

Suggested Home Learning Time

Kindergarten approximately 30 minutes a night

Grades 1- 3 approximately 40-50 minutes a night

Grades 4 - 5 approximately 60 minutes a night

Grades 6 - 8 approximately 90 minutes a night

Standardized Testing

The **Iowa Test aka ITBS** is given to students in 2nd grade and above in the month of March. Students in 2nd and 5th grade only will also be administered the **Cogat** test during the same testing window. The Cogat measures students' cognitive abilities and generates extremely useful data on how students learn.

Grading Scale

Pre-Kindergarten and Kindergarten through Second Grade

Pre-Kindergarten and Kindergarten through Second Grade will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level.

The grading scale is:

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

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

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

- + Area of strength
- S Satisfactory performance
- Area of weakness
- NA Not assessed this quarter

Grades Three through Five and Grades Six through Eight

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

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

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music/Coding/Robotics, Physical Education, and World Language).

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

- + Area of strength
- S Satisfactory performance
- Area of weakness
- NA Not assessed this quarter

Home Learning Assignments

Home learning work is to be used so that the teacher can create instruction that will meet every child's level. Therefore, home learning work will be evaluated as an **Active Learner Trait**. The purpose of home learning work will be used as:

- To determine the student's prior knowledge
- To reinforce skills taught

Grading Procedures:

Grades should be issued for academic work only. Attendance, behavior, and effort are not to be included in the academic grade.

1. Parents and students should have the grading policy in writing.
2. Grades must be posted according to school policy.
3. Grades may not be used to punish a student.

4. Do not have students call out grades. Collect the papers to record the grades or have students approach teacher's desk privately.
5. Before permitting peer review seriously consider whether it is appropriate for students to grade each other's work.
6. If the reason for allowing peer review is that the teacher doesn't have time to grade the papers, the teacher should reconsider the assignment.

Student Evaluation

The teacher will conduct student evaluations using objective tests, homework, projects and classroom participation. Each teacher will have available for the parents the requirements and standards for his/her class during Parent Orientation Night. Teachers need twelve grades per trimester to average the child's academic performance. Students may not receive a "D" on their report card unless an Intermediate Progress Report was sent home first. A student may not receive a failing grade unless a conference between the parent/guardian and the teacher was previously held and failure notice was sent.

Promotional & Retention Policies

Advancement to the next grade level at M.O.R. School is based on a student's daily performance, test results, recommendation of teachers, and the student's ability to complete work successfully on a more advance level.

Promotion to the next grade level depends on the successful completion of all subject area. The Administration may recommend the repetition of a grade. Tutoring, and/or summer school may be required for promotion, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and emotionally for the next level.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. *Academic probation impacts a student's ability to participate in extra-curriculum activities.*

Promotion

Students will be promoted to the next grade when their achievement is satisfactory. A student may be required to take the equivalent of the entrance exam to determine if they are prepared for the next grade. Students who receive a **NEEDS IMPROVEMENT** passing grade will be asked to attend Mandatory Summer School.

Conditional Promotion

Students who receive **one F or, two D's in grades 3-8, or one 1 as their final average** in any subject will be required to attend summer school and receive a satisfactory evaluation to be promoted.

Retention

Students who receive below a 59 % or 1 as a final average, in two or more subjects, might not be promoted to the next grade. A student who has more than 18 days unexcused absences may be retained or may be required to attend Mandatory Summer School. Promotion for grades Pre-K through Kindergarten will be based on teacher

recommendation and student performance. Students may be required to pass the school entrance exam or attend mandatory summer school in order to be promoted to the following grade. School and/or Teacher will keep records of all Parent/Teacher conferences and notes sent home regarding students' deficiencies or observations.

Report Cards/Progress Report Cards

Report Card

Report Cards are important tools for communication. Report Cards are issued four times during the school year. (October, December, March & June)

Academic Progress

Students' academic progress can be constantly checked via Plus Portal. Teachers will contact parents of students that show poor academic progress in order to set up a Parent/ Teacher Conference. The purpose of these meetings should be to find ways to help the student improve. Parents are encouraged to set up Parent/ Teacher conference whenever they have a question or concern regarding their child's academic progress.

