

PARENT - STUDENT HANDBOOK 2024-2025

St. Hugh Catholic School

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

3460 Royal Road
Miami, Florida 33133
www.st-hugh.org
305-448-5602

Office Hours 7:30 -3:00pm



Fully Accredited by the Florida Catholic Conference Re-Accredited 2018
National Council for Private School Accreditation
Member of National Catholic Education Association, NCEA

Revised 06-18-24

Table of Contents

INTRODUCTION VERBATIM ARCHDIOCESAN POLICY APRIL 2018.....	4
MISSION STATEMENT.....	4
VISION STATEMENT.....	4
GRADUATE AT GRADUATION.....	4
STUDENT CREED.....	5
STATEMENT OF PHILOSOPHY.....	5
I. Anti-bullying policy VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023.....	6
II. CHILD PROTECTIVE INVESTIGATION VERBATIM ARCHDIOCESAN POLICY- June, 2023.....	7
CHURCH COMMUNITY.....	8
III. COMMUNITY SERVICE ACTIVITIES.....	8
IV. CONDUCT VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	9
V. Communicable Diseases and Related Items.....	9
VI. Confidentiality Statement.....	9
VII. Drug and alcohol policy VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023.....	9
VIII. ELECTRONIC ACKWOLEDGEMENT VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	10
IX. FINANCIAL OBLIGATIONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	10
X. FUNDRAISING VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	11
XI. Harassment and Discrimination VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	11
XII. Immunizations VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	11
XIII. Introduction to Handbook.....	11

XIV. Medication Guidelines.....	12
XV. Notification of Rights under FERPA.....	12
XVI. Open Admission Policy VERBATIM ARCHDIOCESAN POLICY.....	13
A. Admission.....	14
B. Attendance.....	14
C. Absences.....	16
D. Arrival and dismissal times and procedures.....	17
E. After Care Programs.....	17
F. Traffic Pattern for Arrival and Dismissal.....	18
G. Cancellation or Emergency closures of School.....	18
XVII. PARENTAL COOPERATION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	18
XVIII. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS POLICY- JUNE 2023.....	19
XIX. PRIVATE TUTORING, COACHING OR LESSONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	20
XX. PUBLIC DISPLAYS OF AFFECTION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	20
XXI. SAFETY IN PRIVATE SPACES VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	20
SAFETY Policy.....	20
XXII. SCHOOL SPONSORED EVENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	21
XXIII. SEARCH AND SEIZURE POLICY VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	21
XIV. Section 504 – Policy Statement VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023.....	21
XXV. SEXTING VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	22
XXVI. SMOKING/VAPING VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	22
XXVI. Technology Use VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	22
XXVIII. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS V.A. POLICY- DECEMBER, 2018.....	24
XXIX. TEXT MESSAGING/TELEPHONE CALLS V.A. POLICY- DECEMBER, 2018.....	24
XXX. Threats of Violence VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	25
XXXI. TRANSPORTATION ARRANGEMENTS VA POLICY- JUNE 2023.....	25
XXXII. UNDOCUMENTED STUDENTS VERBATIM ARCHDIOCESAN POLICY- DECEMBER, 2018.....	25
IMMIGRATION STATUS.....	25
XXXIII. USE OF PHOTOS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023.....	26
XXXIV. Weapons Policy VERBATIM ARCHDIOCESAN POLICY- JUNE, 2022.....	26
1. COMMUNICATION.....	26
2. CURRICULUM.....	27

Field trips:.....	27
SPECIAL on-campus events:.....	27
3. DISCIPLINE.....	28
4. Disciplinary Plan.....	29
Detention.....	30
5. DRESS CODE/UNIFORMS NEW UNIFORM:.....	30
Physical Education Uniforms.....	33
6. EMERGENCY INFORMATION.....	35
7. GRADING POLICY.....	35
8. Honor Roll Revised 8-10-23.....	35
Grades on Plus Portal / Progress Reports:.....	36
Retention /Summer School requirement:.....	36
Parent-Teacher Conferences.....	36
9. HOMEWORK.....	37
10. INJURIES/ACCIDENTS.....	38
11. INSURANCE.....	38
12. LOST AND FOUND.....	39
13. LUNCH.....	39
14. SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND.....	39
15. VISITORS.....	39
APPENDIX: Parent-Student Handbook Acknowledgement Form.....	41

INTRODUCTION VERBATIM ARCHDIOCESAN POLICY APRIL 2018

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

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

Department of Schools and its attorneys have been marked as such. They have been updated and revised as of, September 2019.

