PARENT – STUDENT HANDBOOK

THE BASILICA SCHOOL
OF SAINT MARY STAR OF THE SEA

KEY WEST, FLORIDA

Revised July 2026

TABLE OF CONTENTS

WELCOME LETTER..... 2
FOUNDATIONAL HISTORY & DOCUMENTS.....3
ELECTRONIC ACKNOWLEDGEMENT.....7
REGISTRATION & ADMISSIONS.....8
IMMUNIZATIONS & COMMUNICABLE DISEASE.....10
TUITION & FEES.....12
UNIFORM & DRESS CODE 14
DAYS & HOURS.....16
ARRIVAL, DISMISSAL, ABSENCES, & TARDIES.....17
ATHLETIC PARTICIPATION & NIL POLICY.....20
CAMPUS SAFETY & VISITORS.....22
GRADING, RETENTION, & PROMOTION.....23
COMMUNICATIONS.....26
PARENTAL COOPERATION.....27
OTHER SCHOOL EVENTS & SERVICES.....29
RULES OF CONDUCT.....35
COMPUTER USE POLICY.....41
PERSONAL ELECTRONIC DEVICES.....43
FERPA RIGHTS.....44
504 INFORMATION.....45
ADDITIONAL DISCLAIMERS.....45
ACCEPTABLE USE POLICY.....50
STUDENT BEHAVIOR & DISCIPLINE CONTRACT.....59
FIELD TRIP CONSENT.....60
ACKNOWLEDGEMENT FORM.....62
EARLY CHILDHOOD PROGRAM ADDENDUM 63

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!

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. 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 Christopher Marino

President
Robert M. Wright

Principal
Joanna Morris

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 Mary Immaculate of Saint Mary Star of the Sea, serving Pre-K 4 through 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 through 8th grade moved into the high school building and opened in the fall of 1986. The school grew steadily and prospered. In 2012 the church of Saint Mary Star of the Sea was designated a minor basilica. As a result, the name of the school was changed to The Basilica School of Saint Mary Star of the Sea

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. The most recent missionaries to Key West were three Holy Spirit sisters from Tanzania who arrived in August 2008. The order is part of Opus Spiritus Sancti, a family of religious and lay communities that originated in Germany after World War II. The sisters are from the Kilimanjaro region of Tanzania and serve the school and parish in various ministries.

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 Catholic education on the island of Key West.

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

Mission Statement

It is the mission of The Basilica School to provide children of the Lower Florida Keys an affordable, quality Catholic education in a Christ-centered learning environment. This mission aims to educate the whole person—spirit, mind, and body—and to foster ownership of each individual's Catholic faith.

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 Basilica School. We are blessed and honored to welcome you as a valued member of The Basilica 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 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.

Introduction to handbook

We are blessed and honored to welcome you as a valued member of The Basilica 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.

Electronic Acknowledgments

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

The Basilica School of Saint Mary Star of the Sea is a child care facility operating under an exemption pursuant to the laws of the State of Florida and is not subject to licensure or regulation by the Department of Children and Families.

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

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.

Registration

Parents of new students are required to fill out a registration form and agreement form. In matters of admission and registration, the final decision lies with the local pastor and the principal.

Documentation

All students need the following:

- Birth Certificate
- DH form 680 (Florida Certificate of Immunization)
- DH form 3040 (School Entry Health Exam)
- Report Card – Showing Promotion to Current Grade
- Address of Last School Attended
- Baptismal Certificate and documentation of sacraments received (if Catholic)
- Complete emergency contact information*
- After-School Information Sheet

*Please update emergency contacts as necessary in the event of changes in address, phones, etc.

Age for Attending

Florida Law states that children who are six by September 1st must attend school until their 16th birthday.

The Archdiocese of Miami Department of Schools requires that:

- Pre-Kindergarten 3 — Must be 3 by Sept. 1
- Pre-Kindergarten 4 — Must be 4 by Sept. 1
- Kindergarten — Must be 5 by Sept. 1
- 1st Grade — Must be 6 by Sept. 1

New Students

New students entering The Basilica School will be placed on a probationary period of 4 weeks before final acceptance. This is to ensure that the student's academic performance and behavior are in compliance with school and Archdiocese standards.

Undocumented Students

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

Immunizations

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

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed in Florida who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

Requirements

Prior to entry, attendance or transfer to preschools, schools (K-12), licensed childcare facilities, and family daycare homes, each child shall have on file a *Florida Certification of Immunization*, DH 680 Form (see Section IV), documenting the following:

A. Public/Non-Public Schools K-12:

Four or five doses of diphtheria, tetanus, and pertussis vaccine
Three, four or five doses of polio vaccine
Two doses of measles, mumps, and rubella vaccine
Two or three doses of hepatitis B vaccine
Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)

B. Public/Non-Public Pre-K (age-appropriate doses as indicated):

Diphtheria, tetanus, and pertussis vaccine
Polio vaccine
Measles vaccine
Mumps vaccine
Rubella vaccine
Hepatitis B vaccine
Varicella vaccine
Haemophilus influenzae type b (Hib) vaccine

C. Public/Non-Public Schools Seventh Grade:

In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade in Florida schools are required to complete the following:
One dose of tetanus-diphtheria-pertussis vaccine (Tdap) effective school year 2009/2010, then each year the next highest grade is included.

Communicable Diseases and Related Items

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

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

TUITION & FEES

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA Tuition & Fee Schedule 2024-2025			
Grade	Tuition	10 Monthly Payments	Registration Fee per Family
Pre-K 3 & Pre-K 4 Catholic & Non-Catholic	$13,500	$1350	$250 Reregistering $500 New enrollment
K – 8 Catholic & Non-Catholic	$14,500	$1450	$250 Reregistering $500 New enrollment
9 - 10 Catholic & Non-Catholic	$15,500	$1550	$250 Reregistering $500 New enrollment
Educational Programs and Other Services			
Facility Fee	$350 per year per student		
The Blessed Carlo Acutis Special Education Program	Tier 1: $500 Tier 2: $750 Tier 3: $1500 Tier 4: $10,000 Tier 5: $20,000		
Beyond the Bell	$10.00 per day		
Camps – Thanksgiving, Christmas, Spring Break & Summer	Costs Vary		

Tuition Collection and Assistance

The stability of our school and the quality of its programs are of the utmost importance. Therefore The Basilica School uses the FACTS Management Company to help manage payment of tuition, other incidentals, and for financial aid assessment. FACTS is used by most Archdiocesan schools and over 6,000 schools nationally. FACTS provides security, flexibility and convenience of payment processing for families and the school.

All families must set up an account with FACTS for payments and for consideration for financial aid or tuition assistance. Tuition assistance is limited. Available aid is distributed to families with demonstrated need. There is also information on the school website regarding FTC, McKay and other scholarship programs. (http://basilicaschoolkeywest.com/prospective-parents/shop/. This link is available on the school website under the *Prospective Parents tab>Tuition and Scholarships*)

Set up a FACTS accounts online at: https://online.factsmgt.com/signin/3TFPG. This link is available on the school website under the *Current Parents* tab > *FACTS*. Our office staff is available to assist families who may need help creating a FACTS account or who are in need of assistance with other scholarship applications.

Real Cost Per Student

The average real cost per student at The Basilica School is $14,000 for K-8 and $17,000 for 9-12. The difference between tuition charged and the real cost per student is covered by generous donations to our yearly Annual Fund and the incredible support of our major benefactors.

Late Fees

Each parent has a duty and obligation to insure that their financial obligations are met in a timely manner. The school reserves the right to assess late fees.

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 administratively withdraw the student if any financial obligations are not met.**

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Private Tutoring, Coaching or Lessons

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

UNIFORM AND DRESS CODE

Uniforms are worn to foster pride in the school and in each other. The uniform is also worn to promote self-discipline and to provide a neat, economical appearance for each student. The complete, official school uniform must be worn every day unless otherwise prescribed by the Administration. Students are expected to be well-groomed and to have sufficient uniforms. Uniforms should be clean and in good condition each day. Please check at the school office if you need assistance in providing uniforms for your student. If a student comes to school wearing unacceptable attire as determined by Administration, he/she will wait in the School Office until suitable apparel is delivered by parents.

Everyday School Uniform

Boys Pre-K 3 – Grade 8
Solid navy or khaki walking shorts or slacks
Solid white, navy, or light blue school polo shirts embroidered with school name and logo

Pants must be kept up—no sagging or baggy styles permitted.
Jeans or denims may not be worn except as noted below.
Stretch clothing (sweats, leggings, yoga or athletic pants, etc.)is not permitted.
T-shirts or other types of shirts may not be worn over the uniform polo shirt
Undershirts must be solid white

Girls Pre-K 3 – Grade 8
Solid navy or khaki walking shorts or pants
Solid navy or khaki skorts
Solid white, navy, or light blue school polo shirts embroidered with school name & logo
Jeans or denims may not be worn except as noted below.
Stretch clothing (sweats, leggings, yoga or athletic pants, etc.) is not permitted.
T-shirts or other types of shirts may not be worn over the uniform polo shirt

Cold Weather/Outerwear (All Grades)

Solid navy full zip fleece embroidered with the school name may be worn over school polo shirts. Girls also have the option to wear the Basilica School cardigan.

Physical Education Uniform

PE Uniform (All Grades)
Navy PE t-shirt with school name and logo with either Mariner PE shorts or Mariner PE joggers. All items must be school issued.

PE Day Procedures
Currently, all grades arrive to school wearing their PE uniform. No students are permitted to "change out" before PE class.

Footwear (All Grades)
Sneakers, tennis or athletic shoes
Closed-toe shoes, e.g., loafers, Sperry's, flats

No open shoes (sandals, Crocs, jellies, flip-flops)
No heels

Uniform Sources

The Basilica School's uniform source is now online. Access the store by clicking here or visiting our website at https://uniforms.basilicaschool.com/ and selecting Uniform Store under the current parents tab in the school uniform site.

Other Uniform Information and Dress Guidelines

Friday – Jeans Day

Students may wear blue jeans on Wednesdays unless otherwise directed. This is a privilege and only students who are given permission by their teachers are allowed to participate. Jeans may be long or short as long as minimum length of 4 inches above the knee is met. Girls may also wear jean skirts (of an appropriate length) or Capri pants. Blue jeans should not be too tight and must be good condition (no spandex, no tears, holes, etc.)

Out-of-Uniform/Tag Days

Certain days may be designated as out of uniform days. These days typically have a theme, e.g. patriotic colors, red and pink for Valentine's Day, etc. Participation in tag days is optional; students must follow the theme or wear their uniforms. Some out of uniform days may be "Tag Days" to raise money for a particular charity or cause. These days are usually announced in the monthly calendar or during morning announcements.

Dress Code for Out-of-Uniform Days

Out-of-uniform days are a privilege. The same rules covering uniforms apply to clothing worn on these occasions, i.e. no short-shorts, leggings, sagging pants, etc. Tank tops, spaghetti straps, strapless tops, shirts with inappropriate sayings or ripped clothes are not permitted.

Jewelry, Haircuts, etc.

Girls may have pierced ears only. Boys may not wear earrings. No tattoos, counter culture symbols, or appearances are acceptable. Hairstyles are to be traditional and conservative. Extreme hairstyles (e.g. spikes, tails, buzzes, Mohawks, colors, etc.) are not permitted. No bandanas or scarf-style head bands are permitted. Final determination as to what is traditional or conservative will be decided by the Administration. Due to allergies, students are requested to refrain from the excessive use of perfumes.

Label Personal Items

Please write student or family name in all clothes—especially full zip fleeces—with permanent marker so lost items can be identified. This is particularly important for upper grade students who change for PE and after school sports.

DAYS AND HOURS

Calendar
The school calendar contains 180 days; students are required to attend 180 days.
Hurricane make up days may be placed in the calendar to compensate for days missed due to weather.
A copy of the calendar is available from the office or may be viewed on the school website: http://basilicaschoolkeywest.com/current-parents-2/calendar-of-events/

School Day
School day for all students is from 8:00 a.m.to 2:50 p.m. (Procedural details are below.)

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.

Student Orientation
An open house/student orientation will be held prior to the first day of school. Parents and students are able to visit their classrooms and meet their teachers. Date and times will be posted on the announcements section of the school website. http://basilicaschoolkeywest.com/

School Office Hours of Operation
School office hours are 8:00 a.m. until 4:00 p.m. The office telephone number is 305-294-1031.

