



**PARENT – STUDENT HANDBOOK  
MARY IMMACULATE STAR OF THE SEA  
SCHOOL  
KEY WEST, FLORIDA**

# MARY IMMACULATE STAR OF THE SEA SCHOOL

700 Truman Avenue  
Key West, Florida 33040  
Phone: 305-294-1031  
<http://maryimmaculatekeywest.com>



Dear Parents,

We welcome you to the Mary Immaculate Star of the Sea School Family and thank you for inviting us to be partners in the total education of your children. Our school is but an extension of the home. The Second Vatican Council recognized parents to be the first and foremost educators of their children; you teach them to know, love and serve God, to honor you and your elders, to live with others, and appreciate the beauty of our world. We are humbled to be part of your commitment to your children.

Mary Immaculate Star of the Sea School strives to expand the educational experience of each child with special emphasis on religious values rooted in our Catholic Christian faith. The primary purpose of our school is to help families and children find their way to the Kingdom of the Father in the midst of the many pressures, contradictions and confusion presented by our modern, secular society. With God's help we will work together to keep our sense of direction as we point our children toward Christian maturity and ultimately eternal life!

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

We are here for the children – let us all keep that ever in mind! It is our sincere hope that this handbook will help you better understand our purpose and procedures at Mary Immaculate. Please keep it handy for reference throughout the year. We will be grateful for any suggestions that will provide for a better understanding of our school program.

Pastor of St. Mary's Church  
Father John Baker

Principal  
Beth Harris

Faculty and Staff of Mary Immaculate Star of the Sea School and St. Mary's Parish

# HISTORY OF THE SCHOOL

Mary Immaculate Star of the Sea School has a long and rich history. The Sisters of the Holy Names of Jesus and Mary, a Canadian Order, founded the first school. Five seasick sisters arrived aboard the freighter Sedwedge in 1868. The orders from their Reverend Mother Superior were to establish a convent and open a school for girls.

The first school was opened in an abandoned army barracks on the outskirts of town. The sisters' works prospered and in 1874 they purchased the present site of the school for \$1000. The eight-acre tract of land was cleared and a magnificent Conch style school building, considered the handsomest educational building in the State of Florida, was erected and called the Convent of Mary Immaculate. Due to extensive termite damage the original building was torn down and a new facility built in 1966. The loss of the convent building brought about the creation of the Old Island Restoration Foundation.

The Convent of Mary Immaculate, later renamed Mary Immaculate High School, was open from 1886 to 1986. St. Francis Xavier School for blacks was open from 1872 to 1961. St. Joseph School for boys was open from 1880 to 1961, and a school for Cuban girls ran from 1873 to 1878. In 1961, St. Francis Xavier School, St. Joseph, and grades one through six, were consolidated to form St. Mary's Star of the Sea School.

In 1962 a new school building was ready for occupation and opened for students in Kindergarten through grade 6. The high school and St. Mary's combined in 1983 to become Mary Immaculate Star of the Sea School, serving Pre-K 4 though Grade 12. Due to decreasing enrollment and rising operational costs, Mary Immaculate High School was closed in 1986.

Mary Immaculate Star of the Sea School for Pre-K 4 though 8<sup>th</sup> grade moved into the high school building and opened in the fall of 1986. The school grew steadily and prospered. Enrollment reached a high of 228 and has varied each year with the change in living costs and the local economy.

The Sisters of the Holy Names served the Key West community for over 115 years. The Daughters of Divine Charity joined the family of Mary Immaculate in 1993 and served until 2007. Three Holy Spirit sisters arrived in August of 2008. The sisters are part of Opus Spiritus Sancti, a family of religious and lay communities that had its start in Germany after WW II. The sisters are members of the Chagga tribe in northeastern Tanzania and serve the school and parish in various missions. A Marist brother has taught at the school for the past 18 years and currently serves as Assistant Principal.

Mary Immaculate Star of the Sea School is proud to be one of the oldest Catholic schools in the state of Florida and continues to carry on the tradition of providing excellence in a Catholic education on the island of Key West.



# MARY IMMACULATE STAR OF THE SEA SCHOOL

## Mission Statement

The mission of Mary Immaculate Star of the Sea School is to provide the opportunity for a Catholic education for the families of the Lower Florida Keys. This will be accomplished in a Christ-centered environment, which fosters growth in spiritual, academic, cultural, and social development. We believe that excellence exists in every child, and we strive to develop this unique potential by challenging each student to become a responsible, lifelong learner, self-motivated and self-disciplined. We strive to prepare each student to be a respectful, caring member of our society, and to appreciate differences, so as to send forth individuals whose lives evangelize the community in which they are residing.

## Objectives

- To develop an appreciation and internalization of Christian values as a way of life through the example of the school community, moral development, and worship experience.
- To develop self-discipline and respect for themselves, their neighbors, and their environment to enable our students to live and work cooperatively as citizens of the world.
- To create an understanding and appreciation of the meaning of “family” and its role in society.
- To foster and maintain sound intellectual, emotional, physical, social, and spiritual well-being.





## **INTRODUCTION TO THE SCHOOL**

### **Name**

The school is named in honor of Our Blessed Mother, under the title, Star of the Sea.

### **Seal**

The design for the seal was common to schools on the eastern seaboard founded by the Sisters of the Holy Names of Jesus and Mary. At the top rests a burning lamp of truth. Beneath it is a cross with three lilies representing the vows of chastity, poverty, and obedience. The cross, mount and lilies are part of the order's official seal.

The elements on the lower part of the shield are symbolic of the arts and sciences. The dove signifies the Holy Spirit and religious studies. The open book beside it symbolizes the humanities. Beneath these are an atom for the sciences and a harp representing the fine arts. All Mary Immaculate students have the opportunity to be educated in each of these areas in an atmosphere of culture so that they may become happy, contributing citizens.