MISSION STATEMENT

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

Prayerful

Environment, promoting

Academic success, while incorporating

Community service with God in

Every aspect of our lives.

VISION STATEMENT

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

GRADUATE AT GRADUATION

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

•Becoming a Witness: The St. Hugh graduate should be well on the way to establishing his or her own identity. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in significant relationships with others.

STUDENT CREED

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

STATEMENT OF PHILOSOPHY

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

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

I. Anti-bullying policy VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023

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

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;

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

1. Definition

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

2. Scope

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

3. Reporting Complaints

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

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to

appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

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

Bullying/Harassment Investigation Disclosures

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

II. CHILD PROTECTIVE INVESTIGATION VERBATIM ARCHDIOCESAN POLICY- June, 2023

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

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

CHURCH COMMUNITY

The Christian formulation St. Hugh provides its students is what sets the school apart from other educational institutions. St. Hugh is a Catholic school, sponsored by the Catholic Church, and religion is taught from the Catholic perspective. Non-Catholic students are not required to practice in the Catholic religion or to assume beliefs different from their own religions; however, they are required to attend Mass or other religious functions and to follow the procedures at Mass. The sacramental classes, second grade and eighth grade, receive the Sacraments in the course of a school year. Students and their parents, particularly in the sacramental classes, are asked to attend Mass at St. Hugh. Parents are welcomed to attend any Church celebration. We believe that all education must lead to the development

of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

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

III. COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and **St. Hugh Catholic 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. **St. Hugh Catholic 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.

IV. CONDUCT VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

V. 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 unfeasible, 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.

VI. Confidentiality Statement

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

VII. Drug and alcohol policy VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023

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, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration 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.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

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

VIII. ELECTRONIC ACKNOWLEDGEMENT VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

IX. FINANCIAL OBLIGATIONS

VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

X. FUNDRAISING

VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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

XI. Harassment and Discrimination

VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

XII. Immunizations VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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 completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Transcripts and References to Other Schools

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

XIII. Introduction to Handbook

We are honored to welcome you as a valued member of St. Hugh Catholic 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.

XIV. Medication Guidelines

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.

XV. 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

XVI. Open Admission Policy

VERBATIM ARCHDIOCESAN 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.

A. Admission

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

Admission requirements are as follow:

1. Online application
2. Last two years of report card showing conduct, grades, and promotion to grade being applied to
3. Standardized test scores
4. Academic or psychological evaluations, if applicable
5. Entrance exam
6. Other required documents:
 - a. Original birth certificate

- b. Baptismal and first communion certificates
 - c. State of Florida Medical and Immunization certificates DH 3040 and DH 680 Forms (Original Documents).
 - d. Payment of registration, Academic fee, etc.
7. All new students entering St. Hugh School are placed on Academic and Disciplinary Probation for the school year. Students will be evaluated on a monthly basis or as determined by the school Principal. Those students who have not shown cooperation in either area may be asked to leave St. Hugh School.
 8. Immunizations: All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

B. Attendance

Absences

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

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

- A) It is our policy that “when a student has been absent, one day a written email excuse must be sent by the parent or guardian is required.” These notes will be kept on file. Two days of absences for illness require a doctor’s note.
- B) When the excused absences exceeds **ten (10)** days per year the teacher **will not** provide make-up work for the student when the absence is **excused**.
- C) Medical or dental appointments during school hours should be avoided.
- D) A student who accrues more than **ten (10) unexcused** absence days per year **may not be promoted to the next grade pending satisfactory fulfillment of summer school requirement or may be requested to transfer unless the principal grants an exception and decides how the student may complete additional instruction**. The teacher **will not** provide make-up work for the student when the absence is **unexcused**.
- E) Absences: a) Students arriving after the bell, but before 11:00 am are marked tardy. b) Students arriving after 11:00 am, are marked as ½ day absent. Students leaving before dismissal are marked “early release.”
- F) Tardiness: a) School BEGINS at 7:45 AM. Parents have the responsibility to see that their children arrive on time for school. b) Students arriving at school after 7:45 AM must be accompanied by a parent to the office to be marked tardy. c) Repeated tardiness will result in serious consequences. After a student is marked tardy 6 (six) times during one marking period (9 weeks) the parent will be notified in writing, if and when a second infraction is recorded an appointment with the Principal will be scheduled to discuss this issue.

