



PARENT – STUDENT HANDBOOK

**THE BASILICA SCHOOL
OF SAINT MARY STAR OF THE SEA**

KEY WEST, FLORIDA

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

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



Dear Parents,

We welcome you to the The Basilica School of Saint Mary Star of the Sea 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.

The Basilica School of Saint Mary Star of the Sea 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 the procedures at The Basilica School. 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.

Rector of The Basilica of Saint Mary Star of the Sea
Father John Baker

Principal
Beth Harris

Faculty and Staff of The Basilica School of Saint Mary Star of the Sea
and the Parish of The Basilica of Saint Mary Star of the Sea

HISTORY OF THE SCHOOL

The Basilica School of Saint Mary Star of the Sea 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 African-American children 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 The Basilica School of Saint Mary Star of the Sea, 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 8th 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.

The Basilica School of Saint Mary Star of the Sea 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.



THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

Mission Statement

The mission of The Basilica School of Saint Mary Star of the Sea 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

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

Name

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

Seal

Based on the coat of arms of the Archdiocese of Miami, the position of the sand indicates that this parish was the beginning of the Archdiocese of Miami and is at the end of it. The Conch shell is the traditional symbol of Key West. The star above the conch is for our Patroness. Below the cross and above the ombrellino is a conch pearl.

Motto

Spe Salvi is the motto of the basilica parish and school. Pope Benedict XVI introduced his second encyclical letter with the same title, "Spe salvi facti sumus," "in hope we were saved," says Saint Paul to the Romans, and likewise to us. (Rom.8:24) Pope Benedict XVI concludes *Spe Salvi* with a comprehensive reflection on our Patroness, Stella Maris, Star of the Sea.

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.

The Basilica School of Saint Mary Star of the Sea 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.

The Basilica School 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

The Basilica School is not required by law to accept students with learning disabilities nor to readmit a child who is identified as learning disabled. The Basilica School 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 The Basilica School 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

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

The Basilica School 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

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA TUITION & FEE SCHEDULE				
Grade	Tuition	10 Monthly Payments	Registration Fee per Family	Curriculum Fee
Pre-K 3 & Pre-K 4 Catholic	\$4500	\$450	\$100 per family	\$200
Pre-K 3 & Pre-K 4 Non-Catholic	\$5000	\$500	\$100 per family	\$200
K – 8 Catholic	\$4500	\$450	\$100 per family	\$250
K – 8 Non-Catholic	\$5000	\$500	\$100 per family	\$250

Tuition is due on the first of each month.

Military Discount

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

Tuition Assistance

Tuition assistance is available on a 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 the school 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 Fee

The curriculum fee helps offset the cost of textbooks, supplies, equipment, copy paper, workbooks, computer lab, library and Student Accident Insurance.

One non-refundable curriculum fee *per family* is due by the last day of school for returning students, or upon acceptance following application for new students. The curriculum fee is applied towards the upcoming year. If a family has two or more students, the curriculum fees for the additional students are due by the end of August.

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—including the return of school equipment—are not met. **Any and all fees must be up to date before promotion or graduation. Additionally library books, textbooks and school equipment must be turned in or accounted for before promotion, graduation or the issuance of transcripts**

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA 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 polo shirts with school name and logo
White PE t-shirt with school name and logo
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 polo shirts with school name and logo
White PE t-shirt with school name and logo
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 with school name and logo in place of the regular polo shirt.(Goal Line)

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 shirts to school on PE days or must bring PE 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 shirts to school.
- They must bring PE uniform shirts and navy athletic shorts to school.
- They will change in the gym locker rooms.

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 – 8th are allowed to wear blue jeans on Wednesdays. Girls may also wear jean skirts (of an appropriate length) or Capri pants; boys may wear shorts of proper length. Blue 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.

Out of Uniform days are a privilege; the same rules covering uniforms apply to clothing worn on these occasions. No tank tops, spaghetti straps, strapless tops, or ripped clothes are permitted.

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: <http://basilicaschoolkeywest.com/documents/>

Cancellation of School

If school must be closed due to dangerous weather or some other emergency, The Basilica School 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. Parents and students come to school and visit their classroom and meet their teachers.

Arrival

School begins at 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy and must report to the office for a tardy slip before going to class. (See **Tardy Policy** below)

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, not parking. 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 recordkeeping 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 attend a professional in – service meeting. Please check your school year calendar or the monthly calendar, which is sent home at the beginning of each month for the dates of early dismissals.