### **Motto**

The school motto "Esse Quam Videre" [ESS-ay kwam vee-DEH-ray] is very important to our school. It means "to be, rather than to seem" and challenges every student, faculty and staff member to become an authentic, sincere person.

### **School Colors**

The school colors are Royal Blue, Gold, and White.

### **Mascot**

The school's mascot is a Mariner.

### **Alma Mater**

"Down in Dixie, Far at the Sea"

## **Down in Dixie, Far at Sea**

*Words and Music by: Sister Mary Elizabeth*

Down in Dixie far at sea,  
Where the Gulf and Ocean meet  
Like a Tropical coral Key,  
Bathed in sunshine's droning heat,  
Mid its palms and crimson vines,  
Flowers and Royal Poincianas grand,  
You'll find a school, The fairest school,  
In our Southernmost Dixie Land  
MISS, You're the school I love the best,  
MISS, You're the pride of sunny Key West  
MISS, Every student in white and blue,  
Shall hold in sweetest memory, The hours they've spent with you.  
MISS with your banner in glory unfurled,  
And The Holy Names, You will soar and cheer the world.  
MISS to every student in white and blue,  
You'll be a rainbow, a beautiful rainbow, Over life's stormy sea,  
You'll be a haven of peace, Our Alma Mater warm and true.

# REGISTRATION & ADMISSIONS

## Open Admission Policy

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

Mary Immaculate Star of the Sea School adheres to Title VII of the Civil Rights 1964, as amended, Title IX of the Education Amendment of 1972, Americans with Disabilities Act, which prohibits discrimination on the basis of sex, race, color, religion, national origin, or physical ability.

Mary Immaculate reserves the right to refuse admission to students for the following:

- The school deems it cannot meet the proper educational needs of the student
- The school feels the disciplinary record of the student does not meet the school disciplinary requirements
- The school experienced difficulty in collecting fees
- The school received unsatisfactory cooperation from the family concerning school policies
- The school has not received the necessary Health Forms or Birth Certificate

Mary Immaculate is not required by law to accept students with learning disabilities nor to readmit a child who is identified as learning disabled. MISS must carefully consider each child's needs and the ability of our teachers to meet these special needs. Consideration for the needs of students with special needs must be balanced with the teacher's ability to address all students in the classroom.

Should a student with learning disabilities attend Mary Immaculate and any accommodations or modifications made to work with the student's special needs, the Archdiocese of Miami requires that it be reflected on the student's report card. Examples of accommodations may include but are not limited to:

- Reformatting of materials
- Allowing extra time to complete work
- Adjusting the amount of work required
- Adjusting the grade level of work required
- Adjusting the grading scale

Accommodations or modifications will be reflected as:

- TA – Teacher Assisted
- MC – Modified Curriculum

Mary Immaculate Star of the Sea School will accept children whose parents demonstrate an understanding of the specifically Christian nature of the school and desire to participate in that mission.

Mary Immaculate follows the guidelines of the Archdiocese of Miami and is accredited by the Florida Catholic Conference.

In matters of admission and registration, the final decision lies with the local pastor and the principal.



## TUITION & FEES

MARY IMMACULATE STAR OF THE SEA SCHOOL TUITION & FEE SCHEDULE				
Grade	Tuition	10 Monthly Payments	Registration Fee Per Family	Curriculum Supply Fee
Pre-K 3 & Pre-K 4	\$4500	\$450	\$100 per family	\$195
K – 5 Catholic	\$4000	\$400	\$100 per family	\$250
K – 5 Non-Catholic	\$4500	\$450	\$100 per family	\$250
6 – 8 Catholic	\$4500	\$450	\$100 per family	\$250
6-8 Non-Catholic	\$5000	\$500	\$100 per family	\$250

### Military Discount

In appreciation for their dedication to our country, military families receive a 10% discount on tuition.

### Tuition Assistance

Available on a very limited basis. All families who apply must meet with the Parish Manager and bring copies of W-2 forms.

### Late Fees

Each parent has a duty and obligation to ensure that their financial obligations are met in a timely manner to allow Mary Immaculate to pay its teachers and staff. Tuition is due and payable on the first of each month. The school reserves the right to assess late fees.

### Curriculum Supply Fee

This fee of \$195.00 (Pre-K's) and \$250.00 (K-8) helps to offset cost of textbooks, supplies, equipment, copy paper, workbooks, and Student Accident Insurance.

### Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met. **Any and all fees must be up to date before promotion or graduation.** Library books and textbooks must be turned in or accounted for.

# MARY IMMACULATE STAR OF THE SEA SCHOOL UNIFORMS



Uniforms are required for all students.

## School Attire and Dress Code

### Boys Pre-K 3 – Grade 8

Navy walking shorts or slacks  
Khaki walking shorts or slacks  
White or Navy Mary Immaculate polo shirts  
White Mary Immaculate PE T-shirt  
Navy blue athletic shorts (*optional for Pre-K and Kindergarten*)  
Shoes: Tennis shoes, training shoes

*Pants must be kept up. No sagging.*

*Closed-toe shoes required*

### Girls Pre-K 3 – Grade 8

Navy walking shorts or slacks  
Khaki walking shorts or slacks  
Navy jumpers or skorts or skirts  
White or Navy Mary Immaculate polo shirts  
White Mary Immaculate PE T-shirt  
Navy blue athletic shorts (*optional for Pre-K and Kindergarten*)  
Shoes: tennis shoes, training shoes

*Must be no shorter than fingertips with arms hanging down at sides.*

*Closed-toe shoes required*

## Uniform Sources

### Shirts

All uniform shirts are from Goal Line  
3255 Flagler Avenue # 301  
(*Next to Hot Cuts*)  
Key West, Florida 33040  
Phone: (305) 295-7585

### Shorts – Slacks - Skirts - Skorts - Jumpers

Obtain from these or other sources that carry uniforms:  
French Toast Uniforms (*Online*)  
Land's End (*Online*)  
Old Navy (*Online*)  
Sunshine Uniform Company (*Online*)

## Special Shirts for Grades 6, 7 & 8

Students in Grades 6, 7 & 8 *only* are allowed to wear a light blue or white Junior High crew neck shirt (Goal Line) in place of the regular polo shirt.