Excessive tardiness, absences may have consequences including but not limited too: non-promotion, summer school withdrawal.

Excused School Absences are defined as:

1. Student Illness: Students missing two (2) or more consecutive days of school due to illness or injury must provide a written statement from a health care provider with diagnosis. The provider must have name, the date and signature of the Doctor. The written statement must list all the days the student has been absent from school. If a student has a medical condition and is repeatedly absent from school, the student must be under the supervision of a health care provider in order to receive excused absences from school.
2. A students who accrues **more than 10 excused** absences per year the teacher **may not** provide make-up work for the student when the absence is **excused**.
3. Medical appointment: A written statement from a health care provider indicating the date and time of the appointment must be presented to the school office.

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

Excused vs. Unexcused Absences (ADOM)

Absences should be designated as Excused or Unexcused. Generally, students are allowed to make up missed work when an absence is Excused, whereas work cannot be made up for absences that are Unexcused.

Generally accepted excuses for absence, tardiness or early release:

- Illness of the student
- A confirmed family emergency
- A confirmed court appearance
- Participation in an approved school-sponsored activity (requires written permission from the principal)
- Death in the immediate family
- Internal or external suspension from school
- Consultation/interview with civil authorities
- Other documented student absences that are beyond the control of the student or parent(s) as determined and approved by the building principal.

Generally accepted unexcused absence, tardiness or early release:

- Vacation or Family Trips-outside of the designated days of the school vacations
- Attendance to nonrelated school events, such athletic tournaments, musical production or any event not associated with the school will not be excused regardless of the event.
- Babysitting/care for younger siblings
- Personal services

- Attendance at local non-school sponsored events
- Non-school events (e.g. athletics, arts, etc.)

A student who accumulates 10 unexcused absences to a class should have grades withheld pending implementation of appropriate interventional strategies or remediation. Such strategies can include such measures as required Summer School, additional assignments, retention in grade, etc. These would require the approval of the principal, and in some instances, approval of the Superintendent.

All students with unexcused absences receive a zero in all work.

C. Absences

When a child is absent and the parent/guardian has not reported the absence, the school must contact the parent/guardian as soon as possible on the day of absence.

Upon returning to school following absence, the school shall require a written explanation signed by the parent or guardian, to be presented to the school's attendance officer (or equivalent). Based on the explanation provided, the attendance officer should determine if the absence is to be recorded as excused or non-excused. 2 days out of school requires an official doctor's note.

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

D. Arrival and dismissal times and procedures

- School BEGINS at 7:45 AM. Parents have the responsibility to see that their children arrive on time for school. Supervision by school staff begins at 7:25 AM; therefore, St. Hugh is NOT responsible for any student dropped off before 7:25 AM. Students and/or parents are not permitted to enter classrooms.
- School is dismissed (1st -8th grade) at 2:55 PM. At 3:05 PM, (2:30 PK3/PK4/Kinder) students are sent to After School Care and parents are responsible for payment of fees.
- Students and parents are not permitted to re-enter the building once dismissed.
- Parents are not allowed in the classroom at Drop-off or Dismissal

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

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

E. After Care Programs

E. 1. After Care Programs (ACP)- Is for students whose parents cannot pick them up at dismissal time.

The program operates from 3:05 pm - 5:00 pm, Monday - Friday. Parents are billed daily or monthly, and on the number of children attending. Please note that students are NOT permitted to wait unattended for their parents on school grounds after 3:05 pm. Students NOT picked up by 3:05 pm or left unattended on school grounds are automatically placed in the ACP and billed accordingly. Once the student is signed out of the ACP from a parent/other authorized person, the student is not allowed to return or stay on school grounds unattended. The Archdiocese of Miami mandates this policy for the safety of the student and insurance reasons. The school expects the cooperation and understanding of all parents in this matter in order to keep students safe and protected.

E.2. After School Programs (ASP)- St. Hugh and the ASP vendors provide activities throughout the school year for students to participate under parents' consent and registration from Monday-Thursday. Most of the activities run on a monthly basis. Charges per activity are billed monthly and payment is due within five (5) days of the billing cycle. All activities/fees and locations are subject to change per Principal/pastor/vendor/After School Director. All afterschool programs are on the school grounds unless otherwise stated.

Please note that students are **NOT** permitted to wait unattended for their parents on school grounds after an activity has finished or left alone on school grounds unattended and will automatically be placed into the ACP and charged the daily/monthly rate.