Lost and Found: Lost items are kept as long as practical. Please check with the office as soon as something is missed.

Bell Schedule (Middle School)

8:10 – 9:40	Block 1
9:40 – 9:51	Break
9:52 – 11:22	Block 2
11:22 – 11:52	Lunch
11:55 – 1:25	Block 3
1:28-2:06	Period 4
2:09-2:47	Period 5
2:50	Dismissal

AM/PM PROCEDURES, ABSENCE & TARDY POLICIES

Parking

There is no parking along the circle in front of the school. This is a designated Fire Lane and is used for drop off only. Drive through and discharge students at curbside only.

Limited short term parking for parents while conducting business in the office, etc., is available on Truman Avenue or in the Adoration Chapel lot. Parents may also use the main parking lot off Windsor Lane.

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 7:30 a.m. If it is necessary to drop off a student before 7:30 a.m., the school will not be held responsible. Students in grades Kindergarten, Frist and Second are to remain in the area near the front of the office until the first bell rings at 7:45am, at which time they may move to their classroom.

Parents of students in preschool 3 or preschool 4 must escort their student to his/her classroom and sign them in at the front door of the room. Parents of students in grade Kindergarten and above may not walk their student to their classroom. Any parent wishing to go to their student's classroom must first sign in at the school's office and be granted permission to enter campus.

Preschool and middle school student drop off is from the back parking lot (Windsor Lane). Students in grades K-2 should be dropped off at the Truman entrance. Students in grades 3-5 may be dropped off in either lot.

Tardy Policy

Students who arrive at school after the 8:00 a.m. bell will receive an unexcused tardy. They must stop in the office to obtain a late slip before going to class. Parents may not take late students to class; office staff will ensure younger students are escorted to class. Note that when a student is tardy, his/her arrival disrupts the rest of the class. A phone call or written explanation from the parent should be submitted to the office on the day of the tardy. Parents of students who are habitually tardy may be notified by the administration and asked to correct the problem.

Five unexcused tardies in excess of 10 minutes will equal an absence.

Doctor or dentist appointments and family emergencies are considered an **excused tardy**. To receive an excused tardy for these situations, the student must bring a written note from the parent or doctor.

Dismissal

Dismissal for all grades is 2:50 p.m. Students are dismissed from the back of the school, accessed through the back parking lot off Windsor Lane. Check with classroom teachers to see where each grade waits for pick-up. (See below for rainy day dismissals.)

Students not picked up within 15 minutes of dismissal time will be sent to Beyond the Bell and the family will be charged accordingly.

Early Dismissal

Please check the school calendar or the monthly calendar for early release dates. Typically these are teacher training days. The usual dismissal procedures are followed. (The calendar is on the website: http://basilicaschoolkeywest.com/)

Rainy Day Dismissal

On rainy days all students except PreKs are dismissed from the Truman Ave drive. The school will make every attempt to send out a text message announcing rainy day dismissal. Please be sure that the rainy day tag with family name is visible on the dashboard. Use caution as traffic can back up quickly. Parents are to remain in their vehicles and children will be escorted to them.
Exception: Preschool children remain in their classrooms. Parents must walk to the classroom to pick them up.

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

Parents are asked to call the office before 9:00 a.m. to report a student's absence. Furthermore, it is the policy of the Archdiocese of Miami that a written excuse shall be submitted to the office upon the student's return. The excuse must be signed by the parent or guardian.

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:
Date
Full name and grade of student
Date of Absence
Reason for Absence
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.

Makeup Work

It is the responsibility of students to check on work missed due to an absence. Please check with individual teachers to confirm policies regarding make up work.

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

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

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

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

Electrocardiogram Screening Requirement

Consistent with its responsibility to protect the health and safety of student-athletes, The Basilica School requires all student-athletes subject to the FHSAA Electrocardiogram screening requirement to provide satisfactory documentation of a completed ECG screening before participating in any tryout, practice, workout, conditioning activity, scrimmage, game, or other school-sponsored athletic activity. The School has adopted this requirement as a condition of participation in its athletic program. Accordingly, the School will not waive its ECG screening requirement based on a religious objection.

The Basilica School is not a member of the Florida High School Athletic Association (FHSAA) and currently holds an inactive status. However, in the interest of maintaining eligibility for our student-athletes who participate in athletics at Key West High School or other programs governed by FHSAA rules, we require adherence to the standards and expectations set forth by the FHSAA regarding amateur athletic status and Name, Image, and Likeness (NIL) activities.

To preserve amateur status, student-athletes must not:

- Compete for monetary compensation;
- Capitalize on athletic fame by receiving money or gifts of monetary value;
- Sign a professional contract in any sport; or
- Engage an agent to manage their athletic career.

These conditions are essential for eligibility and participation in FHSAA-regulated sports. All student-athletes of The Basilica School are expected to comply with these standards.

NIL Activities

In accordance with FHSAA guidelines, student-athletes may benefit from their name, image, and likeness. This includes receiving compensation for endorsements, appearances, and other NIL-related activities. However:

- No employee or representative of The Basilica School—including coaches and administrators—is permitted to facilitate, negotiate, or arrange any NIL agreement or act on behalf of students in such matters.
- Parents/guardians are strongly encouraged to seek independent legal or professional counsel when engaging with agents or third parties offering NIL-related compensation or services.

All NIL agreements must be disclosed in writing to school administration within seven (7) days of signing.

Student-athlete NIL activities must not interfere with school-related obligations, including practices, games, or other scheduled events. Additionally, students may not reference or represent The Basilica School—or any school affiliated with the Archdiocese of Miami—in commercial activities without prior written authorization. This includes wearing team uniforms, displaying the school's name, mascot, or logo, or using any other protected identifiers.

Likewise, during any school-sponsored activity, students are prohibited from wearing or displaying the logo or insignia of third-party sponsors or organizations not formally affiliated with the school or Archdiocese.

Unauthorized commercial use of the names, mascots, and logos associated with The Basilica School or the Archdiocese of Miami is a serious violation of school policy and may carry legal consequences.

Finally, student-athletes may not endorse any product or service inconsistent with the values of The Basilica School or the Archdiocese of Miami. At all times, student conduct—whether related to NIL activities or otherwise—must align with the mission, values, and conduct expectations outlined in this handbook.

Closed Campus

The Basilica School is a closed campus. The front and back gates are locked each morning and stay locked until 2:45 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 badge. **Between 7:30 a.m. and dismissal, parents and visitors are not allowed to go to classrooms without an appointment.**

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

GRADING, RETENTION & PROMOTION POLICIES

Grading Scale
The following grade point scale is used in Grades 3 through 8:
A (90 – 100); B (80 – 89); C (70 – 79); D (60 – 69); F (0 – 59)

Report Cards
Report cards are issued for all grade levels at the end of each academic quarter. Please see the school calendar in the Bugle for those dates.

Honor Roll (Grades 4-8)
First Honors: Grades of 90-100 in all major subjects
Second Honors: Grades of 80 –100 in all major subjects
Major subjects are: religion, language, mathematics, social studies, reading, and science.

Awards

An awards ceremony is held at the end of the school year. Awards are given in academic areas, and for citizenship, service, etc. Students in each grade are selected to receive the following awards:

Stella Maris Award (Grades 1 – 8)
Selected by the teacher, it is awarded to the student who has been particularly cooperative and helpful throughout the year. Stella Maris recipients demonstrate an outstanding Christian attitude towards their classmates and put their faith into action.

Citizenship Award (Grades 1 – 8)
Selected by the teacher, this student demonstrates qualities of freedom, justice, school involvement, and respect for community.

Perfect Attendance Award (All grades)
Awarded to students who have not missed a day of school. Reminder: Five tardies equal one absence and count against perfect attendance.

Principal's List (Grades 3 – 8)
Students recognized as part of the "Principal's List" are those that have maintained a 4.0 GPA during all four academic quarters.

Principal's Award for Academic Excellence (Grades 1 – 8)
Awarded to the student who achieves the highest academic average in that grade level.

Principal's Award for Outstanding Academic Effort (Grades 1 – 8)
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 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 cash awards from the Jabour Family.

Mariners Award (Grades 1 – 8)
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. The Pastor and Principal reserve the right to make the final decision regarding a student's attendance at these functions.

All school materials must be returned in good condition. Any replacement costs, library fines, 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.
Note: The final grade is determined by averaging the four quarterly grades for the subject.

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 their student has completed his/her work. Parents are expected to regularly monitor their student's progress through Gradelink and other school communications, including Tuesday envelopes (see **Communications** below). Teachers will attempt to identify students with promotion-threatening difficulties as early as possible during the school year.

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 should be monitored regularly by parents on Gradelink and through other classroom and school communication channels. Check with the classroom teacher if you are not getting regular communications from school or cannot access Gradelink. Progress reports are usually issued mid-way through each term, but academic deficiency reports can be issued when a student falls significantly behind.

COMMUNICATIONS

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed of the programs of The Basilica School via its established communication outlets. If you do not seem to be receiving regular communications from school, please check with the office or classroom teacher so the accuracy of your contact information can be checked.

School news and announcements are posted on the school website, social media, the parish bulletin, or are sent home via emails, texts, or printed notices. The school sign at the main entrance on Truman Avenue will also contain current notices and information.(www.basilicaschool.com, www.facebook.com/basilicaschoolkeywest).

The best source for school information is in the weekly Basilica Bugle newsletter, emailed to all families on Sunday evenings. If you have unsubscribed from the Bugle, you will need to contact Smore directly to begin receiving them again. If you have issues, please email office@basilicaschool.com.

For student grades, homework, and classroom news, parents are asked to monitor Gradelink (www.gradelink.com) and weekly communication envelopes or binders as their primary sources of information. Each student's Gradelink login and password is sent home at the beginning of the school year. If you have lost this information or cannot log onto the system, please call the office for assistance.

Teacher email addresses are available on the school website or you may obtain from the teacher or office. The yearly calendar is sent home at the beginning of the school year and is available on the school website. More detailed monthly calendars are also sent home each month or viewed on the school website.

Parent-Teacher Conferences

Faculty members are always eager to discuss student progress with parents or guardians. Please contact the teacher or the school office to set up an appointment. However, spontaneous conferences are discouraged. At no time are parents or guardians permitted to present themselves to a teacher at his/her classroom. Additionally, since teachers must supervise students at dismissal, they cannot hold impromptu conferences simultaneously with this duty. Scheduled conferences ensure that teachers and parents are able to discuss student progress without the distractions of other responsibilities.

Changes of Address, Telephone, Emergency Contact or Pick-up Permissions

Families are asked to make sure that the school is notified of any changes of address, phone, emergency contacts, or pick-up authorizations for their student(s). Students who walk or bike home must have a release on file with the office.

PARENTAL COOPERATION

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

Parents are an integral part of The Basilica School and their presence as volunteers in school and at school events is essential and valued. All parents agree to assist the school by volunteering during the school year. It is recommended that each family volunteer 20 hours. Families receiving special tuition assistance may be required additional hours as per their agreement.

Further principles of parent cooperation at The Basilica School are in the Parent **Pledge** at the end of this document.

PARENT TEACHER ORGANIZATION (PTO)

The Basilica School of St. Mary Star of the Sea Parent Teacher Organization (PTO) 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. PTO is instrumental in volunteering and fundraising for the school. Meeting reminders are made through the usual school communications outlets. All parents are encouraged to become a part of PTO and to attend general meetings.

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, clergy, the teachers, and families 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 usually meets monthly during the school year. More comprehensive information on the Board is available through the school or parish office.

SCHOOL VOLUNTEERS

All school volunteers who wish to chaperone field trips or volunteer with children in the Archdiocese of Miami must fulfill three requirements:

1. Complete a background check with fingerprinting (This applies even if an individual has been cleared through an FBI or FDLE check conducted by their employer or another entity);

2. Complete the online Virtus *Protecting God's Children* course; and

3. Read monthly bulletins posted to their account by Virtus.

1. **Background check w/fingerprinting**
   Instructions for scheduling fingerprinting can be found in the school office or by emailing office@basilicaschool.com.

2. **Virtus *Protecting God's Children***
   This is an interactive video course to educate adults on how to become better protectors of children against sexual abuse. The course takes about 90 minutes to complete. Go to www.virtusonline.org and create an account. Note that the first thing you are asked is your organization. Please choose the Miami Archdiocese. At the end of the registration, you can begin the course or sign back on later to do it.

3. **Virtus Monthly Bulletins**
   These readings must be completed by all *who wish to chaperone field trips or volunteer with children*. They are continuing education information to keep us up to date and are posted on our Virtus accounts. It takes about 5 minutes to read the bulletin and answer a multiple choice question. You will receive an email reminder the first Sunday of every month. If people fall behind in the bulletins, the system will automatically suspend the account. It is a nuisance to reinstate it, so better to mark your calendar to do it monthly. Sign onto your Virtus account at www.virtusonline.org and click on the *Training Bulletins* tile.

OTHER SCHOOL EVENTS AND SERVICES

Lunch

Lunches are offered five days a week and the menu is published monthly. Every student is provided the first lunch for free each day as part of the cost of tuition, but students ordering multiple lunches will be charged via FACTS. Students not receiving a school lunch should bring a lunch with them in the morning. Occasionally a student will forget a lunch. When that occurs, a family member may drop the lunch off at the front office or the student can receive the school lunch. Please note that as a general practice the school office cannot accept carry-out food deliveries or daily drop-offs from parents.

Mariner Snack Room

The Mariner Snack Room is open each day at lunch based on volunteer staffing. Assorted snacks and drinks are available for purchase. 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 items like cupcakes, ice-cream cups, etc., to share during 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 most importantly to advise about any dietary considerations (e.g. allergies, diabetes, etc.). Keep in mind that school lunches are on a tight schedule so punctuality is required.

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. Picture retake dates will be communicated to families via the Bugle newsletter.

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 back at the end of each school quarter, or report cards may be withheld pending return or replacement of borrowed materials. 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 before 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 week. Parents are invited and encouraged to join their child. Classes take turns reading at Mass each week.

The weekday celebration of Mass is a privilege. However, it is not a substitute 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.

Sacrament of Reconciliation

Penance services and Confession are offered twice a year: during Advent and during Lent. The opportunity for individual confessions is also 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, preparation for these Sacraments, as well as the Sacrament of Baptism, is available upon request for children in other grades who have not yet received them. Families are encouraged to contact the rectory (305-294-1018) or school office to let us know how we can be of assistance.

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. Typically, pets are brought to school shortly before dismissal for a blessing.

Stations of the Cross

Stations of the Cross are held each week during the Lenten Season beginning 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 of May. The date varies; parents are invited to join us. Second Grade children process in their First Communion an 8th grade girl crowns Mary.

School Activities & Events

The school recognizes the following co-curricular and extracurricular activities (including official athletic activities and school dances):

School Clubs: Student Council, Green Team, Running Club, National Junior Honor Society, Choir, Chess Club.

Major School Activities: Mariners March 5K, Rock N Roast, Golf Classic, Duval Mile, Eggstravaganza

Dances: Student Council Dances, Movie Nights

Athletics: Boys' and Girls' Basketball, Girls' Volleyball, Running Club, Cross Country, Golf, Baseball and Softball

Parents acknowledge that participation in these co-curricular and extra-curricular activities 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 athletic activity, 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 co-curricular and extra-curricular activities, including all athletic activities and school dances.**

The school is not responsible for student participation in any co-curricular and extra-curricular activity 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.

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

The school's website, http://basilicaschoolkeywest.com/**, is** a good way to keep up with general school information. The school's weekly e-newsletter, The Basilica Bugle, is an excellent source of information for activities and events. Class specific information may be found on individual teacher's Gradelink pages. (Sign onto Gradelink to view https://secure.gradelink.com/Gradelink.)

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

National Junior Honor Society (NJHS)

The National Junior Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of scholarship, service, leadership, citizenship, and character. Members of the Basilica School Chapter of the National Junior Honor Society must be in grades 6-8, maintain at least a 3.5 cumulative grade point average, complete at least ten hours of community service per semester (five of which are served at school), and regularly attend the NJHS meetings. There is a formal induction ceremony for those who qualify in the spring and an informal ceremony for those who qualify in fall.

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 team sports offered: Boys and Girls Basketball and Girls Volleyball. In addition to these team sports, The Basilica School Running Club meets once weekly after school for fun runs and conditioning. Participation in a sport is a privilege. Students who choose not to follow school rules and regulations may be excluded from participating. To remain eligible to participate in athletic contests, a student must maintain a 2.0 GPA in all academic quarters.

Halloween

Special activities such as a Carnival, Trunk-or-Treat, or Costume Parade are held at Halloween.

Thanksgiving

Each year Thanksgiving is commemorated with Mass and special classroom celebrations which may include traditional foods and dress as Native Americans or Pilgrims.

Christmas Program

All students participate in a school Christmas musical prior to the Christmas Break 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 PTO 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. Those interested in being involved are invited to 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.

Valentine's Day Carnation Sale

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

Easter Egg Hunt

The school hosts a traditional egg hunt for the school or community during the Easter Season.

Field Day

Field Day is a sports day organized by the Physical Education teacher. Students are divided into teams and compete at various events in celebration of athleticism, good fun, and sportsmanship.

Field Trips

Field trips are arranged by the teachers.

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

A copy of the permission slip form is located at the end of this handbook.

Community Service Activities

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

SCHOOL SPONSORED EVENTS

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

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

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

FUNDRAISING

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

RULES OF CONDUCT

The Basilica School is committed to maintaining a safe, respectful, and disciplined learning environment. The school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

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

Disciplinary Policies as Guidelines

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.

Students are expected to follow the "Behavior and Discipline Contract" at the end of this handbook in addition to the policies which follow.

Consequences

Enrollment at The Basilica School implies a willingness of both parents and students to comply with the policies and procedures of the school. Discipline at school is considered an aspect of moral guidance and not simply a form of punishment. Discipline has several definite objectives: to provide a classroom situation conducive to learning to provide genuine character development; to assist growth toward self-discipline; and to foster respect for duly constituted authority.

Correction of minor classroom misbehavior will be made by the teacher immediately. If the misbehavior continues, a course of action might consist of a call (or email) to the parent, followed by a conference with the teacher, and possibly a conference with an administrator. Consequences for misbehaviors, etc., might consist of missed recess or lunch detention, loss of other classroom privilege, etc.

After-School Detention (Grades 6-8)

Students will receive an after-school detention for inappropriate behavior or continued violations of school rules. Detentions will be served after school from 3:15 p.m. to 4:00 p.m. under the supervision of school personnel. No schoolwork or homework may be done during detention. Parents will be notified in advance that a student has been assigned an afterschool detention. If a student cannot serve detention on the assigned date, a note must be presented to the principal for approval and to request rescheduling. Parents are expected to cooperate with the school in dealing with any behavioral problems that may arise and to communicate to their children expectations of proper conduct.

Anti-Bullying Policy

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

(1) physically, emotionally, or mentally harming a student;

(2) damaging, extorting or taking a student's personal property;

(3) placing a student in reasonable fear of emotional or mental harm;

(4) placing a student in reasonable fear of damage to or loss of personal property; or

(5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

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

   b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

   a. This policy prohibits bullying that occurs either:

      i. on school premises before, during, or after school hours;

      ii. on any bus or vehicle as part of any school activity; or

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

3. Reporting Complaints

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

4. Disciplinary Action

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

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

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

Artificial Intelligence

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. The Basilica School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

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.

Bullying/Harassment Investigation Disclosures

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

Drug and Alcohol Policy

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

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods which seek to deter the use and/or distribution of illegal drugs or alcohol.

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

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:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. 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 administratively withdrawn 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.
4. 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 administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

Video Surveillance

The Basilica School uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

Weapons Policy

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

cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

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 by students. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Safety in Private Spaces

The Basilica School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

Sexting

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

Smoking/Vaping

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

COMPUTER USE POLICY

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

1. Respect and protect the privacy of others:
    a. Use only assigned accounts and passwords;
    b. Do not share assigned accounts or passwords with others;
    c. Do not view, use or copy passwords, data or networks to which you are not authorized;
    d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
    a. Observe all network security practices;
    b. Report security risks or violations to the school principal;
    c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
    d. Do not disrupt the operation of the network or create or place a virus on the network;
    e. Conserve and protect these resources for other students and Internet users.
    f. The use of SmartGlasses (or equivalent devices) it not allowed on school premises without the permission of the administration.
3. Respect and protect the intellectual property of others:
    a. Do not infringe on copyright laws including downloading or copying music, games or movies;
    b. Do not install unlicensed or unapproved software;
    c. Do not plagiarize.
4. Respect the principles of the Catholic school:
    a. Use only in ways that are kind and respectful;
    b. Report threatening or discomforting materials to 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;
    g. Do not send spam, chain letters or other mass unsolicited mailings;
    h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
    i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

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

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with 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, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

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

Consequences for Violations

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

PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronics (iPods, games, etc.) are not permitted in school. All such devices are to be left in the office with the secretary or, at the teacher's option, turned in each morning and picked up at the end of the school day. Students may not use cell phones or other personal electronic devices on the school grounds without permission. Any student needing to contact parents for any reason must request permission to use the school office phone to make the call. Students who do not adhere to this policy will have the item(s) taken and forwarded to the school office. Parents and students should consider carefully whether it is necessary to bring a cell phone to school. The Basilica School will take no responsibility for damaged, lost or stolen phones or other electronics.

- First violation: Verbal warning--item placed in office.
- Second violation: Item placed in the office and parent 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.

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

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

Section 504 – Policy Statement

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

The school's designated 504 Coordinator and contact information are as follows:Jaclyn Don Caceres, 305-762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

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.

Parental Custody Agreements and Court Proceedings

The Basilica School is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.

Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to: "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day; Refuse a child's release to a parent based on an alleged schedule violation; Serve as intermediaries, messengers, or "record-keepers" for family court matters; or Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.

Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

Equal parental access absent restriction. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.

Verification and safety procedures still apply. All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).

Authorized pickup procedures

For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for timesharing; they are for student

protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).
The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.

High-conflict situations
If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

Court Orders, Injunctions, and Documentation
Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the address(es) where student records should be sent.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

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. A violation of this policy will constitute a breach of the parental cooperation requirement.

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.

Conduct Expectations and Campus Safety
The Basilica School expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

USE OF PHOTOS

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

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

Text Messaging/Telephone Calls

The school uses text messages and automated telephone calls to alert parents/guardians of important information related to the school. Parents/guardians consent to the receipt of these messages when providing their telephone numbers.

Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

INTELLECTUAL PROPERTY PROTECTIONS (PRIMARY SCHOOL)

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks of The Basilica School are valuable property of the School. These marks are used to identify the School, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name, logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the

School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

INTELLECTUAL PROPERTY PROTECTIONS (HIGH SCHOOL)

The Basilica High School takes great pride in its name, logos, mascot, and other identifying marks that represent our institution. These are also trademarks that provide great value to our school and that contribute to the identity, reputation, and recognition of our school community. To further protect these assets, we have registered the trademarks for our school's name and logos. Please note the following policies concerning the use of school trademarks.

1. The name, logos, and other identifying marks of the Basilica High School are registered trademarks owned exclusively by the school. These trademarks are legally protected and may not be used without express written authorization.
2. Parents/Guardians, students, and third parties are strictly prohibited from using the school's trademarks, including its name and logos, for any purpose without the express written consent of the school. This includes, but is not limited to, the creation or sale of merchandise, promotional materials, and digital or printed publications.
3. Parents/Guardians and students must ensure that any merchandise bearing the school's name and/or logos is purchased only from vendors who are officially licensed and authorized by the school to use the school's trademarks. Before making any purchases, parents and students should verify with the school administration that the vendor is properly authorized.
4. Unauthorized use of the school's trademarks may result in disciplinary action, legal consequences, or both. Any suspected misuse should be reported to the school administration immediately.

By respecting and protecting our trademarks, we help preserve the religious identity and reputation of the Basilica High School. For any questions regarding the use of our trademarks or authorized vendors, please contact the school administration.

THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

Acceptable Use Policy ("AUP")

RE: DEVICE MODEL: 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 DEVICE 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, including 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 others 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 others or borrow a 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. <u>This is not merely a request; it is a responsibility.</u>

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 <u>every</u> 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.

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 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.

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

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

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 during the school year. I understand that 20 hours per family is recommended. If I am on special tuition assistance, I will volunteer the recommended 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

EARLY CHILDHOOD HANDBOOK ADDENDUM

Welcome and Philosophy

Our Early Childhood Program reflects the belief that every child is created in God's image and likeness, with unique gifts and abilities. We nurture spiritual, social-emotional, physical, and cognitive growth through developmentally appropriate, play-based learning in a Catholic environment. Families are partners in this journey, and together we build the foundation for lifelong faith and learning.

Curriculum and Learning Approach

We align our curriculum with:
Florida Early Learning and Developmental Standards
Florida Catholic Conference Early Education Program Standards
NAEYC best practices

Our curriculum weaves Catholic values, daily prayer, and Gospel teachings into play-based, child-led learning experiences. Teachers thoughtfully design environments filled with opportunities for literacy, numeracy, science, and hands-on exploration to inspire curiosity and a sense of wonder in God's creation. Using ongoing, research-based assessments, learning experiences are continually tailored to support the unique needs and growth of every child in our care.

Daily Schedules and Routines

Consistent routines help children feel secure. A typical day includes:
✓ Morning welcome and prayer
✓ Center-based learning and outdoor play
✓ Snack and mealtimes
✓ Rest/nap time
✓ Closing prayer and dismissal

Arrival and Dismissal Procedures

- PreK classrooms open at 7:45am. Children must be in class by 8:00am.
- It is in the best interest of children that they are on time and able to participate in the opening activities of the group as this sets the tone for the rest of the day and aids in smooth transitions.
- Parents will say goodbye at the classroom door and the student will walk in independently.
- Students arriving late will need to enter through the front office.

Dismissal

Preschool 3

- 3:00-4:00pm Pick up at the classroom door.
- 4:00-5:30pm Pick up in Room 303.
- 4:15-4:45pm Weather permitting, students may be picked up from the preschool playground during outdoor play.

PreKindergarten 4

- 3:00-3:15pm Pick up at the classroom door.
- 3:15-3:45pm Pick up from the playground.
- 3:45-5:30pm Students will transition to Room 109 for pickup.

Authorization for Pick-Up

- Children will only be released to their parents and those persons listed on the registration form as emergency contact/alternate pick-ups.

- A photo ID will be required of someone whom we do not know. Staff have access to all student files to ensure that children are dismissed only by those listed on the emergency contacts. Written documentation or verbal permission must be given to the school office prior to releasing your child to someone who is not listed on your child's registration form.

Toileting and Self-Care Policies

We encourage and support toileting independence in alignment with Florida DCF and ADOM guidelines.

- **Developmentally appropriate support:** Toileting skills develop gradually from infancy through preschool. Teachers provide age-appropriate guidance, encouragement, and support at each stage of development.

- **PK3 and older:** Children entering PK3 and PK4 programs are expected to be toilet trained and able to manage their toileting needs with minimal assistance. Occasional accidents are understood as part of development and will be handled calmly and respectfully.

- **Partnership with families:** Open communication between home and school helps maintain consistency and supports your child's success.

- **Extra clothing:** Families are asked to provide several complete changes of clothes (including socks and shoes) to keep at school for use if needed.

- **Encouraging independence:** At all ages, teachers gently guide children toward greater self-care skills, promoting confidence and a sense of accomplishment.

Health, Illness, and Safety

- **When to Stay Home:** Children must stay home if they have:
    - A fever of 100.4°F or higher (must be fever-free for **48 hours without medication** to return).
    - Vomiting or diarrhea (must be symptom-free for **48 hours without medication** to return).
    - Any undiagnosed or contagious rash.
    - Any communicable illness (e.g., flu, chickenpox, pink eye, strep throat, stomach virus).
    - Head lice or nits.
    - Eye discharge (eyes must be clear to return, even with a doctor's note).
    - Excessive nasal or ear discharge.
- **Absences:** Parents should notify Kara Kelly at the school by email kelly@basilicaschool.com by 8:00am if their child will be absent.
- **Physician's Note:** Required for any absence of **3 or more consecutive days** or after a contagious illness to verify the period of contagion has passed.
- **If a Child Becomes Ill at School:**
    - Parents will be contacted to pick up their child **immediately**.
    - Staff will assess the illness, keep the child comfortable, and monitor until pickup.
- **Medication Policy:** Medication will only be administered with written parental consent and physician instructions. (If Applicable)
- **Health & Safety Practices:**
    - Frequent handwashing is practiced daily.

- Monthly emergency drills are conducted to ensure preparedness.

- **Exposure Notifications:** If a child in the program is diagnosed with a communicable illness, parents will be notified with the illness name and symptoms for awareness even if it is not a reportable illness per the CDC. Anytime there are multiple cases within a 72-hour period, the facility may be required to report the suspected outbreak to the local county health department, even if the specific illness is not individually reportable.

Immunizations

Before attending school, all students are required to have a valid immunization record on file in compliance with the Florida Department of Health guidelines.

- A **Florida Certificate of Immunization (Form DH 680)** completed by a healthcare provider participating in Florida Shots must be submitted to document:
    - Required immunizations
    - A valid medical exemption (temporary or permanent) if applicable
- Only medical exemptions certified by a physician are accepted. Exemptions based on religious, philosophical, or personal beliefs are **not permitted**.
- Students without the required documentation will not be allowed to attend until all immunization requirements are met.

Communication with Families

- **Partnership and Respect:** We value open, respectful communication and strong partnerships with families to support each child's growth and development.
- **Classroom Updates:** Teachers provide regular updates through Class Dojo, classroom newsletters, emails, and papers going home in class folders to keep families informed about daily experiences, learning, and upcoming events.

Parent-Teacher Conferences:

- Held 2 times per year to discuss your child's progress, screenings, assessments, and overall development.
- The dates will be Monday, October 12, 2026 and Friday, April 23, 2027. Families will have opportunities to sign up for a convenient time.
- Additional conferences may be scheduled as needed to support your child's success.
- **Addressing Concerns:** Sensitive matters should first be discussed directly with your child's teacher. If further support is needed, families are encouraged to reach out to school

administration.

- **Ongoing Communication:** Families are welcome to schedule a meeting with teachers or administration at any time to discuss questions, concerns, or celebrations.

Positive Behavior Guidance and Social-Emotional Development

Our Approach:

- We use positive guidance strategies that reflect the dignity of each child and model Christ's love.
- Teachers encourage self-regulation, problem-solving, and making amends when needed.
- Clear and consistent limits are set with kindness and respect.
- Prohibited practices include corporal punishment, shaming, food withholding, and punitive toileting methods.

Positive Guidance Strategies:

- Redirecting children from inappropriate behavior toward positive choices.
- Teaching appropriate social-emotional skills to address challenges.
- Reassessing the environment, activities, and supervision to support positive behavior.
- Using positive language and celebrating appropriate behaviors.
- Maintaining consistent, age-appropriate consequences for classroom rules.
- Building and maintaining strong, supportive teacher-child relationships.

Family Partnership:

- Parents will be notified if disruptive behaviors arise.
- Conferences may be scheduled with the Director and family to discuss strategies for supporting the child.
- A specialized team may be formed to create a plan that promotes the child's success.

Prohibited Practices:

- Any form of corporal punishment (e.g., hitting, spanking, shaking, rough handling).

- Isolation where the child cannot be seen or supervised.
- Binding, tying, or restricting movement.
- Using or withholding food or beverages as punishment.
- Demeaning or humiliating toileting practices.
- Emotional abuse, threats, profane language, or verbal abuse.

Expulsion & Suspension Policy

Our program is committed to creating a safe, nurturing, and inclusive environment where all children can grow, learn, and thrive. We align with the Florida Department of Children and Families and the Office of Early Learning's position on supporting children's social-emotional and behavioral health through positive practices.

- **Our Commitment:**
    - Promote positive, developmentally appropriate classroom environments.
    - Prioritize the social-emotional well-being of all children.
    - Encourage developmental screenings and referrals for additional support as needed.
    - Support parent involvement and partnership in addressing their child's needs.
    - Provide professional development for staff on alternatives to expulsion and suspension.
    - Collaborate with early childhood mental health consultants and interventionists when appropriate.
    - Track and analyze data on expulsions, suspensions, and dismissals to ensure fair, thoughtful decision-making.
- **When Enrollment May Be Terminated:**
  While every effort is made to avoid expulsion or suspension, the program reserves the right to discontinue a child's enrollment for reasons including, but not limited to:
    - Failure to follow the policies and procedures outlined in the Parent Handbook.
    - A child's needs exceed what the program can safely and effectively support within current staffing and resources.

- Behavior that poses a serious risk to the health and safety of the child, other children, or staff.

- Parent or guardian behavior that is disruptive, unsafe, or violates childcare licensing regulations (e.g., vulgarity, intimidation, harassment, or interference with program operations).

We strive to work closely with families to address challenges and seek solutions before reaching this point. Every decision to terminate enrollment is made thoughtfully, with the best interests of all children and staff in mind.

Nutrition and Mealtime Expectations

- **Parent-Provided Snacks:** Parents are asked to provide nutritious snacks for their child's mid-morning and afternoon snack times. Please ensure all snacks are cut into small, bite-sized pieces to avoid choking hazards.

- **Lunch Program:**
  - A hot lunch is available daily through our on-site school lunch program.

  - Meals include:

    - Kid-friendly options

    - Meals prepared fresh the same morning

    - Monthly menu cycles

  - Menus are posted in the Bugle each week and the monthly meal calendar is emailed from the registrar.

- **Mealtime Practices:**
  - Teachers model gratitude and lead children in prayer before meals.

  - Mealtime is treated as a social and learning opportunity where children practice self-help skills and table manners in a supportive environment.

Special Diets and Allergies

Parents are encouraged to review the posted menus regularly. If a child has an allergy to an item on the menu, families must provide nutritious alternative food options for their child.

- If parents do not provide appropriate substitutions for a meal, the program will supply supplemental food items to ensure the child receives a complete and balanced meal.

- For children requiring a special diet:

- A written note from the child's pediatrician is required, along with a sample meal plan for the special diet.

- This documentation will be kept on file, posted in a visible location in both the kitchen and classroom, and followed by all staff members responsible for the child's care.

Rest Time Procedures

Daily rest/nap time is provided. Parents should provide a nap mat which will be sent home at the end of each week to wash and return the following Monday.

Celebrations, Birthdays, and Holidays

- **Religious Observances:** Classroom celebrations and activities reflect the liturgical calendar and Catholic traditions.

- **Birthday Celebrations:**

    - **Advance Planning:** Birthday celebrations must be arranged with the classroom teacher at least one week in advance. This allows adequate time to coordinate the schedule and ensure accommodations can be made as needed.

    - **Time of Celebration:** Most birthday celebrations will take place during the final hour of the school day to minimize disruption to the learning schedule.

    - **Approved Treats:** Parents are welcome to bring one store-bought treat (such as cupcakes, cookies, or another store bought packaged item) to share with the class. Homemade treats are not permitted due to health and safety regulations. Non-food items (such as stickers, pencils, or small toys) are preferred for celebrations. Gum and candy are **not allowed** in the center or inside goody bags.

    - **Allergy & Dietary Considerations:** When scheduling the celebration, parents must inform the teacher of the specific treat they plan to bring. This allows the school to notify other families and take appropriate precautions for students with food allergies or dietary restrictions.

Transition to Kindergarten

Teachers and administrators support a smooth transition by:

- Building readiness skills

- Offering parent resources

- Coordinating visits to Kindergarten classrooms when possible

Family Involvement Opportunities

Families are welcomed to participate in:

- Classroom activities
- Faith-based events
- Volunteer opportunities (must meet ADOM Safe Environment requirements)

Possessions from Home

- **Jewelry:** For safety reasons, please limit jewelry which can pose a hazard if it gets caught on play equipment or breaks and becomes a choking risk. The program is not responsible for lost or damaged jewelry.
- **Toys and Personal Items:** Toys from home are not permitted unless a teacher has requested an item for a specific classroom activity or event. Please check your child's pockets before school to ensure small items such as toys, coins, or other objects are not brought to school.

What Students Need Daily

- Each child is assigned a labeled area for personal belongings.
- A **complete change of clothes** (shirt, shorts/pants, socks, and underwear) must always remain at the school.
- Full-day students will need a **nap mat**. Mats will be sent home every Friday for washing and must be returned the following Monday. Mats may not be shared between students.
- **Labeling:** All personal items, including clothing, water bottles, and nap mats, must be labeled clearly with your child's first and last name.
- **Water Bottles:** Water bottles must have a secure cap and be labeled with the child's first and last name.
- **Prohibited Items:** Bottles, pacifiers, and sippy cups are not permitted at school.

Parent Acknowledgement Form

I acknowledge receipt of the Early Childhood Parent Handbook Addendum. I understand it supplements the Archdiocese of Miami Parent Handbook and agree to abide by the policies and procedures outlined.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____