## Cold Weather Wear

During cold weather, students should wear a solid navy or white sweatshirt, sweater or jacket, and long uniform pants. (Available from vendors above)

Sweatpants and jeans are not allowed.

## Physical Education Attire and Dress Code

### Pre-K 3 – Grade 3

- Students will wear PE uniform T-shirts to school on PE days or must bring PE T-shirts to change into during PE time.
- School uniform shorts will be worn or student may change into navy blue athletic shorts.
- Shorts must be of appropriate length.
- Tennis or athletic shoes must be worn to school on PE days.

### Grades 4- 8

- Students in Grades 4 – 8 **do not** wear their PE uniform T-shirts to school.
- They must bring PE uniform T-shirts and navy athletic shorts to school.
- They will change in the gym locker rooms ONLY.

### Wednesday – Jeans Day

This is a privilege and only students who are given permission by their teachers are allowed to participate.

All students in Grades Pre-K 3 – 8<sup>th</sup> are allowed to wear jeans on Wednesdays. Girls may also wear jean skirts (of an appropriate length) or Capri pants; boys may wear shorts of proper length. Jeans should not be too tight and must be in proper condition.

### Tag Days – Out of Uniform Days

Certain days during the year may be designated as “Tag Days.” Classes raise money for classroom items or charities by sponsoring a Tag Day. Students who choose to participate pay 50 cents and wear the dress theme chosen for that day. (Example: patriotic colors, sports team , “green” Earth Day) Tag Days are announced in the Tuesday bulletins.

## **CALENDAR**

The school calendar contains 180 days. Students are required to attend 180 days. Extra days, called “Hurricane Days,” may be placed in the calendar to allow days to be made up should school be missed due to weather.

A copy of the calendar may be viewed at the end of this Handbook or on the school website: [www.maryimmaculatekeywest.com](http://www.maryimmaculatekeywest.com)

### **Cancellation of School**

If school must be closed due to dangerous weather or some other emergency, Mary Immaculate will follow the Monroe County Public School closings. Parents are asked to please monitor news bulletins from Monroe County Public Schools or from the Archdiocese of Miami.

## **PROCEDURES**

### **Open House**

The school year begins with an Open House the first day of school. Open House is from 8:30 a.m. to 1:00 p.m. Parents and students are invited to come to school and visit their classroom and meet their teachers.

### **Arrival**

School begins at 8:00 a.m. The first bell rings at 7:50 a.m. Students are considered tardy if they arrive after 8:00 a.m.

Please do not drop students off before 7:45 a.m. If you drop your child off before 7:45 a.m., the school will not be held responsible. Please do not drop your child off before 7:45 a.m. unless you have made special arrangements for him or her.

The front circle is for drop off only. The traffic on Truman Avenue backs up quickly so we ask for your cooperation at drop off time in the morning.

If you want to walk your child onto campus, please park in the back parking lot only (off Windsor Lane). You are most welcome to come and sit in our courtyard or front entryway. However parents are asked to refrain from walking students to their classrooms; this can be distracting especially to young students. Please check with your child’s teacher for his or her preferences.

### **Tardy Policy**

Students who arrive at school after the 8:00a.m. bell must report to the office to obtain a tardy slip. When a student is tardy, their arrival disrupts the normal class routine. Parents of students who are habitually tardy will be notified by the administration and asked to correct the problem. Punctuality is a valuable trait to acquire and to observe. Tardiness creates unnecessary paperwork for the teacher and the front office. Any student who is tardy 5 times will receive a white slip detention.

Every effort should be made to correct the practice of tardiness on the part of a student and his or her family. A phone call or written explanation for tardiness from the parent should be submitted to the office on the day of the tardy.

Doctor or dentist appointments and family emergencies are not included. Please bring a doctor’s note to receive an excused tardy or contact the front office or administration if there is an emergency.

## **Dismissal**

All students are dismissed from the back parking lot immediately behind the school, off Windsor Lane. See below for rainy day dismissals.

Dismissal for Pre-K 3 – Grade 3 is at 2:40 p.m.

Dismissal for grade 4 – 8 is at 2:50 p.m.

Students not picked up within 10 minutes of dismissal time will be sent to the After School Program and the family will be charged accordingly.

## **Early Dismissal**

One day a month the children will be dismissed at 1:00 p.m. to allow the teachers to hold an In – Service Meeting. Please check your school year calendar or the monthly calendar, which is sent home at the beginning of each month.

**Calendar is located on the website:** [www.maryimmaculatekeywest.com](http://www.maryimmaculatekeywest.com)

## **Rainy Day Dismissal**

On rainy days all students are dismissed at the front of the school. Please be very careful as traffic backs up quickly. We will do our best to escort the younger children to their vehicles. Stay with your car and circle the front entrance until your child is walked to your vehicle.

## **After School Activities**

Any student who stays for an after school activity needs to be picked up on time or leave the school grounds once the activity is over. Any student not picked up on time will be escorted to the After-School Program and the family will be charged accordingly.

## **Absences**

It is the policy of the Archdiocese of Miami that when a student is absent a written excuse be submitted to the office. The excuse must be signed by the parent or guardian.

Parents are asked to call the office before 9:00 a.m. to report a student's absence.

We would appreciate your cooperation in the absence policy. When a student returns to school he or she needs to bring a note containing the following:

1. Date
2. Full name and grade of student
3. Date of Absence
4. Reason for Absence
5. Signature of Parent/Guardian

Absentee notes should be given to the child's teacher or front office. Any student without an absentee note will not be allowed to return to school until contact with a parent/guardian is made. Students who are absent due to a serious health problem or a contagious disease require a doctor's note allowing reentry into school.