Once the student is signed out of the ACP from a parent/other authorized person, the student is not allowed to return or stay on school grounds unattended. The Archdiocese of Miami mandates this policy for the safety of the student and insurance reasons.

In the event that payment becomes delinquent on ACP or ASP, late fees will apply and students' report cards may be withheld. Students may also be removed from after care/and after school activities.

There will be days when there is no after care.

E.3. EARLY DISMISSAL - **On 12:00 pm dismissal - All students that stay in ACP must bring a complete school lunch, snack and a refillable water bottle. LUNCH WILL NOT BE PROVIDED.**

F. Traffic Pattern for Arrival and Dismissal

All cars entering the school must enter the grounds at the Franklin Avenue gate and exit at the Royal Road gate. The speed limit on the school grounds is 5 miles per hour and must be strictly observed for the safety of all children and adults. Please drive up as far as possible next to the school to leave your children off in the mornings so that everyone will have room to stand until the children have exited the vehicles. Under no circumstances are drivers to leave their vehicles standing unattended in the fire lane. The handicap accessible parking spaces are for vehicles with hangers or license plates, which allow parking of a vehicle in that space. Do not park cars in any of these spaces unless you have the proper hanger or license plate. If you wish to walk your son/daughter to his/her classroom, please park your car in a parking space and not in the fire lane. If you cannot follow these rules, please do not enter the school grounds. Security guards have been retained to insure safety and enforce school parking lot rules. The Security guard on duty has the authority to issue a school warning. The Security guard will be

present at arrival and dismissal times. Please observe their directions at all times. This is for the safety of your child.

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

The maximum number parking per family 4 including the first decal.

G. Cancellation or Emergency closures of School

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

Depending on the emergency, St. Hugh will utilize the most safe and proper communication mean(s).

XVII. PARENTAL COOPERATION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

XVIII. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS. POLICY- JUNE 2023

The school recognizes the following sports, activities and clubs:

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

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

Athletics: All ACC approved sports are offered.

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

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

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

For purposes of this handbook, a club 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.

Participation (St. Hugh Catholic School Criteria)

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

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

XIX. PRIVATE TUTORING, COACHING OR LESSONS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.**

XX. PUBLIC DISPLAYS OF AFFECTION VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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

XXI. SAFETY IN PRIVATE SPACES VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

St. Hugh 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.

SAFETY Policy

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

XXII. SCHOOL SPONSORED EVENTS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

XXIII. SEARCH AND SEIZURE POLICY VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

XIV. Section 504 – Policy Statement **VERBATIM ARCHDIOCESAN POLICY-JUNE, 2023**

Policy Statement on Section 504 of the Rehabilitation Act

St. Hugh Catholic 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, St Hugh Catholic 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: Gabriel Cambert (305)762-1269. 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:

Gabriel Camber, Director of Continuous Improvement
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.

XXV. SEXTING **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023**

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.

XXVI. SMOKING/VAPING **VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023**

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.

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

XXVI. Technology Use VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.
3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);

- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
- 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.

St. Hugh Catholic School Acceptable Use Policy for technology can be found in the website.

Parent/guardian must read and sign the acknowledge form.

XXVIII. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS V.A. POLICY- DECEMBER, 2018

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

XXIX. TEXT MESSAGING/TELEPHONE CALLS V.A. POLICY- DECEMBER, 2018

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

XXX. Threats of Violence VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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.

XXXI. TRANSPORTATION ARRANGEMENTS VA POLICY- JUNE 2023

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.

XXXII. UNDOCUMENTED STUDENTS VERBATIM ARCHDIOCESAN POLICY- DECEMBER, 2018

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.

IMMIGRATION STATUS

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

XXXIII. USE OF PHOTOS VERBATIM ARCHDIOCESAN POLICY- JUNE, 2023

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, Instagram 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.

XXXIV. Weapons Policy VERBATIM ARCHDIOCESAN POLICY- JUNE, 2022

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.

1. COMMUNICATION

St. Hugh School will strive to keep up with technology and will be posting announcements on its website. This website may be found at: www.sthughmiami.org. A weekly electronic newsletter, *The Raiders Weekly*, informs all of the latest as well as upcoming events at St. Hugh. In addition, the St. Hugh newsflash will be sent via email whenever there is an upcoming event or special announcement.

Text messages are sent as reminders.