Notice of Low Academic Performance

Notices of Academic Performance (3 during the year) will be issued when student is showing low scores in daily work, home learning assignments, tests or others assignments. Notice is sent home for parents' signature. At this point a Teacher/ Parent Conference will be necessary. This information is to be used by the parents as advisory of student's lack of progression. It is also required that an insufficiency report/ note/ email be sent to parents at any time a student's need arises.

Weekly Progress Report

Weekly Progress Reports are also available for children who are having academic or behavior problems. Consult with teachers for suggestions.

Electronic Report Cards will not be emailed by the regular date if the family account is in the arrears for any fees, tuition, lunch, after-care, building fund or any other arrearage payment.

Awards

Grades K-2

Stellar Student Award (Presented every quarter)

All 3's or 4's in all subjects and ONLY a maximum of 2 (-)'s in **Active Learner Traits**.

Star Student Award (Presented every quarter)

All 3's and only **one 2** in all subjects and ONLY a maximum of 2 (-)'s in **Active Learner Traits**.

Perfect Attendance Award (Presented every quarter)

Students who are not absent (**excused or unexcused**), are not tardy, and do not leave school for early dismissal (Before 1:00 PM)

**The student who receives a disciplinary referral (3 demerits) will not be eligible for the Principal's Award.*

Grades 3-8

Principal's Award (Presented every quarter)

All A's in all subjects and ONLY a maximum of 2 (-)'s in **Active Learner Traits**.

A's & B's Award (Presented every quarter)

All A's and B's in all subjects and ONLY a maximum of 2 (-)'s in **Active Learner Traits**.

Perfect Attendance Award (Presented every quarter)

Students who are not absent (**excused or unexcused**), are not tardy, and do not leave school for early dismissal (Before 1:00 PM)

**The student who receives a disciplinary referral (3 demerits) will not be eligible for the Principal's Award.*

The following awards are presented once a year at the End-of-the-Year Award Ceremony:

Spirit of Mother of Our Redeemer

Grades K – 2 one boy and one girl per grade

Grades 3 – 8 one student per grade

**Student exemplifies the mission of Mother of Our Redeemer School*

Criteria:

- + Spirit of reverence
- + Academic effort
- + Appropriate conduct
- + Academic achievement (A's & B's only)
- + Respect for others
- + Integrity
- + Evidence of service (willingness to help)
- + Exhibit of leadership
- + Goes beyond the norm

Pope John Paul II Award for Excellence in Religion

Grades 3 – 8 one per grade

Criteria:

- + Academic effort
- + Appropriate conduct
- + Academic achievement (A's & B's only)
- + Exhibits interest in the Catholic faith
- + Goes beyond the norm

St. Cecelia Award for Excellence in Music

Grades 3 – 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic achievement (A's & B's only)
 - + True love of music learning and performance
 - + Active participation in Music Program
 - + Goes above requirement of the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in the applied Science
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Thomas More Award for Excellence in Social Science

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Social Studies
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Thomas Aquinas Award for Excellence in Mathematics

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Math
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Paul Award for Excellence in Language Arts

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Language Arts
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in applied Physical Education
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Joseph Award for Excellence in Art

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Art
 - + Active participation in class
 - + Goes above requirement of the curriculum

Our Lady of Guadalupe Award for Excellence in Spanish

Grades 3 - 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Spanish
 - + Active participation in class
 - + Goes above requirement of the curriculum

St. Isidore of Seville Award for Excellence in Technology

Grades 6- 8 one per grade

- Criteria:
- + Displays effort & cooperation in class
 - + Academic Achievement (A's & B's only)
 - + Exhibit interest in Technology
 - + Active participation in class
 - + Goes above requirement of the curriculum

Raquel Munoz Educator Award (founding Principal) nomination by peers

- Criteria:
- + Spiritual Leader
 - + Educational Excellence
 - + Current Pedagogy
 - + Educates the whole child intellectuality, socially & spiritually
 - + Creates an instructional environment that support diverse learning
 - + Uses multiple instructional strategies
 - + Collegial relationship with peers
 - + Implements technology
 - + School & Community involvement
 - + Continued professional development

Parent – Teacher Communications

Orientation

At the beginning of the school year, parents are invited to an orientation meeting. The curriculum, classroom rules and regulations and teachers' expectations will be discussed at this time. We encourage parents and guardians to be present for this meeting. The orientation meeting is for parents/guardians only; **students should not attend.**

Parent-Teacher Conferences

Parent-Teacher conferences and good communication are a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children, therefore, every effort should be made for parents or guardians to keep informed about school programs, student progress, and special student activities.