Calendar is located on the website: <http://basilicaschoolkeywest.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 5 days per quarter 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

The Basilica School 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

The following grade point scale is used in grades three through eight

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	0 – 69



Report Cards

Report cards are issued for all grade levels. Report cards are issued at the end of each quarter. See the school calendar for close of quarter dates.

Honor Roll (Grades 4-8)

First Honors

93-100 in the major subjects (religion, language arts, mathematics, social studies, reading, science G's or above or 85 – 100 in enrichment areas (art, music, physical education, Spanish, technology)

3 or above in personal & social growth

3 or above in effort and study skills

Second Honors

85 – 100 in the major subject areas (religion, language arts, mathematics, social studies, reading, science

G's or above, or 85 – 100 in enrichment areas (art, music, physical education, Spanish, technology)

3 or above in personal & social growth

3 or above in effort and study skills

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 Awards (2) for Highest Average in Science and Mathematics (Grades 1 – 8)

Given to the student with the highest average in science and the student with the highest average in math, these are a cash awards from the Jabour Family.

Jabour Awards (2) for Outstanding Effort in Science and Mathematics (Grades 1 – 8)

Given to a student who has demonstrated outstanding effort in science and a student who has demonstrated outstanding effort in math, these are a cash awards from the Jabour Family.

Mariners Award

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

Graduation Requirements

Graduation ceremonies are held for 8th 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 The Basilica School, parents must cooperate with a teacher's recommendation for testing.

Academic Deficiency Policy/Progress Reports

Student progress may be monitored by parents on line. Check with classroom teacher or office for instructions on accessing student's grades on line. 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 web site (<http://basilicaschoolkeywest.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 school sign at the main entrance on Truman Avenue contains current notices and information. Additional signage may be posted at the entrance gates of the school with special reminders or information.

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 disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Basilica School of St. Mary Star of the Sea 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

The Basilica School of St. Mary Star of the Sea is the school of The Basilica 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:

- Please send your child/ren to school with lunch.
- Sodas are not allowed.
- Lunches may not be dropped off.



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. Since school pictures are used for the school yearbook, school uniforms are worn for them.

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 3rd to 8th 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.

Basilica School 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 recognizes the following sports, activities and clubs:

School Clubs: Student Council, Green Team

Major School Activities: Mariners March 5K, Rock'n'Roast

Dances: Student Council Dances

Athletics: Boys and Girls Basketball, Girls Volleyball

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.

The school's website, <http://basilicaschoolkeywest.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

The Basilica School 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 The Basilica School. There are currently three sports programs offered: Boys and Girls Basketball and Girls Volleyball. 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 Mass and special classroom celebrations. Students may celebrate with traditional foods and 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, usually during the last week of January or early February. Special activities are held throughout the week.

Valentines Day Carnation Sale

The Student Council sells carnations for Valentine's Day. Students may purchase for each other and Student Council delivers those carnations ordered to classrooms.

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 permission slip form is in the appendix at the end 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.

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.**

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

Student Conduct

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, 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.

Disciplinary Policies as Guidelines

The Basilica School 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 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.

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.

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.

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.

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.

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

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.

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA



Acceptable Use Policy (“AUP”)

RE: DEVICE MODEL: iPad3

SERIAL NUMBER:

STUDENT NAME: _____

DATE: _____

The Basilica School (hereafter “School”) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration—a vital skill for our 21st century learners. Students at the School utilize DEVICES on a wireless network. DEVICES and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of DEVICES. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

E-Mail

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of DEVICES to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

Games

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school DEVICE that is considered inappropriate or impedes the educational purpose of the program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the DEVICES.
- Screensavers that include gaming components are not allowed.

DEVICES

- Student DEVICES must not be left unattended at any time. If a DEVICE is found to be unattended, it will be turned in to the Technology Office.
- DEVICES must be in a student's possession or secured in a locked classroom or locker at all times.

- Do not lend your DEVICE to other students.
- Do not borrow an DEVICE from another student.
- DEVICES must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued DEVICES must be in the school-issued DEVICE case.

- Do not consume food or beverages near the DEVICES.
- DEVICES should be handled with care. Inappropriate treatment of school DEVICES is not acceptable.
- No writing or stickers will be allowed on the DEVICE and DEVICE cases, and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your DEVICE.
- Students are not allowed to create any administrative passwords on their DEVICES.
- Students are expected to come to school with a fully charged battery on a daily basis.
-

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida IPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on DEVICES or our file servers.

File Sharing

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the DEVICES. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in DEVICE failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

Downloading and Loading of Software

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the DEVICE that impedes the educational purpose of the DEVICE program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the DEVICES nor may copyrighted movies be downloaded to the DEVICES from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the DEVICES
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that DEVICE, but they also slow down the operation of the DEVICE and the network connection.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Executive Director of Technology, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.

- Students must secure and maintain private passwords for network and DEVICE access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of

individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.

- DEVICES that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the DEVICE program at the School as well as to students who are using the school's DEVICES and on campus.
- Any DEVICE with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated DEVICE abuse and/or damages, the school has the right to revoke the use of the school's DEVICE and the student will be restricted to using it only on-campus. Repeated AUP offenses or DEVICE abuses may lead to the loss of a student's privilege of using an DEVICE on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student DEVICES will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the DEVICES or materials stored on the DEVICES, or the school's network.

Florida Laws

Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

Student Name _____ ID Number _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

Principal or Asst. Principal Signature

Date

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

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 The Basilica School 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

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

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:

Date _____ Time _____ Cost _____

Transportation _____ Where _____

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 The Basilica School of St. Mary 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: _____



The Basilica School of Saint Mary Star of the Sea 2012-2013 School Calendar



2012				
August	14	Tuesday	All Teachers Report	
	20	Monday	Open House	9:00 AM – 1:00 PM
September	3	Monday	No School	Labor Day
	26	Wednesday	1:00 PM Dismissal	Professional Development
October	8	Monday	*No School	Hurricane Make-up Day if needed
	10	Wednesday	School Pictures	Wear your uniform
	19	Friday	End of 1 st Quarter	43 days
	22	Monday	No School for Students	Professional Day
	24	Wednesday	1:00 PM Dismissal	Professional Development
November	12	Monday	No School	Veterans Day
	19	Monday	*No School	Hurricane Make-up Day if needed
	20	Tuesday	*No School	Hurricane Make-up Day if needed
	21-23	W, Th, F	No School	Thanksgiving Break
	28	Wednesday	1:00 PM Dismissal	Professional Development
December	21	Friday	1:00 PM Dismissal	No After Care available
	24	Monday	Holiday	Begin Christmas Break
2013				
January	7	Monday	Classes Resume	End of Christmas Break
	18	Friday	No School	Professional Day/Teachers in Miami
			End of 2 nd Quarter	47 Days
	21	Monday	No School	Martin Luther King, Jr. Day
	30	Wednesday	1:00 PM Dismissal	Professional Development
February	18	Monday	No School	Presidents' Day
	27	Wednesday	1:00 PM Dismissal	Professional Development
March	4 - 15	M-F	ITBS Testing	Grades 2 – 8
	22	Friday	1:00 PM Dismissal	No After Care
			End of 3 rd Quarter	43 Days
	25	Monday	Holiday-Holy Week	Begin Spring Break
	29	Friday		Good Friday
	31	Sunday		Easter Sunday
April	1	Monday	No School for Students	Professional Development
	2	Tuesday	Classes Resume	End of Spring Break
	24	Wednesday	1:00 PM Dismissal	Professional Development
May	27	Monday	Holiday	Memorial Day
	29	Wednesday	1:00 PM Dismissal	Professional Development
	31	Friday	Graduation	Grade 8
June	3 – 5	M – W	1:00 PM Dismissal	After Care Available
	6	Thursday	Last Day of School	Mass, Report Cards, Dismissal

Total Student Days = 180 Total Teacher Days = 190

Calendar Notes

January 18, 2013

Public schools will be in session however Basilica School students will not have school. All Archdiocesan teachers will attend a mandatory workshop in Miami.

Major Holidays

Thanksgiving

November 19th - 23rd

19th & 20th will be used as hurricane make-up days if needed.

Christmas

December 24th – January 6th

Classes resume Monday, January 7th

Easter

March 25th – April 1nd

Classes resume Tuesday, April 2nd

Volunteer Information and Virtus® Requirement

- Every parent or volunteer who enters the school must have a volunteer form filled out including a copy of your driver's license and references.
- Volunteer Handbooks and sign-up sheets will be available beginning at Open House, August 20, 2012.
- Every parent **must** take the required Virtus® class and have a background check.
 - The Virtus® class offers instruction on “Protecting God’s Children.”
 - The Virtus ® class and fingerprinting for background checks will be offered in September after school begins.
- **Please understand there can be no exceptions to these requirements.**

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA
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