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

Parent emails to teachers are required for all inquiries. Teachers have 24 hours to respond to the email.

Emergency situation the parent must call the school office.

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

Home School Association/Consultative School Board

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

2. CURRICULUM

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

Field trips:

St. Hugh students will participate in on and off-campus field trips. These are educational opportunities for the students. A complete permission slip and release form must be signed and returned to the homeroom teachers. Parents are invited to chaperone if the venue allows it. At times, there is limited space for chaperones. Either way, only one parent is allowed to attend on a FIELD TRIP. All chaperones must have clearance in their ADOM fingerprinting and VIRTUS training to attend a field trip.

Field trips are ONLY for students enrolled in St. Hugh Catholic School. Therefore, siblings and or any other family member are not permitted to attend.

SPECIAL on-campus events:

St Hugh students will participate in on-campus events and activities. These are educational and fun opportunities for the students.

Parents are invited to volunteer by signing up through our HRP. Depending on the event, only one or sometimes two parents are allowed to attend. ALL VOLUNTEERS must have clearance in their ADOM fingerprinting and VIRTUS training to participate.

ALL SCHOOL EVENTS and ACTIVITIES are ONLY for students enrolled in St. Hugh Catholic School. Therefore, siblings and or any other family member are not permitted to attend.

3. DISCIPLINE

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

The following acts will be regarded as infractions that may require disciplinary action:

1. Excessive tardiness and/or excessive UNEXCUSED absences.

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

Students who do not adhere to this policy risk having the item taken from them and not returned until the end of the school year. Teachers may grant permission to bring personal items for a particular project.

18. **Discipline/ Academic Uniform referrals:** 3 referrals in any area will result in a conference with teacher, parent and principal and may lead to detention, suspension and /or other serious consequences.

4. Disciplinary Plan

Dean of Discipline will be responsible for:

- Each teacher is responsible for their own classroom discipline.
- Lead Teachers will assist and will help monitor disciplinary warnings, referrals, detentions, initial meeting with parents
- As stated by the handbook, if the behavior continues, there will be a meeting with the principal and parents.
- Detention: teachers will supervise detention. They will be given a receipt; students must come in complete uniform at the designated day and time of detention. No technology allowed, paper and pencil only and an appropriate novel to read.
- This disciplinary plan is to be applied to all students
- Student- Athletes will not be able to participate if they receive a referral. If the student continues the behavior and receives a detention, they will be removed the team.

Deficiency Warning Criteria based on Active Learning Traits

- 7 aspects of the ALTs
- Consistent lack of effort, which includes not handing in assignments or homework.
- As part of the Deficiency warning a student conference with teacher, parent and principal and may lead to detention, suspension and /or other serious consequences.

Disciplinary Referral Criteria:

- After 1 disciplinary warnings, student may receive a Disciplinary Referral
- Students may receive without a warning a disciplinary referral for the following:
 - Physical altercations
 - Cheating
 - Unacceptable Language
 - Bullying
 - Using phone during school hours
 - Other serious offense

Action Taken: Meeting with Parents (Teacher Led with Dean of Discipline)

Detention Criteria:

- 1 warnings, 1 referral and parent meeting
- Parents will be informed that the following referral will be a detention
- Detention may be served at the discretion of Dean of Discipline/ principal.

Suspension Criteria:

- Based on Handbook policy, Suspension will be issued immediately for serious infractions.
- Or After 2 detentions

Consequences for Discipline:

- 1st time: Discipline warning written by any teacher/ Dean of Discipline
- 2nd time: Discipline referral written by the teacher given to Dean for consequence.
- 3rd time: Referral written by the teacher/Dean may result in Teacher/Dean/ Principal conference and/or detention.

*Additional warnings may lead to conference, suspension and other consequences as needed.

Detention

The administration and/or teachers may assign a detention to students for violation of any school’s Rule/policy. Parents will be informed in writing and/or via email and will be asked to sign the detention notice. Students absent on the detention day will have a “detention make-up day”, at the discretion of the faculty member proctoring the detention. Failure to comply with a detention will result in a one-day in-school suspension, following parent contact. The location and time of detention will be determine at the discretion of the Dean of Discipline, Pastor/or Principal. Students will be released from detention upon the arrival and sign-out by a parent/guardian. Detentions are cumulative for the year. An excess of three Detentions on a yearly basis may result in Parent and Principal conference and include serious consequences such as suspension or other.