Faculty members are always eager to discuss pupil progress with parents and guardians. Teachers are available for conferences, by appointment only, but can be set up throughout the school year. M.O.R. appreciates the interest parents show in their children's progress. It is, however, necessary that a conference be scheduled beforehand. Parents may do so by sending a request note, by sending an email, or by calling the school to schedule a conference.

No conferences should be directly scheduled with teacher. Parent must call the school office to schedule conference. **"Instant conferences" are not permitted unless there is an emergency. This will be determined by the administration.**

At all times, visitors are asked to report to the reception area. Parents' phone calls will be responded to promptly (within 24 hours). Teachers will document all conferences with parents. These notes will have the date, the time, persons present, subjects discussed and outcome. If there are follow-ups to be done, documentation is required as well. In keeping with the Church's principle of subsidiary policy, all problems should be solved at the lowest level whenever possible. It is then advised that persons having a problem with another individual go directly to that individual before going to that person's supervisor. The Principal will hear parents' complaints about teachers only after the problems have been voiced to the teachers.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at M.O.R. School.

Preparation of two sacraments, Reconciliation and First Eucharist, form the core of our efforts in second grade. In accordance with the Archdiocese of Miami guidelines, a candidate for First Eucharist will receive the sacrament of Reconciliation prior to the First Eucharist. Students in 7th grade will start their preparation toward the sacrament of Confirmation. Students will then receive the sacrament in the 8th grade. In preparation of all sacraments students are required to attend a retreat. Parents will be required to attend the information and development meeting for their student's preparation. Parents must have met the requirement of attending a retreat prior to their student receiving any sacrament.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are conferred to students baptized in a Roman Catholic tradition.

Liturgies/Mass/Prayers

A religious atmosphere is maintained and fostered throughout the school, and in accordance with the school philosophy, religion receives special attention. Students participate in class liturgies scheduled in the beginning of the year. Masses for the entire student body are planned throughout the year. Students PK3 and above attend Mass. All students will receive ashes on Ash Wednesday. Parents are invited to participate in the liturgy with their children. The students will sit at their assigned seats and the parents will sit behind the school seats. Parents and students will not sit together to allow the teacher better control of the students. We ask the parents not to leave their seats to give their children the Sign of Peace. The intent of the Sign of Peace is to offer peace to those around you. It is very disruptive for the teachers, the priest and the music ministry for you to be leaving your pew.

In school, students will pray in the morning, before lunch, the Angelus at noon, and at dismissal. Individual classroom prayer will take place throughout the school year. Teachers will display an interest for prayer, so students will follow their example. No distractions should be allowed during prayers. Students and teachers should have a reverent attitude while praying. Children learn by example.

Sunday Parish Liturgies

Students and parent/guardians are expected to maintain a "regular" weekly attendance at Sunday Liturgies. Mass attendance is considered a pre-requisite to maintain an active in-parish status. Invitation to return to Mother of our Redeemer Parish School may be contingent upon active participation in life of the Parish.

School Sunday Liturgies

Students and parents are expected to participate in a School Sunday Mass the first Sunday of the month from October through February of the current school year. Students are encouraged to wear our school uniform. Each grade level will be in charge of the mass each Sunday.

Uniform Guidelines and Dress Code

*A uniform infraction is considered a demerit.

Uniform components (pants, shirts, polo shirts, polo dresses, blouses, jumpers, skirts, sweaters, hair accessories, P. E. uniforms, and duffel bags) can be purchased through the school's uniform store. All students must be in uniform every day. There will be dress-down days, which will be announced during the course of the year. **Please label all uniforms and book bags with your child's name (last name preferred).**

Shoes

- All students must wear non-skid navy or black dress shoes at all times except for PE classes. (Oxford, penny loafers, Mary-Jane, are acceptable)
- No sandals, open back shoes, boots, high top or any shoe with assimilation to a tennis shoe or shoes with heels of over 2 inches (measured from the back exterior of the shoe) will be permitted.
- Sneakers must be worn during P.E. class and dress down day. Refer to P.E. Attire and dress-down attire for more information.
- **PK3 and PK4** students only are encouraged to purchase shoes with Velcro

Socks

- **School socks may be crew, ankle or tights in white or navy blue only.**
- Socks should not include logos or writings of any kind.