The state of Florida provides by law for compulsory attendance by all children between the ages of 6 and 16 years.

## **Makeup Work**

**It is the responsibility of students to check on work missed due to an absence.** There is an assignment form to be submitted along with the homework missed that requires a parent signature.

## **Excessive Absences**

A school may report “truancy” to the Department of Children and Family Services when there is an extended absence without written explanation from the parent. **However, a student who is absent from school more than 20 days in a school year or maximum of 7 days per trimester may not be promoted to the next grade unless the principal grants an exception and determines a way in which the student can make up the work or receive additional instruction.**

It is the policy of the Archdiocese of Miami that a record of attendances and absences be entered in the cumulative folder and permanent record card.

## **Medication**

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.

## **Closed Campus**

Mary Immaculate is a closed campus. The front and back gates are locked each morning and stay locked until 2:20 p.m. Students are not permitted to leave the campus during the school day unless signed out by parents or guardians. All students must be signed out through the front office.

## **Visitors**

All visitors are required to sign-in with the office and wear a “Visitor’s Pass.” A visiting student must be approved by the Administration.

## **Search and Seizure policy**

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

## **Lost and Found**

Lost items should be claimed in the front office as soon as possible.

## Hours of Operation

School office hours are 8:00 a.m. until 3:15 p.m. The office telephone number is 305-294-1031.

The time between 7:30 a.m. and 7:45 a.m. is the time teachers use to open up classrooms, run off papers, and get set up for the day. Please **do not** go to the classrooms without an appointment during this time.

**Students may be dropped off at 7:45 a.m.** They are to remain in the area in front of the office until the bell rings to report to class. (Please see **Arrival** section above)

## Bell Schedule (Middle Grades)

7:45	Classrooms Open (No students permitted in classrooms before 7:45 a.m.)
8:00 – 8:10	Homeroom
8:10 – 9:00	First Period
9:03 – 9:53	Second Period
9:56 – 10:46	Third Period
10:49 – 11:40	Fourth Period
11:40 – 12:10	Lunch
12:13 – 1:04	Fifth Period
1:07 – 1:57	Sixth Period
2:00 – 2:50	Seventh Period

# GRADING, RETENTION & PROMOTION POLICIES

## Grading Scale

A or O = Outstanding	93-100
B or G = Good	92-85
C or S = Satisfactory	84-77
D or I = Improvement Needed	76-70
F or U = Unsatisfactory	69 and Below

## Report Cards

Report cards are issued for all grade levels. Report cards come out at the end of each tri-mester. See the school calendar for dates.

## Honor Roll (Grades 4-8)

### First Honors

All A's in Major Subjects	Religion, Language Arts, Math, Social Studies, Reading, Science
All B's or Above in	Art, Music, Physical Education, Spanish, Computers
All G's or Above in	Conduct and Effort

### Second Honors

All B's or G's or above in all subjects
All B's or G's or above in Conduct and Effort



## Awards

An Awards Ceremony is held at the end of the school year. Awards will be given in various academic areas, and for citizenship, service, etc.

Students in each grade are selected to receive the following awards:

### Principal's Award

Selected by the teacher, it is awarded to the student who has been the most cooperative and helpful throughout the year. Student will show an outstanding Christian attitude towards his/her fellow classmates and one who puts his/her faith into action.

### Citizenship Award

Selected by the teacher, this student inspires qualities of freedom, justice, school involvement, and respect for community.

### Perfect Attendance Award

Awarded to students who have not missed a day of school. Reminder: If you are tardy 5 times, it equals one absence toward the Perfect Attendance Award.

### Presidential Award for Academic Excellence

Awarded to the student who achieves the highest academic average in the subject or grade level.

### Presidential Award for Outstanding Academic Effort

Selected by the teacher and awarded to the student who the teacher feels has put forth his/her best effort in a subject or grade level.

**Jabour Award for Highest Average in Science and Mathematics (Grades 1 – 8)**

Given to the student with the highest composite average in science and math, this is a cash award from the Jabour Family.

**Jabour Award for Outstanding Effort in Science and Mathematics (Grades 1 – 8)**

Given to a student who has demonstrated outstanding effort in science and math, this is a cash award from the Jabour Family.

**Mariner's Award**

The Mariner's Award is selected by the Physical Education teacher. The award is given to one boy and one girl who have shown great initiative, cooperation, team effort, and a positive attitude throughout the school year.

**Eighth Grade Awards and Graduation**

The 8<sup>th</sup> Grade graduation takes place approximately one week before the last day of school. Special awards may be presented by the Administration and Pastor.

**The National Junior Honor Society**

This is a national organization whose membership is open to all 7<sup>th</sup> and 8<sup>th</sup> grade students who have attended the school for the equivalent of one trimester. Students are nominated for selection by their teachers. Selected students must have a cumulative average of at least 93 percent or above. The faculty council then evaluates students who meet the requirements of leadership, service, character, and citizenship. Once selected, members must maintain these standards. The faculty member who accepts the responsibility of club moderator must keep the selection process private. The faculty moderator is not allowed to vote on membership.

**Graduation Requirements**

Graduation ceremonies are held for 8<sup>th</sup> grade students at the completion of a formalized course of study. Graduation is a significant milestone in the life of a student however attendance at graduation activities, including graduation ceremony, is a privilege, not a right, and must, therefore, be earned. Pastor and Principal reserve the right to make the final decision regarding a student's attendance at these functions.

All textbooks, library books, tuition, and school fees must be paid before graduation.

**Retention and Promotion Policy**

All students should be promoted unless retention would enable a student to achieve greater academic success. Promotion to the next grade presupposes that a student has mastered, at the appropriate level, the basic skills and subject matter taught at each grade.

**Criteria for Retention**

- **Final F's in three major subjects:** Student is automatically retained.
- **Final F's in two major subjects:** Student may be retained. Students will be evaluated on a case-by-case basis. In order to be considered for promotion, the student may be asked to make up work as evidence that s/he has mastered the basic skills and content of the failed subjects. Final retention and promotion decisions rest with the school administration.
- It is the responsibility of the parents to ensure the student has completed work.