5. DRESS CODE/UNIFORMS NEW UNIFORM:

The wearing of the official uniform of St. Hugh School is obligatory. All students must adhere to the new uniform. Students shall be in complete uniform at all times and are not to report to school wearing any items other than the St. Hugh uniform, obtained exclusively at Risse Brothers' 7710 North Kendall Drive Miami, FL 33156 Telephone: 305-200-5348

St. Hugh Catholic School

(2339)

GIRLS

GIRLS PK – K		
Description	Color	Size
Plaid Dress w/ Knit Top & Logo	Red/1C	Y2XS – YL
Plaid Dress w/ Knit Top & Logo	Navy/1C	Y2XS – YL

GIRLS 1st – 5th		
Description	Color	Size
Girls Pique Polo W/ Logo	White/Red	YXS – AXL
Side Pleat Skort *Knee Length*	PLD1C	3 – 18H
Long Sleeve Polo W/ Logo	White/Red	YXS – AXL

GIRLS 6th – 8th		
Description	Color	Size
Oxford Blouse W/ Logo	White	8 – AXL
L/S Oxford Blouse W/ Logo	White	8 - AXL
Side Pleat Skort *Knee Length*	PLD1C	3 – 18H
Sweater Vest W/ Logo	Navy	YM – AXL

ALL GRADES		
Description	Color	Size
Pullover Sweater W/ Logo	Navy	Y2XS – AXL
Performance Full Zip W/ Logo	Navy	Y2XS – AXL
Knee High Socks (6th, 7th, 8th)	White	SM, MD, LG
3 Pack Ankle Socks (PK-5th)	White	SM, MD/ LG
Bow, Streamer, Headband, etc.	PLD1C	OS

PE/GYM 1st – 8th		
Description	Color	Size
Performance Gym Shirt W/ Logo	Red/Royal	YXS – AXL
Gym Shorts W/ Logo	Navy	YXS - AXL

St. Hugh Catholic School

(2339)

BOYS

BOYS PK – K		
Description	Color	Size
Pique Polo W/ Logo	Red/White	Y2XS – AXL
L/S Pique Polo W/ Logo	Red/White	Y2XS – AXL
Pull on Short W/ Logo	Navy	2 – 7
Pull on Pant W/ Logo	Navy	2 – 7

BOYS 1st – 5th		
Description	Color	Size
Pique Polo W/ Logo	Red/White	Y2XS – AXL
L/S Pique Polo W/ Logo	Red/White	Y2XS – AXL
Performance Pant W/ Logo	Navy	3 – 44HK

BOYS 6th – 8th		
Description	Color	Size
Oxford Shirt W/ Logo	White	10 – AXL
L/S Oxford Shirt W/ Logo	White	10 – AXL
Performance Pant W/ Logo	Khaki	8 – 44HK
Self In-Hand Tie with Logo	STHUGH	54 IN - 57 IN

ALL GRADES		
Description	Color	Size
Pullover Sweater W/ Logo	Navy	Y2XS – AXL
Performance Full Zip W/ Logo	Navy	Y2XS – AXL
3 Pack Crew Socks (PK – 5th)	White	SM, MD, LG
Leather and Braided Belt (1st – 8th)	Black	SM, MD, LG

PE/GYM 1st – 8th		
Description	Color	Size
Performance Gym Shirt W/ Logo	Red/Royal	YXS – AXL
Gym Shorts W/ Logo	Navy	YXS - AXL

Shoes		
Description	Color	Size
Mary Jane (Girls PK-2)	Black	1M-13HM
Penny Loafer (Girls 3-8)	Black	1M-13HM
Velcro Sneaker (Boys PK-2)	Black	1M-13HM
Penny Loafer (Boys 3-8)	Black	1M-13HM

No other sweat shirts, hoodie and/or other attire is allowed.

Consequences for Uniform infractions

- 1st time: Uniform infraction written by any teacher
- 2nd time: Referral written by the teacher/Dean with Detention

UNIFORM INFRACTIONS

(a uniform infraction is given to any student who is not in the complete or correct school uniform or has other infractions such as "not well groomed" hair being too long, hair being colored, nails being painted, or other. All changes in the uniform due to a family issue must be emailed to the homeroom teacher the same morning by the PARENT.

The homeroom teacher gives Uniform Infractions after "prayer." All uniform infractions must be signed and returned the next day. The homeroom teacher is responsible for writing a brief email to the parent stating that their child received an infraction and that the infraction is to be signed and returned.