Daily Attire:

Pre-K 3 through K

- Girls: Polo dress
- Boys: Polo shirt (**new**), slacks, and belt.

1st through 3rd grade

- Girls: blouse and jumper
- Boys: button down shirt, slacks, and belt

4th and 5th grade

- Girls: blouse, and jumper
- Boys: button down shirt, slacks, and belt

6th through 8th grade

- Girls: blouse, and skirt
- Boys: button down shirt, slacks, and belt

Mass Attire:

Pre-K 3 through Pk4

- Girls: blouse, jumper, and mass tie
- Boys: button down shirt, slacks, belt, and mass tie

Kindergarten

- Girls: blouse, jumper, and mass tie
- Boys: button down shirt, slacks, belt, and mass tie

1st through 3rd grade

- Girls: blouse, jumper, and mass tie
- Boys: button down shirt, slacks, belt, and mass tie

4th and 5th Grade

- Girls: blouse, jumper, mass tie and school blazer
- Boys: button down shirt, slacks, belt, mass tie, and school blazer

6th through 8th grade

- Girls: blouse, skirt, mass tie and school blazer
- Boys: button down shirt, slacks, belt, mass tie, and school blazer

*** Blazers must have school emblem patch sewn on.**

P.E. Attire

- Proper P.E. attire consists of our P.E. uniform shirt, P.E. Uniform shorts, and sneakers. Below find options for sneakers:
 - **Plain white**
 - **Plain black**
 - **White w/ navy blue, or black brand logo**
 - **Black with white brand logo**
- No substitute for school or Physical Education uniforms will be allowed.
- During colder days, solid navy blue leggings, tights or sweatpants may be worn for P.E. class.
- **Only M.O.R. School sweatshirts or solid navy blue with no emblem or logo can be worn on cold days.**
- Students are to wear their PE uniform on P.E. days.

Cold Weather Attire

- All jackets and sweaters worn must be navy blue only. No hoodies allowed.
- During the colder days of the year students can arrive to school with a black or navy hat and/or gloves. But these items cannot be worn in the classroom(s).
- Girls can wear navy leggings, tights or sweatpants only.
- Turtlenecks or long-sleeved shirts worn under uniform shirts and blouses can only be white, baby blue, navy or black.
- **Only M.O.R. School sweatshirts or solid navy blue with no emblem or logo can be worn on cold days.**

Dress- Down Day Attire

Students may wear any M.O.R. shirt, blue jeans (no capris or shorts allowed), and P.E. sneakers. On dress- down day, students will be advised as to the acceptable attire for the day. If there is a time when the prescribed uniform cannot for a legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform will be sent to the office and parent will be contacted to bring to the school office the proper attire for their student. Some mass days (Fridays) have been scheduled on dress-down days. On these days, it is allowed to wear dress-down attire to mass.

General Appearance

In order to maintain a wholesome image, the school will insist that children wear their complete uniform, and no substitutions are made. In addition to wearing proper uniform, students are also expected to wear their hair in a conventional manner. The wearing of jewelry is discouraged.

- Only a small religious medal cross or thin chain may be worn.
- No bracelets are to be worn, unless for medical identification.
- No rings are to be worn.
- **Girls**-One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.
- **Boys**-No earrings are permitted.
- A simple watch may be worn.
- No make-up, colored nail polish or artificial nails or tips.
- No tattoos-real or fake.
- Hats are not permitted.
- Girls may wear blue, white or school plaid hair accessories or bows.
- Boys in seventh and eighth grade will be required to be clean shaven. (Moustaches, goatees, side burns or other trimmed facial hair is not permitted).
- **Boys**-Hair should be short on the sides and never touch the shirt collar. Extreme cuts, wedges, lines, coloring or shaved heads are not permitted. Side burns must be kept short and cut straight.
- **Girls**- Hair should be neat. It is in the best interest for their hair to be in a ponytail. There should be no beading, extensions or anything, which is not of natural nature.
- **Boys/Girls**-Will not have highlights or any type of chemical coloring treatment in their hair. Student will have to be picked up from school and have their hair brought back to its natural condition.
- **Hairstyles are subject to the approval of the administration.**

Book Bags

- PreK-3 and PreK-4 must use school P.E. bag.
- **Kindergarten through 8th Grade may use any color book bag.**
- No book bags with wheels are allowed unless a note from a doctor is provided to the office for student file.

Revised June 2017

Conduct Procedures- Revised 2017

Conduct

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

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, toys, fidgets, **iwatches**, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Off-Campus Conduct

The administration of M.O.R. Parish School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

School-wide Conduct

1. Students will respect the properties of self and others. Unauthorized possession of another's property without the owner's consent is stealing. Willful/malicious destruction and/or damage of another one's property are considered vandalism.
2. Students will respect and obey teachers and all school personnel. Verbal disrespect to staff or students and the use of profane language and gestures will not be tolerated.
3. Students will come to school on time and report to the assigned classroom. Students will be in complete school uniform each school day.
4. Chewing gum is not allowed.
5. Personal listening devices and/or video devices, video games, and all other toys are to be left at home. **Students are not allowed to bring these items to school. Cellular phones must be left at the front desk upon arrival to school and can be checked out at dismissal time. If a student is found with a cell phone it will be confiscated until the parent comes to pick it up. Camera/video phones will be confiscated for the entire school year. The school is not responsible for the loss or damage of such.**
6. Fighting or encouraging fighting or bullying is not acceptable behavior and may result in disciplinary action.
7. Stealing, cheating, and forging of signatures will not be tolerated and may result in disciplinary action.

Drug and Alcohol Policy

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

disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled. The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

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

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

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

Weapons Policy

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.

Threats of Violence

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

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

Harassment and Discrimination

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

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 My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyber-bullying.

Supervision and Monitoring

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

Unacceptable Use of Outside Technology

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

common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

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

Consequences for Violations

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

12) 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 Director will normally not discuss tryout results with parents. Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or to be a team member. Students may not be eligible for a tryout if the tuition account is in arrears. If a student is absent from school, he/she may not participate in a game or practice. Inappropriate conduct during a game will not be tolerated. Sportsmanship is a vital ingredient for all team sports.

Public Display of Affection

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

Search and Seizure Policy

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

Fundraising

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

Those who violate any school rule will be subject to disciplinary measure of the school, including detention, suspension, or expulsion.

Anti-Bullying Policy

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

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

1. Definition

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

2. Scope

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

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the

Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

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

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

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.

Anti- Bullying Protocol

What must the student do? (Teachers are to train their students on these steps and make sure they understand them and follow them).

1. Do not laugh or join
- 2. Tell a teacher what is happening**
3. Speak up for the other kid
4. Stand by your friend
5. Be assertive, not aggressive
6. Firmly tell the bully to stop
7. Quickly get away from the situation
8. Immediately tell a trusted adult

All Students Have a Right to: (Teachers must post these rights in a visible place in the classroom).

1. Feel safe in the classroom
2. Not experience peer pressure
3. Not be teased or abused
4. Be forgiven for our mistakes
5. Be respected for who we are
6. Be accepted just as we are

When a student places a complaint about bullying, they must:

1. Be clear about what happened
2. Say who was involved
3. Say who saw it happened
4. Say what you have done about it

What must the teachers do?

1. Report it to administration immediately
2. Ask the principal to 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.
3. Initiate investigation of the issue. Gather information.
4. Take disciplinary action. Decide with the principal what disciplinary action will be taken:
 - temporary removal from the classroom,
 - loss of privileges,
 - detention,
 - **counseling** (mandatory)
 - **parent conference** (mandatory)
 - suspension,
 - expulsion,
 - 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 disciplinary action.

SCHOOL DISCIPLINE PROCEDURES (School Wide Discipline Plan) –

The parents (during parent orientation) and students (during the first week of class) are duly informed of the rules and consequences for undesirable behavior. In the teacher's disciplinary steps there will be recommendations for parent information, disciplinary action, and other recommendations. When the teacher recommends a child for discipline for the first time, a discipline demerit will go home, and the school disciplinary process has started.

- **1st demerit** - This first demerit is to inform the parents of the infraction. **A uniform infraction is considered a demerit.**
- **2nd demerit** - The second demerit will warrant a notification to parents.
- **3rd demerit** - The third demerit will warrant a detention. A first disciplinary referral is issued and recorded in student's records.
- **4th demerit** - The 4th demerit will warrant an in-door suspension.
- **5th demerit** - The 5th demerit will warrant a conference with administration and a two-day outside suspension. Please call the office within three days of receiving this form to set up a conference with school administration. A second disciplinary referral is issued and recorded in student's record.
- **6th demerit** - The 6th demerit will warrant a five-day outside suspension or expulsion. We believe that if we cannot work with a child, it is only fair to the child, the teacher, and to other students that another environment for the child be sought. A third disciplinary referral is issued and recorded in student's record.