- Teachers will attempt to identify students with promotion-threatening difficulties as early as possible during the school year.

Parents are reminded to check Tuesday communication envelopes (see below) for student work to monitor their child's progress.

**In order to keep a child enrolled in Mary Immaculate, parents must cooperate with a teacher's recommendation for testing.**

### **Academic Deficiency Policy/Progress Reports**

Progress reports are issued midway in each trimester. See calendar for dates. Academic Deficiency Reports are issued when a student falls significantly behind.

## **COMMUNICATIONS**

Weekly news is posted on the school website. Envelopes containing student work, teacher notices or information on special events are sent home each Tuesday. They are placed in the white communication envelope. The envelope needs to be signed by parents/guardians and returned to your child's homeroom. If the communication envelope is misplaced you may purchase a new one in the office. However parents are asked to monitor TeacherWeb (<http://teacherweb.com/>) and the school website (<http://maryimmaculatekeywest.com/>) as their primary source of school and class information.

Teachers communicate with parents via newsletters, notices, and Teacherweb.com. In addition to the yearly calendar sent home at the beginning of the school year, monthly calendars are sent home early each month. Additional copies of the calendars are available in the front office.

The Mary Immaculate School sign at the main entrance of the circle contains current notices and information. A small white board may be hung between the pillars at the entrance of the school with daily information or reminders.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held mid-year. Parent-teacher conferences also may be held by request; please call the school office.

**Spontaneous conferences are not permitted.** Teachers are responsible for supervision and cannot hold a conference simultaneously with this duty. Please call and a conference can be scheduled at a time of mutual convenience.

### **Change of Address/ Telephone Number-**

Please make sure that you keep the school up to date with any changes to your contact information or emergency contact information for your student(s).

## **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. Just as a parent can withdraw a child from the school if desired, the school has the right to not allow a student to remain enrolled should the school determine it can not meet the needs of the child for any reason.

## **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

Mary Immaculate Parent Teacher Student Association (PTSA) provides parents, teachers, administrators and parish staff with a forum to meet on a regular basis and to share information about the school and parish. PTSA is instrumental in volunteering and fundraising for the school and also coordinates the school's lunch program. Meeting reminders appear on the monthly calendar, the school website and the portable white announcement board at the front door. All parents are encouraged to become a part of PTSA.

## **SCHOOL BOARD OF MANAGEMENT**

Mary Immaculate Star of the Sea Catholic School is school of St. Mary Star of the Sea Parish. The Board of Management facilitates and promotes close pastoral links between the Pastor, and clergy and the teachers and pupils of the school. The Board of Management encourages collaboration between the school and the parish, particularly in the preparation for the children for the Sacraments and for participation in the liturgical life of the parish community. The educational progress and the welfare of the children are the overriding consideration in all decisions arrived at by the Board of Management.

The Board's membership is comprised of two parents of children enrolled in the school, two teachers, two parish representatives (all elected to two year terms); and the Pastor, the School Principal, the Parish Financial Manager, and clergy invited by the Pastor. The Board usually meets monthly during the school year. More comprehensive information on the Board is available through the school or parish office.

## OTHER SCHOOL EVENTS AND SERVICES

### Lunch

Hot Lunches are offered five days a week. The Lunch Program is organized by the PTSA and served by parent volunteers. We encourage you to participate at least one day a week if possible

Please note:

- Sodas are not allowed.
- Lunches may be dropped off in the office. We ask parents **not to deliver lunches to classrooms.**



### Mariner Snack Room

The Mariner Snack Room is open each day at lunch. Drinks are available as well as various snacks and school items. The snack room is staffed by parent volunteers. Please let the office know if you are interested in working one day a week from 11:30a.m. to 12:30p.m..

### Birthday celebrations

Many families celebrate a child's birthday by bringing a special treat to school. While classmates enjoy sharing each other's special day, school is not the place for a full-fledged birthday party. Parents may bring in ready-to-serve and share items like cupcakes, ice-cream cups, etc., for their child's lunch period. Parents must consult with the classroom teacher in advance. This is necessary to avoid any scheduling conflicts, confirm time, numbers, and advise about any dietary considerations (e.g. allergies, diabetes, etc.). Keep in mind that school lunches are on a tight schedule so punctuality is appreciated.

### School Pictures

School pictures are taken each year in the fall. School pictures are used for the school yearbook. School uniforms are worn for school pictures.

### Library

Students are encouraged to use the school library. All library books may be checked out for two weeks; students may have only two books checked out at any given time. Reference books may not be removed from the library.

All library books are due before the end of the school year. Books lost must be replaced or paid for. Students will not be able to graduate or receive final awards or report cards unless all library books are returned or replaced.

## **Campus Ministry**

**Choir:** Students in Grades 3 to 6 are invited to join the school choir.

Practice is held each Friday following Mass. The choir sings at all school Masses, the Sunday Family Mass at 9 a.m. and other special events.

**Altar Servers:** Boys and girls who are practicing Catholics in grades 3<sup>rd</sup> to 8<sup>th</sup> and have received their First Communion are invited to be altar servers. Contact the rectory at 294-1018 for more information.

## **Religious Events and Traditional Celebrations**

### **Mass**

The student body attends Mass each Friday at 8:15. Parents are invited and encouraged to join their child. Classes take turns reading at Mass each week.

The Friday celebration of Mass is a privilege. However, it is not a substitution for participation in Mass on the Lord's Day, Sunday. It is our expectation that all Catholic students will participate in Mass on the weekend, that all Protestant students will attend service in their Church on Sunday, and that all students of other faiths will actively participate in their faith's services and practices.

MISS students are scheduled to read at the 9 a.m. Sunday Family Mass occasionally. They share this responsibility with the parish religious education program.