UNIFORM INFRACTION #1 (WARNING ONLY)

Completed infraction form with reasoning and WARNING

UNIFORM INFRACTION #2 \$10.00 fee to be paid in the school office

Completed infraction form with reasoning

UNIFORM INFRACTION #3 \$10.00 fee to be paid in the school office

Completed infraction form with reasoning and student to speak to Dean of Discipline/DETENTION with Dean of Discipline

Further infractions may result is SUSPENSION or other serious consequences

*Additional infractions will lead to conference, suspension and other consequences as needed.

Physical Education Uniforms

Grades 1 through 8 Boys and Girls

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

T- Shirt: red with school logo, blue (dry-fit) with royal blue lettering. (sold in the school office)

Shoes: Sneakers

Socks: white with no design

P.E. bag purchased through the school is required (sold in the school office)

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

Extreme Cold Weather:

Both male and female students may wear the Risse Brothers' Uniform Company for St. Hugh school winter wear. If undershirts are required, only white with no lettering or brand names will be permitted. The undershirt must be worn under the long-sleeved school uniform polo available for boys and girls so that the sleeves of the undershirt do not show. Girls may wear navy blue tights with their plaid jumpers or skirts. No leggings, leg warmers or capri styles are allowed.

General Dress Code Regulations

Uniform infraction will be given to a Student not in compliance.

Girls:

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

Boys:

1. Only **Religious medals or cross** may be worn on a thin chain around the neck under the uniform shirt. No trendy or personalized necklace will be permitted. Large or thick chain, rings or bracelets are not allowed. No wooden or rope type necklace are allowed.
2. Earrings, large or thick chains or bracelets are not allowed.
3. **Boys' hair must be neatly groomed** and not touch the collar or eyebrows. Trendy hairstyles are not permitted. Students will comb hair properly in a style, which is befitting our school identity.

4. **Boys' trouser length will not pass the top of the shoe** heel. In other words, pants will not be dragging or touching the floor or be above the ankle. Those who do will be subject to a Uniform Infraction. After 3 infractions the student will receive a Disciplinary notice.
5. No **hair dye of any type** is acceptable.
6. No tattoos of any type permanent or not are allowed.
7. Simple and regular style watches non-digital are allowed in 3rd to 8th grade only (NO WATCHES for PK through 2nd grades) No loud colors/ only dark gray/black. Watch may not have any technology used for texting/GPS/ etc.
8. **No SMART APPLE or GPS type watches are allowed in any grade (I Watch or other similar devices)**
9. **No SMART APPLE or GPS type watches are allowed in any grade (I Watch or other similar devices)**
10. No Fit Band or any style of calorie/step counter is allowed.

Dress Down Days/ Special Events

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

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

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

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

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

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

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

Only Blue jeans are allowed no other color no rips/torn

No make-up is allowed.

6. EMERGENCY INFORMATION

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

7. GRADING POLICY

The Archdiocese of Miami uses the following scale:

(Kindergarten-2nd Grade) 4- Exceeding level standards; 3- Proficient in meeting grade level standards; 2- Developing grade level standards; 1- Emerging in the development of grade level standards. Development in "Active Learner Traits" are identified as a (+) for strength, a (-) for an area of weakness, or (S) indicates satisfactory performance. Modified curriculum is not acceptable by the Archdiocese of Miami.

(3rd -8th Grade) Grading Scale: A: 100-90; B: 80-89; C: 70-79; D: 60-69; F: 59

Each subject area will receive a % grade. Standards under each subject will receive (+) for strength, (-) for an area of weakness, (S) for satisfactory performance, or (NA) for Not Assessed at this time. Development in "Active Learner Traits" are identified as a (+) for strength, a (-) for an area of weakness, or () no mark indicates satisfactory performance Modified curriculum is not acceptable by the Archdiocese of Miami.

8. Honor Roll Revised 8-10-23

***No Student will be on Honor roll if the student has any discipline issues including warning for that quarter.**

Principal's Honor Roll List:

All subject areas must obtain an average of 100% - 96% - Religion, Reading/Literature, English Grammar, Writing/ Composition, Spelling/Vocabulary, Mathematics, Social Studies, Science, Music, PE, Art, and Foreign Language

All Subject Skills must have (+). No (-) in Active Learner Traits (ALT).

***No Student will be on Honor roll if the student has any discipline issues including warning for that quarter.**

First Honor:

Must obtain an average of 100% - 93% in the following subject areas: Religion, Reading/Literature, English Grammar, Writing/Composition, Spelling/Vocabulary, Mathematics, Social Studies, and Science All Subject Skills must have (+). No (-) in any Active Learner Traits (ALT).

***No Student will be on Honor roll if the student has any discipline issues including warning for that quarter.**

Second Honors:

All subject areas need to average between 100% - 90%

All Subject Skills must have (+). No (-) in any Active Learner Traits (ALT).

Grades on Plus Portal / Progress Reports:

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

Progress Reports:

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

Retention /Summer School requirement:

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

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

Parent-Teacher Conferences

Parent/Teacher conferences are requested as needed during the school year by the parent and/or faculty member. Faculty members are always available to discuss pupil progress with the parent. However, we ask that parents make arrangements in person or contact the faculty member directly through the school email account. Spontaneous conferences are not permitted. At no time are parents to present themselves to a teacher during school hours; this includes the time after the first bell in the morning or at lunch or during dismissal. Conferences will be scheduled by the faculty and or administration via email or written request. **There is a 24 hours waiting period for the faculty member to respond to a parent email communication regarding scheduling a conference and/or other issue.** Parent/Teacher conferences are scheduled in one of the office conference rooms. **No Cell phones are permitted during the conference.** Faculty member is required to complete conference documentation with signatures from faculty and/or parent required.

9. HOMEWORK

Homework is an essential part of each child's educational program. It provides a means of reinforcing lessons taught in school and teaching necessary skill of independent study. It helps to promote good

study habits and encourages students to share classroom experiences with parents. Homework is given at the discretion of the teacher from Monday through Thursday. Project based assignments may be assigned over the weekend. **Parents are responsible for checking the agenda (lower grades) and Plus Portal every night.** After 3 missing Homework warnings the student will receive a Disciplinary Referral / Detention. Two referrals will result in detention.

Projects assigned by teacher may have a minimum due date of 1 or 2 weeks.

Other reasons for homework:

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

The following time chart suggests a minimum amount of time children should spend on homework, daily, Monday-Thursday. At times, homework may increase or decrease at the discretion of the Teacher, Pastor and/or Principal.

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

*Accelerated classes are subject to more homework assignments.

Excused absence: Teacher will give the parent/student the makeup work and date all work is due. It is the parent’s responsibility to inform the teacher in writing at least one week prior.

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

Students and Homework:

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

- Do your best on each assignment.

Parents and Homework:

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

10. INJURIES/ACCIDENTS

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

11. INSURANCE

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

12. LOST AND FOUND

Lost articles should be claimed at the lost and found location as soon as possible. It is helpful if students have all their belongings labeled. Parents are asked to reinforce personal responsibility in students by making them take care of their own belongings. It is the responsibility of the student to take home all personal items. St. Hugh does not assume responsibility for any missing item left on campus by a student, parent, visitor, and/or family member. All articles left in the classroom or lockers during the school year will be disposed of.

13. LUNCH

Students may bring lunch or purchase food from the school's lunch service. Students are expected to clean their lunch areas. Reheating or preparation of food brought from home will not be handled by the faculty/staff. We can not "warm of heat "any food. It is the responsibility of parents to see that students have lunch money each day. Students that do not have money or lunch will be provided an alternate meal. The School office does not extend credit to students. Parent must pay the cafeteria for lunch.

Parents may not bring fast food to students for lunch during the school day. If a student's lunch is to be dropped off, it is to be brought to the office and not the classroom.

*Menu on school site- monthly. <http://thegreennapkin.h1.hotlunchonline.net>

14. SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND

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

15. VISITORS

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

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

Cleaning of Classroom/Cleaning Crew

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

HRPA Home Room Parent School Association/School Advisory Board

The HRPA and the S.A.B are the official organizations of the school to provide help and support for parents and teachers. Meetings are held at the school throughout the year. The HRPA is involved in assisting the school in fundraising, planning functions to foster school spirit and promoting activities to improve the school.

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to 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 unfeasible, 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.

Updated 2024

St. Hugh Catholic School

APPENDIX: Parent-Student Handbook Acknowledgement Form

2024-2025

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

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover,

I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

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

_____ (Print Parent/Legal Guardian Name)	_____ (Date)
_____ (Signature Parent/Legal Guardian)	
_____ (Print Student Name)	_____ (Grade)