A demerit process begins at the start of a new academic quarter.

The Principal/Assistant Principal retain(s) the right to make exceptions to the above stated procedures.

The Principal/Assistant Principal will be the final resource in all-disciplinary situations and may waive or accelerate any disciplinary rule for just cause at his/her discretion. Any student who receives a referral will not be eligible for the Principal's Honor Roll for that quarter.

Indoor Suspension

Students who are given an in-door suspension will be required to report to school office each day assigned suspension. He/she will have an assigned substitute who will work with the student's class work. If the student is on a team, they are not allowed to attend sports activities/ functions during the duration of the suspension.

Outside Suspension

Students who are given outside suspension are not allowed on campus he/she is responsible for all class work and tests. Failure to turn in class work or make-up any test during suspension period will result in failing grades recorded for these assignments. If the student is on a team, they are not allowed to attend sports activities/ functions during the duration of the suspension.

School Safety & Policies

Emergency Drills

State Law and County Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Crisis Plan

M.O.R. School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. M.O.R. Church
2. M.O.R. School designated area given the crisis plan

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations. M.O.R. School follows Miami Dade Public Schools weather rules and announcements.

Food Allergy Policy

M.O.R. School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, M.O.R. School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training

In order to minimize the incidence of life threatening allergic reactions, M.O.R. School will provide training and education for all M.O.R. School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911
- Location of emergency EpiPen

Policy and procedure will be reviewed at the beginning of every school year.

Emergency Action Plan in the Classroom

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school administration or designee will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. The classroom will have easy communication with the school office. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom, a "peanut/nut-free" table will be established and maintained as an option for students with peanut/nut allergies.

Transportation

Parents/Guardians are responsible for providing transportation to school. If a teacher/staff member must transport children other than their own, a Hold Harmless Agreement must be fully executed and on file in the school office annually.

Morning Drop-off and Afternoon Dismissal

Our main concern is the safety of the children, and the expediency with which we carry out morning drop-off and afternoon dismissal. Parents or designees are to follow carefully the directives given by school personnel at the beginning of the year.

Children will not be placed in a car unless the person is authorized to pick he/she up. Persons that do not regularly pick the child up and is not recognized by the teacher in charge, will be asked to park and come in to sign the child out if the identification is provided and parent has authorized that person in writing.

Parents are not to leave their car while dropping-off or picking up a child in the car line. Teachers or volunteers will help by opening and closing car doors as need be. Drive slowly and be patient. Safety is extremely important.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Cars must be driven up to the designated car line on either side of the building for student drop-off or pick-up. Students cannot walk across the parking lot. Follow directives given during Parent Orientation.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 2:00 or 3:00 PM dismissals unless accompanied by a teacher. Students or parents who choose to return to school after 2:00 or 3:00 PM without a teacher,, face detention, suspension, or expulsion.

Insurance

The cost of student accident insurance is included in the school fee. Additional 24-hour coverage is available through the school at an extra cost. All insurance information is sent home once received by the underwriting company. This accident insurance works as a secondary policy.

Home-School Communication

Open and courteous communication is expected between home & school at all times. M.O.R. will provide informal and formal opportunities: such as the communication folders, parent/teacher conference days, requested parent/teacher conference, agendas, email or telephone. Parents are encouraged to take full advantage of these avenues. In order to insure that all communication from school reaches home in a timely manner, M.O.R. Parish School uses Internet/ Plus Portal/ Email and when need be it will send home a communication folder. Official folders containing all necessary correspondence are sent home on given days and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom.

There is a \$5.00 replacement charge for folders that are lost. Information will not be sent home if the official folder has not been returned.

Contacting Teachers

Teachers can be reached via email or telephone, which is provided by the school. Teachers have 48 hours to reply. Teachers have scheduled planning time, which may be used to communicate with their students' families. You may leave a message with the school office your child's teacher and he or she has 48 hours to return your phone call. Please note during class hours no calls will be transferred into the classroom. Teachers will be available via telephone from 2:15 PM (PK3, PK4, and K) until 3:00 PM or from 3:15- 3:30 PM (1st-8th), at which time your call will be directed to the classroom.

It is difficult for teachers to meet informally before school hours. They use this time to prepare for the day or have supervised duties. Please do not interrupt the class to discuss issues with the teacher. Teachers cannot take class time to meet with parents. If you would like to meet with a teacher please do so by requesting a conference with the school office. This will allow the teacher to gather necessary information and to provide full attention to the matter.

Please do not contact the teachers at home or via personal email address. Teachers are required to check their email at least twice a day.

Confidentiality

Staff members are only permitted to discuss a student only with the said student's parents or guardians. Please do not ask staff to comment on other student.

Volunteers will exercise confidentiality by avoiding conversations about students they interact or come in contact with while volunteering. All questions should be directed to the teacher. If a volunteer does not exercise confidentiality or is unprofessional in their communications, the principal will discuss this issue with this volunteer. If the problem continues or becomes detriment to the mission and policy of M.O.R. School, the principal has the authority to ask for resignation to the volunteer of school activities. Should the behavior continue, the results of permanent removal of the individual from M.O.R. School will be a joint decision by the principal and pastor and/or advisory committee.

Telephone

Permission to use the telephone must be obtained from the school personnel. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's room is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

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.

Field Trips

1. Field trips are designed to correlate with teaching units to achieve curricular goals.
2. All grades do not always have the same number of field trips each year.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and or poor conduct.
5. An **official written permission** slip must be completed and signed by the parent is required before a child is permitted to attend any field trip. Verbal permission **cannot** be accepted. Permission slips are due in the office 48 hours after receipt of the permission slip.
6. Permission slips are written by the Archdiocese of Miami attorney, therefore no other format will be acceptable for a permission slip. Their format will be the only one, which will allow your child to leave the school during school hours. If your child fails to bring in the permission slip he/she will not be allowed to attend this activity. **Note** a fax copy is not a substitute for an original signature.
7. A phone call will not be accepted in lieu of proper permission slip.
8. Parents can refuse to permit their child from attending a field trip by stating it on the permission form. *Students who do not attend a field trip will remain home and will be marked absent for the day.*
9. Students participating on a field trip must ride the bus transportation to and from the field trip with their class. Students not on the bus cannot participate in the field trip.
10. All monies collected for a field trip is **non-refundable**.
11. Archdiocesan policy not only discourages field trips, which extends beyond the school hours for elementary schools, but also forbids overnight field trip for elementary schools.
12. Cell phones are not allowed during a field trip, unless authorized by a teacher and/or Administration.
***All chaperones must have a complete volunteer file, updated fingerprints, and VIRTUS training. Siblings are not allowed to attend field trips.**

Principal's Right to Amend the Handbook

Mother of Our Redeemer School reserves the right to amend this Parent- Student Handbook. Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed.

Notice of amendments will be communicated to students and parents in writing.

The Principal and/or the Pastor are the final resource in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Father Juan Pedro Hernandez**Supervising Principal**

2017-2018

Ana E. Casariego, M. Ed.**Principal**

2017-2018

*Updated June 2017

HOME OF THE BARRACUDAS

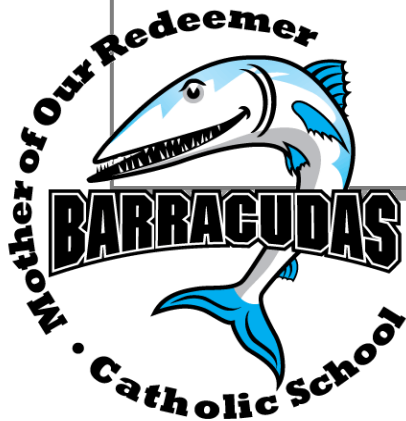
We associate with the following characteristic of a Barracuda's

SWIFT – As a Cuda member we embrace any challenge placed in front of us with our acquired knowledge and faith founded in true Catholic values.

POWERFUL – As a Cuda member we join our force to be a tower of strength.

OPPORTUNISTIC – A Cuda never cease the moment to be a Christ-centered role model for everyone.

VORACIOUS – A Cuda has a huge appetite for knowledge of life-long skills and of our Catholic faith.



Mother of Our Redeemer Catholic School

Parent-Student Handbook Acknowledgement Form

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

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

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

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Date)

(Print Student Name)

(Grade)