### **Sacrament of Reconciliation**

Penance services and Confession are offered twice a year: during Advent and during Lent. The opportunity for individual confessions is available on Saturdays in the Church from 4:30 to 5:30 p.m. and by appointment.

### **Sacramental Preparation**

First Communion and First Reconciliation preparation is offered in the second grade. Confirmation preparation is offered in the eighth grade. In addition, the preparation for these Sacraments as well as the Sacrament of Baptism is available for your child upon your request.

### **Holy Days of Obligation**

Students attend Mass on Holy Days of Obligations and Special Feast Days.

### **Blessing of the Animals**

Blessing of the Animals is held in October in celebration of the Feast of St. Francis of Assisi. Students are invited to bring their animals for a blessing. Animals are brought to school in the afternoon in time for the ceremony.

### **Stations of the Cross**

Stations of the Cross are held each Friday during the Lenten Season. They begin the first Friday after Ash Wednesday.

### **May Crowning**

Following the tradition of the Convent School of Mary Immaculate, a procession and May Crowning is held each year following a school Mass during the month. The date varies; parents are invited to join us.

## **School Activities & Events**

The school's website, <http://maryimmaculatekeywest.com/>, is a good way to keep up with general school information, events and activities. Class specific information may be found on individual teacher's TeacherWeb pages (use link at school site or go to <http://teacherweb.com/>)

### **Student Council**

Mary Immaculate students are invited to serve as Student Council representatives or Student Council officers. Elections are held at the beginning of the school year. Student Council allows students' suggestions and concerns to be voiced. The goals of the Student Council are:

- To cooperate with faculty in promoting the general welfare of the school
- To develop and maintain school spirit
- To provide a forum for student expression
- To sponsor activities that benefit the student body and the community

### **Green Team**

The Green Team is an after-school club geared toward helping the environment. Students in this club are interested in "going green." They concentrate on becoming educated, spreading the word, and then taking action. This club is active and interactive. The students participate in science experiments, on-line research, discussions, gardening, involvement in the school's recycling efforts, as well as community outreach.

### **Sports**

The Athletic Director and Coaches are in charge of the sports programs at Mary Immaculate. There are currently three sports programs offered: Boys and Girls Basketball and Girls Volleyball. A Sports Banquet is held at the end of the year. Participation in a sport is a privilege. Students who choose not to follow school rules and regulations may be excluded from participating.

### **Halloween**

Special activities such as a Carnival or Costume Parade are held at Halloween.

### **Thanksgiving**

Each year we commemorate Thanksgiving with a special classroom celebrations. Each class brings in traditional foods and students dress as Native Americans or Pilgrims.

### **Christmas Program**

Each Christmas students participate in the Christmas musical which includes a Christmas pageant or other religious expression of this holy season. Students are required to participate.

### **Christmas Parade**

In early December a Christmas Parade is sponsored by the City of Key West. The PTSA hires a Conch Train and welcomes students and parents to ride the train and represent the school. If a parent volunteer steps forward to coordinate it, the school enters a float or other entry. If you are interested in being involved please contact the office.

### **Catholic Schools Week**

Catholic schools nationwide celebrate Catholic Schools Week each year. This happens during January or February. Special activities are held throughout the week.

### **Valentines Day Carnation Sale**

The Student Council sells carnations for Valentine's Day. The cost is typically \$1.00 per stem.

### **Easter Egg Hunt**

Grades 5-8 hide plastic eggs filled with prizes for Pre-K 3 – 4th graders to find.

### **Field Day**

Field Day is a sports day organized by the Physical Education teacher.

Students are divided into two teams and compete at various events in the nature of good fun and sportsmanship.

## **Field Trips**

**Field trips are arranged by the teachers.**

- Field trips are a **privilege**. A teacher may exercise the right to refuse to allow a student to participate in a field trip if he or she fails to meet academic or behavior requirements.
- Parents also have the right to refuse to allow their child to participate in a Field Trip.
- All students are required to bring a Field Trip Permission Slip which releases the Administration, Teacher, and Archdiocese from any and all liability. Students who fail to submit PROPER FIELD TRIP PERMISSION SLIP ISSUED BY THE SCHOOL are not allowed to participate. Verbal permission will not be accepted in lieu of the proper written school issued permission slip.

**A copy of a permission slip can be found with the other forms at the back of this handbook.**

## **SCHOOL SPONSORED EVENTS**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences, or other venues. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**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 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.

## **FUNDRAISING**

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

# COMPUTER USE POLICY

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



## **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 in order to further the health, safety, discipline or security of any student or other person or to protect property. 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.

## **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.

## **ELECTRONIC DEVICE POLICY**

All electronic devices (cell phones, Ipods, games, etc.) are to be left in the office with the secretary each morning and picked up at the end of the school day.

- First time caught with device: Verbal warning, unit placed in office
- Second time caught with device: White Slip (Detention), unit placed in office
- Third time caught with device: Device will be taken away and parents will be called to retrieve the unit.

## 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.

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

## FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met. **Any and all fees must be up to date before promotion or graduation.** Library books and textbooks must be turned in or accounted for.

## 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. 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.

## 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.

## USE OF PHOTOS

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish 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. **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.**

## **RULES OF CONDUCT**

### **Harassment and Discrimination Policy**

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.

### **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 anytime 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.

## 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.

### I. Definition

a. **Bullying** 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).

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.

### II. 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.

### III. 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.

### IV. 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 constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

## **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:

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

## **Public Display of Affection and Student Conduct**

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

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

# **SCHOOL DISCIPLINE POLICY REGULATIONS**

## **Student Conduct**

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

## **Disciplinary Policies as Guidelines**

Mary Immaculate uses a series of pink or white slips as warnings regarding discipline violations. The color is based on the seriousness of the offense.

The discipline policies and procedures set forth in this handbook (see also Student Behavior and Discipline Contract) provide guidelines that the school may, at its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school at the sole discretion of the school administration.

# MARY IMMACULATE STAR OF THE SEA SCHOOL

## Student Behavior and Discipline Contract



Issued to: \_\_\_\_\_ Grade: \_\_\_\_\_  
Print Student Name

The purpose of this contract is to inform both parents and student of the school-wide expectations for student behavior. Students must comply with all the provisions set forth here and in the Mary Immaculate Parent-Student Handbook.

1. Cooperate fully with and follow completely all instructions given by administrators, teachers, substitutes, or other personnel assigned to you.
2. Treat each person with whom you come in contact with respect; do not use insulting or provoking language or gestures.
3. Do not verbally, physically, or visually harass another person in any way based on sex, color, race, ancestry, national origin, age, weight, size, physical disability, mental condition, citizenship, or other protected group status.
4. Do not deface or mistreat school or parish property, including, but not limited to, books, desks, or equipment.
5. Do not steal or take the property of another person without the consent of the owner. Theft will not be tolerated.
6. Do not forge signatures; do not cheat in any way.
7. Refrain from fighting.
8. Never leave class or campus without permission.
9. Do not have in your possession or use any of the following: drugs, alcohol, tobacco products or weapons of any kind.
10. Follow the school Electronic Device Policy. Failure to do so is a major school infraction.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE PROVISIONS OF THIS CONTRACT AND THAT I WILL COMPLY WITH IT IN ITS ENTIRETY. FAILURE TO DO SO CAN RESULT IN DETENTION, SUSPENSION OR EXPULSION.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# MARY IMMACULATE STAR OF THE SEA SCHOOL

## DISCIPLINE FORM

Date: \_\_\_\_\_

Dear Parent of \_\_\_\_\_

Your child received a white/pink slip on \_\_\_\_\_.

This slip was issued by \_\_\_\_\_ for  
\_\_\_\_\_

This means that a teacher issued the slip because your child failed to follow some aspect of the Discipline Code for the school or did not follow a classroom rule.

A white or pink slip means that your child must serve detention on Friday, \_\_\_\_\_. The white or pink slip must be signed by the parent and brought with the student to the detention. If a student fails to bring their signed slip with them, they are required to serve detention on the assigned day, but will receive another white slip.

If a student fails to report on the assigned detention day, they will receive a second white slip. If a student fails to report the following week for detention, they will receive a pink slip. Pink slips enter into the suspension/expulsion process.

In the event that there is an emergency and your child cannot serve their assigned detention, the Director of Discipline- Bro. Bud Luks, must be notified in writing **before** the assigned day.

Detention for grades 1 – 8 is from 2:45 to 3:30PM on Friday in Room 205. All pick up following detention is at the front of the school.

Thank you for your cooperation in this matter.

Bro. Bud Luks  
Vice Principal/Director of Discipline

# MARY IMMACULATE STAR OF THE SEA SCHOOL

## Field Trip Consent and Release

Name of Participant: \_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_

Address and Telephone Number of Parents/Guardians:

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Information (include telephone number and address):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Description of Field Trip/Activity:

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

I hereby freely and voluntarily consent to participation in the field trip/activity described above. I agree to assume all financial responsibility for participation in the field trip/activity and hold Mary Immaculate Star of the Sea School in Key West, Florida, Archdiocese of Miami, Inc., and all of their corporate members, affiliated entities, employees, officers, directors, and agents ("Sponsors") harmless for all costs incident to my participation in this field trip/activity.

I, the undersigned, a participant in the field trip described above, do waive and release Sponsors from liability for any injury, accident, or damages caused by any vehicle, weather, sickness, or otherwise stemming from any act or omission of any individual. I also release Sponsors and agree to indemnify them with regard to any financial obligations incurred by my acts or omissions.

I understand that all travel involves some risk, and I hereby agree to assume and consent to such risk. I hereby waive and release Sponsors for any injuries, damages, or losses incurred in connection with actions, omission or conditions or developments, or any other actions, omissions or conditions within or outside Sponsors' control. By my participation in this program, I voluntarily assume all risks involved in such travel, whether expected or unexpected. I hereby acknowledge that I have been warned of such risks, and that I have been advised to take appropriate action and to govern myself accordingly. I am also aware that certain insurance companies do offer insurance against some of the many perils noted and that I may opt to insure myself should I so choose.

I hereby grant Sponsors full authority to take whatever actions they may consider in their sole discretion to be warranted under the circumstances concerning my health and safety and I specifically and fully release each of them from any liability for such decisions or actions as may be taken in connection therewith. I authorize Sponsors at their discretion to place me, at my own (or my parents = or my guardians=) expense and without further consent, in a hospital that is readily available, and to place

me in the hands of a local physician for treatment should the need arise at my expense.

I agree to comply fully with the rules of Sponsors and any travel company and I agree that Sponsors have the right to enforce their standards of conduct as determined and interpreted in their sole discretion, and that, should I fail to comply with them, Sponsors have the right to terminate my participation in the program. In the event of termination, I agree to be sent home at my parent(s)/guardian(s) expense. I understand that this is an organized program and that group standards must be observed. I hereby waive and release Sponsors from any claim arising out of my failure to remain under such supervision. In addition, I acknowledge the right of Sponsors to terminate my participation at any time of failure to maintain standards or for any actions or conduct for which Sponsors deem incompatible with the interest, harmony, comfort, and welfare of other students. I specifically agree not to bring any weapons or illegal drugs with me on the field trip/activity.

I acknowledge that Sponsors are not responsible either for any injury or loss whatsoever suffered by me during periods on independent travel or during any absence from the program of Sponsors.

All references in this release to Sponsors shall also include all of their chaperones, group leaders, faculty members, administrators, volunteers, and agents. All references to the "parents of the participant include the legal guardians or other adults responsible for the participant.

I hereby grant to Sponsors the right to photograph and/or videotape me and further to use my name, face, likeness, voice, and appearance in connection with exhibitions, publicity, advertising, and promotional materials without any reservation, limitation, or consideration. This waiver specifically releases any common law causes of action or claims under Fla. Stat. 540.08 and expressly constitutes written consent for publication of my name, face, likeness, voice and appearance.

I have read the terms and conditions set forth by Sponsors and I agree that this constitutes a part of any agreement with Sponsors. I understand and agree to all of Sponsors' terms as set forth in the descriptive information and in this Release. I agree that if any portion of this document is found to-be void or unenforceable, the remaining portions shall remain in full force and effect.

Signature of Participant: \_\_\_\_\_

Name: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

I certify that I am the parent or legal guardian of the above-signed participant, and that I have read the foregoing release and examined the information in the description. I hereby join in each and every part of this Consent and Release (including such part as may subject me to personal financial responsibility) and hereby relinquish any claims that I may have against Sponsors as set forth above, both in my own behalf and in my capacity as legal representative (as applicable) of the participant, including without limitations any claims arising as a result of the participant=s leaving the supervision of Sponsors. I agree that if any portion of this document is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

Signature of Parents/Guardians: \_\_\_\_\_

Name: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

## INTERNET USE AGREEMENT

*Please read this document carefully before signing at the bottom.*

Internet access is available to students and teachers at Mary Immaculate School.

We are very pleased to bring Internet access and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resources sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail and communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with scientists at NASA and other research institutions.
3. Public domain software and shareware of all kinds.
4. Discussion groups on thousands of diverse topics ranging from Chinese culture to the environment to music to politics.
5. Many university library catalogs, the Library of Congress, government documents, and thousands of databases.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Mary Immaculate has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a user violate any of these provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

### Internet—Terms and Conditions

1. **Acceptable Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work., This use must be in support of education and research and consistent with the education objectives of Mary Immaculate. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but

is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Teachers will instruct students on the proper use of the Internet. The system administrators (Br. Bud & Ms. Harris) will determine what is inappropriate use and their decision is final.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not be abusive in your messages to others
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
  - c. Do not reveal your personal address or phone numbers of students or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by others.
  - f. All communications and information accessible via the network should be considered private property.

Mary Immaculate School makes no warranties of any kind, whether expressed or implied, for the access it is providing. Use of any information obtained via the Internet is at your own risk.

4. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on the Internet, you must notify your system administrators. Do not demonstrate the problem to others. Do not use another's log-on. This could result in cancellation of your privileges.
5. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

### **Mary Immaculate Star of the Sea School Internet Use Agreement**

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

**User's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## MARY IMMACULATE STAR OF THE SEA SCHOOL CALENDAR 2011-2012



2011	August	16	Tuesday	Teachers Report—Professional Day
	August	17-19		Professional Days
	August	22	Monday	Open House
	August	23-26	Tuesday—Friday	1:00 PM Dismissals
	September	5	Monday	Holiday—Labor Day
	September	14	Wednesday	1:00 PM Dismissal—In-Service
	October	3	Monday	Progress Reports
	October	10	Monday	No School (Hurricane Make-up Day)
	October	12	Wednesday	1:00 PM Dismissal—In-Service
	October	28	Friday	1:00 PM Dismissal—Fantasy Fest Parking
	November	9	Wednesday	1:00 PM Dismissal—In-Service
	November	11	Friday	Holiday—Veterans’ Day
	November	16	Wednesday	End of 1 <sup>st</sup> Trimester
	November	22	Tuesday	Thanksgiving Break 1:00 PM Dismissal—No After Care
	December	14	Wednesday	1:00 PM Dismissal—In-Service
	December	23	Friday	Christmas Break 1:00 PM Dismissal—No After Care
2012	January	9	Monday	No Students—Professional Day
	January	10	Tuesday	Classes resume
	January	16	Monday	Holiday—Martin Luther King, Jr. Day
	January	18	Wednesday	Progress Reports
	January	20	Friday	No School—Professional Day
	February	8	Wednesday	1:00 PM Dismissal—In-Service
	February	20	Monday	Holiday—Presidents’ Day
	March	2	Friday	End of 2 <sup>nd</sup> Trimester
	March	16	Friday	1:00 PM Dismissal—In-Service—No After Care
	March	19	Monday	Begin Spring Break
	March	26	Monday	Classes resume
	April	2	Monday	No School—Professional Day
	April	6	Friday	No School—Good Friday
	April	18	Wednesday	1:00 PM Dismissal—In-Service
	April	24	Monday	Progress Reports
	May	9	Wednesday	1:00 PM Dismissal—In-Service
	May	28	Monday	No School—Memorial Day
	June	1	Friday	Graduation 9:00 AM in Church
	June	6	Wednesday	Last Day of School
	June	7-11		Professional Days (180 Student Days; 190 Teacher Days)

**MARY IMMACULATE STAR OF THE SEA SCHOOL**  
**ACKNOWLEDGEMENT FORM FOR**  
**PARENT-STUDENT HANDBOOK AND PARENT PLEDGE AGREEMENT**

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.

**PARENT PLEDGE AGREEMENT**

In as much as I want my child to have the best possible education, and acknowledging that strong school systems in conjunction with parent's or guardian's nurturing and support are essential to that purpose:

- I will provide a home environment that will encourage my child to learn. I will help my child appreciate and enjoy the excitement in learning and the thrill of an inquiring mind.
- I will work with my child to ensure that homework assignments and projects are done on time.
- I will work with and meet with my child's teachers on a regular basis.
- I will remind my child of the necessity of discipline in the classroom, especially self-discipline, and the importance of reverence, respect and responsibility.
- I will assist the school by volunteering at least 20 hours during the school year. If I am on special tuition assistance, I will volunteer the required number of hours specified by my agreement.
- We will be an example of living our family's faith, strengthen our family prayer time and encourage Gospel values. If Catholic, we will attend Mass each weekend. If our family professes another faith, we will actively participate in our faith's services and practices.

\_\_\_\_\_  
Print Parent/Legal Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Parent/Legal Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade