



Parent-Student Handbook

2011-2012



School Address: 16100 Livingston Road
Naples, FL34110

School Phone: (239) 594-9888

School Fax: (239) 594-9898

Website: [www.Royal Palm Academy.com](http://www.RoyalPalmAcademy.com)

Office Hours: 7:45 a.m. – 4:00 p.m.

Royal Palm Academy, Inc. admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. Royal Palm Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, scholarship and loan programs, or in its athletic and other school administered programs. The Academy does not discriminate on the basis of disability, if with reasonable accommodations the applicant can meet program requirements.

Copyright © 2011 Royal Palm Academy, Inc.

TABLE OF CONTENTS

WELCOME TO ROYAL PALM ACADEMY	6
THE MISSION OF ROYAL PALM ACADEMY	6
A. A ROYAL PALM ACADEMY GRADUATE.....	6
B. INTEGRAL FORMATION®	6
SCHOOL LEADERSHIP AND THE DIRECTIVE TEAM	8
A. HEAD OF SCHOOL– DR. MARGARET A. RICHARDSON, Ed.D.....	8
B. DEAN OF STUDENTS – MR. SCOTT BAIER, M.A, M.S.E	8
C. ACADEMIC COORDINATOR – MRS. ESTELA ZEIK, M.A.	8
D. BUSINESS MANAGER – MRS. ELIZABETH SCHMIDT, ACCOUNTING.....	8
E. CHAPLAIN – FR. TIMOTHY MORAN, LC.....	9
STAFF	9
A. ADMISSIONS AND COMMUNICATIONS COORDINATOR - MS. SUSAN O’MALLEY	9
B. DEVELOPMENT DIRECTOR – MS. NANCY DAGHER.....	9
C. RECEPTIONIST/ASSISTANT TO THE HEAD OF SCHOOL– MRS. PAT BOLSER.....	9
D. EVENTS/BUSINESS OFFICE ASSISTANT – MRS. KAREN EVANS	9
FACULTY	10
HISTORY OF ROYAL PALM ACADEMY	12
INTELLECTUAL FORMATION	12
A. ACADEMIC CURRICULUM	13
B. ACADEMIC YEAR.....	13
C. ACADEMIC GRADES	13
D. STUDENT CHARACTER DEVELOPMENT GRADES	14
E. SPECIAL COURSES – MUSIC, ART, AND PHYSICAL EDUCATION.....	14
F. REPORT CARD / PROGRESS REPORT DATES	15
G. EFFORT GRADES	15
H. FINAL EXAMINATIONS.....	15
I. REPORT CARDS/PROGRESS REPORTS.....	15
J. PARENT/TEACHER CONFERENCES.....	16
K. HOMEWORK.....	16
L. SCHOOL WORK MISSED OR LATE DUE TO ILLNESS OR VACATION	16
M. ACADEMIC HONESTY.....	16
N. ACADEMIC WARNING	17
O. ACADEMIC PROBATION	17
P. HONOR ROLL – GRADES 3 THROUGH 8.....	17
HUMAN FORMATION	17
A. VIRTUE PROGRAM	18
B. VIRTUE CAMPAIGNS (K4J – KIDS FOR JESUS)	18
C. FORMATIVE DISCIPLINE	18
D. STUDENT CONDUCT	19
E. MISCONDUCT	20
G. STUDENT CONDUCT OFF-CAMPUS.....	21
H. INFRACTION REPORTS AND POSITIVE CONDUCT FORMS	21
I. DISCIPLINE MEASURES.....	22
J. DRUG AND ALCOHOL–FREE SCHOOL ENVIRONMENT.....	23
K. DRESS CODE	24
L. SCHOOL UNIFORM	25
M. EXTRACURRICULAR PROGRAMS	26

N.	EXTRACURRICULAR ATHLETICS	27
O.	REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS& ATHLETICS.....	27
P.	STUDENT COUNCIL	28
Q.	NATIONAL JUNIOR HONOR SOCIETY (NJHS)	28
SPIRITUAL FORMATION		28
A.	CHAPEL.....	29
B.	CELEBRATION OF THE EUCHARIST	29
C.	COMMUNION SERVICES.....	29
D.	SACRAMENT OF RECONCILIATION.....	29
E.	RETREATS	29
F.	FORMATION DIALOGUE.....	30
G.	THE LITURGICAL YEAR.....	30
APOSTOLIC FORMATION		30
STUDENT LIFE		31
A.	AWARDS.....	31
B.	ATTENDANCE.....	31
C.	ARRIVAL AND DISMISSAL.....	32
D.	CARLINE PROCEDURES	33
E.	TARDY POLICY.....	33
F.	SCHOOL BUS.....	34
G.	FIELD TRIPS/ CLASSROOM PARTIES	34
H.	SCHOOL MEDIA CENTER.....	34
I.	TECHNOLOGY USE.....	34
J.	LOCKERS.....	35
K.	ITEMS NOT ALLOWED ON CAMPUS	35
L.	TELEPHONE AND CELL PHONE USE.....	36
ADMINISTRATIVE PROCEDURES		36
A.	COMMUNICATION	36
B.	NOTIFICATION OF TELEPHONE/ADDRESS/EMAIL CHANGE	37
C.	VISITORS	37
D.	PARKING LOT USE.....	37
E.	DISTRIBUTION OF PRINTED MATTER.....	37
F.	CONFLICT OF INTEREST.....	37
G.	ABUSE ALLEGATIONS COMMUNICATIONS.....	37
H.	ADMISSIONS POLICY	38
I.	STUDENT RECRUITMENT.....	38
J.	TRANSFER/WITHDRAWAL	38
K.	TRANSCRIPTS	38
L.	TUITION PAYMENT.....	38
MEDICAL INFORMATION		38
A.	INJURY OR ILLNESS	38
B.	IMMUNIZATIONS.....	39
C.	MEDICATION	39
D.	CONTAGIOUS HEALTH CONDITIONS	39
E.	GUIDELINES FOR STUDENT RECOVERY OFF CAMPUS.....	39
IN CASE OF EMERGENCY		39
A.	EVACUATION PROCEDURES/PROCEDURES FOR INCLEMENT WEATHER.....	39
B.	INCLEMENT WEATHER NOTIFICATION	40
PARENT INVOLVEMENT		40

A.	ROYAL PALM ACADEMY PARENT VOLUNTEER ORGANIZATION (PVO)	40
B.	FUNDRAISING	40
C.	PARENT PROGRAMS	41
D.	REGNUM CHRISTI	41
SCHOOL TRADITIONS		41
A.	SCHOOL MOTTO	41
B.	COAT OF ARMS	42
C.	SCHOOL COLORS	42
F.	SCHOOL PRAYERS	42
APPENDIX		46
A.	2011-2012 SCHOOL CALENDAR HIGHLIGHTS	46
ROYAL PALM ACADEMY		48
2011-2012 PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT		48

WELCOME TO ROYAL PALM ACADEMY

Welcome to Royal Palm Academy. We are pleased you have chosen Royal Palm Academy and we take seriously the charge you have entrusted to us. We pray your family's time at Royal Palm Academy will be rewarding and fruitful.

This Parent/Student Handbook is provided as an aid to maintaining an academically sound and formative learning environment in accordance with our mission statement. It was developed for the parents and students of Royal Palm Academy and provides an explanation of the procedures that allow the school to operate smoothly and efficiently. Please take time to read the Parent/Student Handbook carefully. We trust you will find it informative and a great resource to assist you in becoming a member of the Royal Palm Academy community. We ask that both parents and students sign and return the last page to indicate you have read and understand the procedures and regulations of the school. The areas highlighted in yellow are particularly important for students to read.

The Parent/Student Handbook is not a contract; it outlines the procedures that support the policies of Royal Palm Academy that you, as parents and students, agree to adhere to. Nothing in this handbook should be construed to conflict in any way with the terms and conditions outlined in the enrollment agreement signed by parents of enrolled students. Royal Palm Academy reserves the right to evaluate, on an individual basis, additional situations not addressed in this document that may arise throughout the school year and to create/enforce additional supporting regulations and procedures as required.

THE MISSION OF ROYAL PALM ACADEMY

The mission of Royal Palm Academy is to provide the highest quality Catholic education and to foster integrally formed Christian leaders. The mission is fulfilled as Royal Palm Academy students graduate as strong Christian leaders, convinced of the truth, and prepared and committed to transforming society where Christian values are taught, embraced and put into practice.

This mission is pursued through the development of the whole person (integral formation), encompassing the commitment to teach, to education, and to form.

- To **teach the mind**, transmitting knowledge appropriate to grade level in an environment of academic excellence.
- To **educate the heart**, helping each student to love authentic values and to develop a sense of what is good, right, noble, just, and beautiful.
- To **form the character**, which serves as the foundation of all virtue and integrity.

A. A ROYAL PALM ACADEMY GRADUATE

The student who graduates from Royal Palm Academy knows that personal formation has only begun. Intellectually, the graduate possesses a rich store of knowledge in the western tradition, a love for the truth, and a set of skills and habits necessary to tackle higher learning. Humanly, the graduate possesses a character that is well grounded in human virtue. Personally, the graduate demonstrates the ability to master one's actions and choices. Spiritually, the graduate is continually maturing in the life of grace, as an authentic Christian who possesses a deep friendship with Christ. Apostolically, the graduate exhibits a disposition of service towards others— body and soul. **The Royal Palm Academy graduate is an authentic Christian leader.**

B. INTEGRAL FORMATION®

Royal Palm Academy implements the Integral Formation® method of education - a comprehensive system for developing and operating schools in accordance with the principles of education presented by the Legionaries of Christ. This method of education is successfully developing authentic Catholic leaders in schools worldwide. Based on the Christian view of the person, Integral Formation® focuses on the complete development of all dimensions of the person: intellectual, human, spiritual, and apostolic.

The Principles of Integral Formation®

Integral Formation® is based on and practiced through the following educational principles:

1. Christ-Centered Spirituality

Our schools set Christ as the model. He is at the center of all of our efforts. All of our actions, programs, initiatives, goals, and work – the whole school program – exemplifies our desire to know, love, and imitate Christ. He is the ideal for our students and all those associated in the education of the students.

2. Love, Motivation, and Conviction

True formation cannot be imposed. Educators need to consistently and positively motivate their students to respond freely, internalize ideals, and become convinced of their actions based in truth. Internal conviction begins by forming the students in moral principles, guiding them to know, love, and desire the goals set out before them. An educator does not demand from a student without motivating first, and this motivation has to be grounded in love for God, the student, and others.

3. Forming Leaders

Our aim is to prepare leaders who will work to transform society according to the principles of justice and charity contained in the Church's social teaching. Our desire is to offer the Church and society integrally formed men and women who will be true Christian leaders in the various spheres of society, a leaven to renew society as a whole.

4. Personalized Education

Each person is unique, endowed by God with a combination of talents and gifts all his own. Life circumstances for each student are different depending on the student's family, social, economic, emotional, and moral settings. As such, the education of the students is undertaken on a personal level. The school aims to support personalized education by having our students have regular personal contact with faculty members including their teacher, Dean of Students, formation instructor, and academic coordinator.

5. Teamwork

The school relies on effective teamwork and cooperation among all faculty and staff to achieve the students' education and formation goals. As teachers work closely with the members of the directive team and other staff to ensure a high-quality education, the integral formation of the students takes place. By bringing their understanding of the dynamics of the classroom and their knowledge of each individual student, the teacher makes a vital contribution to the effectiveness of this team.

6. Academic Excellence

The school strives to provide our students with the highest quality intellectual formation. Our courses are rich in content, thorough, and well-grounded. Teachers follow a curriculum that is designed to challenge the students, building on the knowledge and skills acquired in prior years. We employ the most advanced and proven educational tools for the integral formation of our students. These and other programs allow the graduate of our school to enter high school prepared and confident.

7. Education by Goals

We place great importance on programming the educational effort according to clear goals, accompanied by specific means to achieve each goal. As a school, we hold ourselves accountable for achieving these goals for the benefit of our students. Each teacher contributes by setting and achieving personal goals for each student and for each class in line with the school's overall goals.

8. Family Involvement

For the education program to be effective, we need communication and contact with the student's family. The home is the all-important setting where the greatest part of the student's non-scholastic life is lived and developed, and where his/her personality, character, and behavior are developed. The school encourages regular and meaningful communication between the teacher and the family to ensure that the principles and teachings taught at school are supported at home.

9. Social Responsibility

We give special importance in our school to making students aware of social realities and of their call to respond in service out of love. We organize service opportunities that bring our students into contact with people and situations where suffering and injustice exist. We seek to awaken in our students a sense of social responsibility that will continue to grow throughout their lives.

10. Ongoing Education

Integral formation is a life-long journey. The school works hard to nurture and promote a deep love for learning and ongoing formation, both in the students and faculty. Through their commitment to ongoing professional development and dedication to their vocation as educators, teachers naturally transmit this love for learning and ongoing education to their students.

SCHOOL LEADERSHIP AND THE DIRECTIVE TEAM

A. HEAD OF SCHOOL– DR. MARGARET A. RICHARDSON, Ed.D.

The Head of School has overall responsibility for the school. She is the primary leader in the school who oversees the education of students through the implementation of Integral Formation® and supports all fundraising, administrative and business functions. She is responsible for securing the financial resources needed to achieve the growth and development goals of the school. She has primary responsibility for building and extending a positive public image of the school throughout the community. She is responsible for the formation of young persons of distinction and of character. The Head of School works closely with a team of professionals specializing in each of the areas of integral formation. Dr. Richardson has worked with our system of schools for 13 years. She has served as Dean of Academics, Head of School, and Education Director of ICIF_{USA}.

B. DEAN OF STUDENTS – MR. SCOTT BAIER, M.A, M.S.E

The Dean of Students is responsible for promoting and maintaining student formative discipline within the school. The Dean of Students ensures that students are aware of the school's student conduct expectations and works accordingly to assist the students to uphold the expectations and rules, imposing consequences when necessary. Mr. Baier works one-on-one with the students, positively motivating them to value and uphold virtuous conduct, making it a part of their lifestyle. The Dean of Students also supports the mission by helping to coordinate and implement programs and activities aimed at developing the human, spiritual, and apostolic formation of students. Mr. Baier is responsible for all grade levels and is in his 11th year at Royal Palm Academy.

C. ACADEMIC COORDINATOR – MRS. ESTELA ZEIK, M.A.

The academic coordinator focuses her attention and professional skills on the intellectual formation of the students. Supported by a professional team, the academic coordinator strives to lead students in their pursuit of academic excellence, and works directly with the faculty to offer a challenging academic program with the highest-quality instruction.

D. BUSINESS MANAGER – MRS. ELIZABETH SCHMIDT, ACCOUNTING

The Business Manager is responsible for over-seeing the Business Office, providing the business administration services necessary to achieve the school's mission. Mrs. Schmidt is responsible for the following areas: accounting, facilities management, food/space services, service contractors, and financial management of our Before and After Care Program.

E. CHAPLAIN – FR. TIMOTHY MORAN, LC

The school chaplain works to promote the spiritual life of students, faculty, and parents by providing sacramental attention and Formation Dialogue. He collaborates with the Dean of Students in promoting the spiritual and apostolic projects of the school. He also works with an assistant to the Chaplain, who supports all spiritual efforts at the academy.

STAFF

A. ADMISSIONS AND COMMUNICATIONS COORDINATOR - MS. SUSAN O'MALLEY

The Admissions and Communications Coordinator works closely with the Head of School to ensure the admissions process runs smoothly, and all needed documentation is prepared as families tour, apply, test, and register for admission to Royal Palm Academy. Ms. O'Malley also coordinates the Welcoming Committee for new families to the school, and assists in marketing endeavors, along with the Head of School and volunteer staff. The Admissions and Communications Coordinator fully understands our mission and vision, particularly our methodology of Integral Formation ® as she is the main contact for new families interested in learning about Royal Palm Academy.

B. DEVELOPMENT DIRECTOR – MS. NANCY DAGHER

The Development Director is responsible for achieving the school's operating fundraising targets and supporting the Head of School in her responsibility to achieve the school's fundraising targets. She fulfills her responsibility by successfully executing a fundraising program, coordinating the following: cultivation of a large pool of committed donors, an annual fund drive, annual fundraising events including the gala and golf tournament, support for the Head of School and any related capital campaign consultants or capital campaign manager in execution of a capital campaign, and all other fundraising efforts at the school.

C. RECEPTIONIST/ASSISTANT TO THE HEAD OF SCHOOL – MRS. PAT BOLSER

Receptionist/assistant to the Head of School works closely with the head assisting with coordinating day-to-day operations. In addition to answering in-coming calls and being the initial contact for anyone entering Royal Palm Academy, the receptionist/assistant works with PVO on special events, liaison between parents and administrators directing them to the proper person and/or making appointments, greeting prospective families and guests, and welcoming them to Royal Palm Academy. The receptionist/assistant to the Head of School has the responsibility of all administrative assignments and clerical tasks assigned to her by the head. The receptionist/assistant to the Head of School supports the head in promoting and extending the positive public image of the school; she helps instill a love for the mission of the school and to build a sense of community among the school faculty, staff, and families.

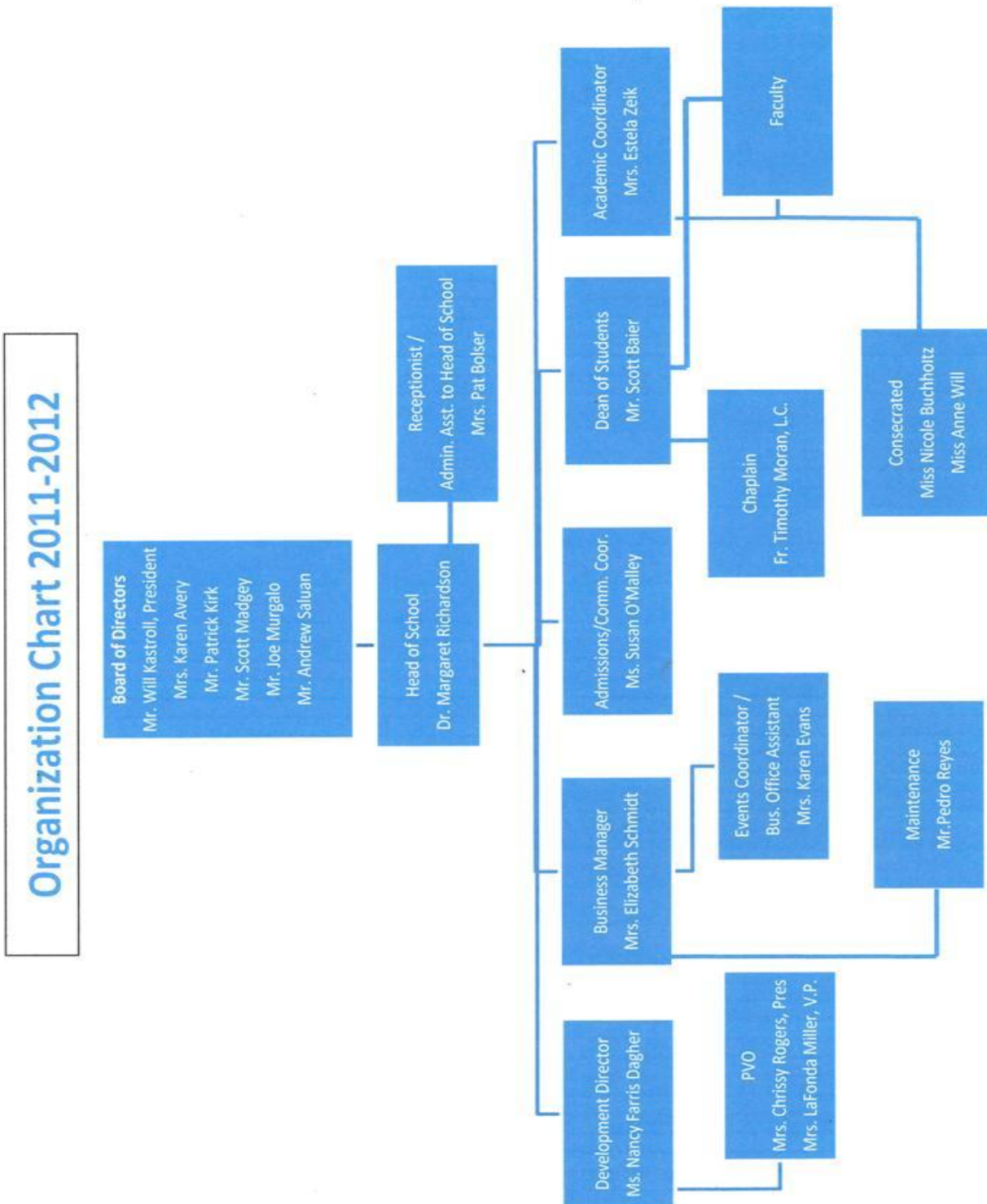
D. EVENTS/BUSINESS OFFICE ASSISTANT – MRS. KAREN EVANS

As business office assistant, the position includes assisting the business manager with all accounting functions. The position also includes coordinating teacher and assistant substitute schedules and all academic events, such as Mother's Day, Father's Day, Grandparents Day, Vocations Day, Awards Ceremony, Graduations, etc. Additionally, any Hot Lunch Program questions may be directed to the events/business office assistant.

FACULTY

Pre-K3/4A	Mrs. Shannon Sedio
Pre-K3/4B	Ms. Lisa Sanfelippo
Kindergarten- A	Mrs. Johanna Myers
Kindergarten- B	Mrs. Christine Theriault
1st Grade - A	Mrs. Erin Brady
1st Grade - B	Miss Jennifer Landry
2nd Grade - A	Miss Tara Partica
2nd Grade - B	Mrs. Joy Savenas
3rd Grade - A	Miss Renée DiSerafino
3 rd Grade – B	Mrs. Heather Miles
4th Grade – A	Ms. Marybeth Dee
4 th Grade – B	Mrs. Jesse Carkhuff
5th Grade	Mrs. Erin Howe
6th Grade Homeroom	Mrs. Jennifer Wojcik– Language Arts/Literature
7th Grade Homeroom	Mrs. Estela Zeik – Catholic Formation Middle Grades
8th Grade Homeroom	Miss Lisa Gorda – Math
Science	Mrs. Linda Rinaldini
History/Geography/Latin (Middle School)	Mr. Scott Baier
Spanish (3 rd -8 th)	Miss Ana Ozores
Spanish (Kindergarten - 3rd)	Mrs. Ibiza Aguirre
Spanish (Pre-K3 & Pre-K4)	Mrs. Rosemary Friedmann
Art/Music	Mrs. Lois Carme
Media Specialist/Computer	Mrs. Veronica Calvo
Computer 4 th – 8 th	Mrs. Michelle Hershey / Mrs. Donna Salamone
Physical Education	Mr. Glenn Trinder
Teacher Assistant	Mrs. Rachel Kirk – Pre-K 3/4A
Teacher Assistant	Ms. Linda Glaser – Pre-K3/4B/VPK Coordinator
Teacher Assistant	Mrs. Jaree O’Connor – Kindergarten
Before Care	Mrs. Lois Carme
After School Enrichment	Ms. Jennifer Landry
Lunch Monitor	Mrs. Louise Galyo

ORGANIZATION CHART



HISTORY OF ROYAL PALM ACADEMY

HISTORY OF ROYAL PALM ACADEMY

Royal Palm Academy and the Legion of Christ, through the National Consultants for Education (NCE), partnered in 1998 to establish a premier academy in Naples, FL. The idea for the school came about by Patrick Moore's visit to sister schools in Dallas, TX and Atlanta, GA. God put it on Patrick's heart to bring this product to the Naples community after he witnessed a young child in Atlanta kneeling deep in prayer before school in the Blessed Sacrament Chapel. Planning meetings were held, strategies were organized, but nothing came to fruition until a few years later. While attending a Catholic Women's Convention in Orlando, Florida, Carol Moore and a group of ladies gathered to discuss the possibilities of a project of this magnitude. Potential names for a school were proposed and Father Emilio Diaz Torres, LC, selected *Royal Palm Academy*. That afternoon, on her ride home to Naples, Mrs. Moore, successfully completed the incorporation of the school by telephone. The following Monday morning all of the necessary paperwork and contracts were finalized. Within a couple of weeks, Mr. and Mrs. Moore, along with Mr. Lou DePrisco were organizing cocktail parties at local neighborhood country clubs to present the school and recruit students. Because of the wonderful vision of the education model they were adopting, the founders were confident that the school would be well received by the community.

A site for the school was secured by Mrs. Moore the first week of August, just prior to the start of school. This first campus consisted of three trailers on a five acre dusty field off Golden Gate Parkway on 68th Ave SW in Naples. (It was formerly a Charter School that had closed that July.) This was the only available location that was suitable for a school. Many diligent hours were spent recruiting and Royal Palm Academy opened its doors with six students in three grades (two of which were the founders' children), three teachers, one receptionist, and a Head of School. The Moore's were confident that the vision of a 1,500 student campus would one day become a reality.

The school grew over the next couple of years to a point of overflowing the initial facility. It was evident that it was time to search for a new location that would accommodate not only the immediate needs, but plans for growth, as well. Mr. Patrick Kirk and Mr. Lou DePrisco, who at the time were in the process of purchasing a 172 acre site, on what is now Livingston Road, redirected their goal from economic to apostolic and helped Royal Palm Academy secure its current temporary site as well as the 100-acre site across the street for its future home.

As the school grows to its full student capacity, more buildings will be phased in and the full campus, including all the classroom space, athletic facilities, arts facilities, and administrative offices will become a reality. However, in the end let it not be forgotten that what makes Royal Palm Academy so special is not any buildings or facilities, no matter how magnificent, but rather it is the mission which makes this school unique – to form apostles who will transform society for Christ.

INTELLECTUAL FORMATION

RoyalPalmAcademy sets high, yet attainable, academic expectations for its students. Not only is solid intellectual formation an important part of the integral development of a person, it is essential to forming great leaders. As a result of studies in the core academic subjects of English, mathematics, science, history, and geography, as well as through other academic and co-curricular activities, a graduate of Royal Palm Academy should acquire:

- A wealth of knowledge in general culture and the particular disciplines; an understanding of the roots and underpinnings of his own national culture, history and western ideals; a firm grounding in math and the sciences, and in the scientific method
- An ability to think, speak, and write clearly, coherently, precisely, attractively and persuasively
- Superior thinking, reasoning and communicating skills which are built upon a keen sense of perception and a sharp memory
- A capacity for reflection and imagination, as well as those technological and inquiry skills intrinsic to the exact and social sciences
- A critical mind that can tell right from wrong, fact from fiction, truth from opinion
- Experience and ease in public speaking, debate, and declamation
- Habits and dispositions essential for ongoing intellectual formation after graduation, including study habits, concentration and critical thinking, perseverance, and a desire to produce high-quality work

A. ACADEMIC CURRICULUM

Royal Palm Academy implements a standard curriculum developed and licensed by the National Consultants for Education (NCE) for schools implementing the Integral Formation® method of education. The objective of this educational program is to form each child’s mind, heart, and will according to Christian ideals.

The lower school curriculum provides a solid, coherent foundation of knowledge, concepts, and skills for later learning. Core content is designed to achieve the goals of integral formation and challenges students daily to expand their intellects to the utmost. At all grade levels, the core school subjects of English, mathematics, history, geography, humanities, and sciences are complemented by study of a second language, fine arts, physical education, and technology programs. The curriculum sets high, yet reasonable, academic expectations for its students, creating a healthy balance between the student’s current abilities and his potential. This delicate balance is guided by knowledge of the student’s individual strengths and areas for growth, as well as prudent judgment regarding the form and content of the curriculum. Parents wishing to learn more about the academic curriculum are encouraged to contact the Head of School.

B. ACADEMIC YEAR

The academic year, comprised of 180 student days, is divided into two semesters. Each semester is further divided into two nine-week quarters. Report cards are sent home at the end of each quarter.

C. ACADEMIC GRADES

Academic grades are a measure of each student’s level of competency, sufficiency, or knowledge in a particular area and should reasonably reflect the students’ understanding of the subject matter being assessed. The following grading scales are used with students in lower school.

PRE-KINDERGARTEN 3 AND 4

GRADE LEVEL PERFORMANCE	
4 - Exceptional	The student often exceeds the grade level standards for the concept or skill.
3 - Regularly	The student regularly demonstrates knowledge of the concept or proficiency in the skill.
2 - Sometimes	The student is in the process of understanding the concept or developing the skill but is not regularly proficient.
1 - Not Yet	The student has not reached this level of development and is unable to perform the skill or demonstrate knowledge of the concept.
NA	Indicates that the topic has not yet been covered.

KINDERGARTEN THROUGH GRADE 2

Students in Kindergarten through Grade 2 use two scales. The first scale applies to core academic, physical education, and specials classes. For certain classes, depending on grade, students will use the numeric scale below.

ABOVE GRADE LEVEL	ON GRADE LEVEL	BELOW GRADE LEVEL
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level according to RPA Curriculum standards and benchmarks in the content area.	The student meets grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at grade level according to RPA Curriculum standards and benchmarks in the content area.	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level according to RPA Curriculum standards and benchmarks in the content area.

GRADES 3 THROUGH 8

Numeric and letter grades will be reported on the progress report. Students in Kindergarten – 2nd grade will have a number of grades reported in this format as well.

97-100	A+	87-89	B+	77-79	C+	67-69	D+
93-96	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-

MIDDLE SCHOOL GRADING POLICY – GRADES 6 THROUGH 8

Assessment of student mastery of subject matter is to be determined as follows:

1 st Quarter	37.5%	3 rd Quarter	37.5%
2 nd Quarter	37.5%	4 th Quarter	37.5%
1 st Semester Exam	25.0%	2 nd Semester Exam	25.0%

Year average is: 50% 1st Semester and 50% 2nd Semester

D. STUDENT CHARACTER DEVELOPMENT GRADES

Character development grades for all grades use the following scale:

E=Excellent	G = Good	N=Needs Improvement
The student consistently exceeds grade level expectations and demonstrates a thorough (consistently above average for grade) understanding and demonstration of the behavior measured.	The student meets grade level expectations and demonstrates a basic (average for grade) understanding and demonstration of the behavior measured.	The student is making progress toward meeting grade level expectations. The student demonstrates limited (average and below for grade) understanding and demonstration of the behavior measured.

The student conduct grades on the report card represent a subjective assessment of the behaviors and attitudes of the student against the school’s code of conduct and discipline policy. Conduct marks are used in the eligibility assessment for sports and extracurricular activities.

E. SPECIAL COURSES – MUSIC, ART, AND PHYSICAL EDUCATION

Students will be assessed and graded according to the grading scale below. Students in middle school are graded in Physical Education using the numeric scale.

ABOVE GRADE LEVEL	ON GRADE LEVEL	BELOW GRADE LEVEL
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level according to RPA Curriculum standards and benchmarks in the content area.	The student meets grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at grade level according to RPA Curriculum standards and benchmarks in the content area.	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level according to RPA Curriculum standards and benchmarks in the content area.

F. REPORT CARD / PROGRESS REPORT DATES

Progress Reports Posted on INOW

September 21, November 22, February 1, April 18

Report Cards Given To Parents

October 27(Early Dismissal) Parent/Teacher Conferences: 1:30 - 4:00

October 28(No School) Parent /Teacher Conferences: 8:00 - 4:00

Report Cards Sent Home

January 6

Report Cards Given to Parents

March 15(Early Dismissal) Parent/Teacher Conferences: 1:30 – 4:00

March 16(No School) Parent/Teacher Conferences: 8:00 – 4:00

Report Cards Mailed Home

June - Final

G. EFFORT GRADES

In Kindergarten through grade 8,each subject teacher will assess an effort grade using the following scale for the report card. Effort grades may be used in the eligibility assessment procedures for athletics, clubs, and for other extracurricular activities.

E = Excellent	G = Good	NI = Needs Improvement
The student consistently exerts outstanding effort in daily classroom work, homework, and assessments. The student maintains a positive attitude and always exerts his best efforts. The student works hard and completes all tasks well in a timely manner.	The student exerts satisfactory effort in daily classroom work, homework, and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.	The student inconsistently exerts effort in completing daily classroom work, homework, and assessments. The student sometimes exerts effort and maintains a positive attitude. The student perseveres to complete tasks.

H. FINAL EXAMINATIONS

Middle school students will take cumulative exams at the end of each semester. The year-ending examination will concentrate equally on skills and content learned throughout the year.Exams for students in grades 4 and 5 will focus on skills and content learned through the current semester. Exams for students in grades 6 through 8 will concentrate on content learned in the second semester and skills learned throughout the school year.Students arenot permittedto keep a semester or end-of-year examination, but parents may review the examinations with the Head of Schooland teacher upon request. A student who has an excused absence on an examination date will be allowed a make-up day. Parents are required to have made all tuition payments that are due before students can take exams.

I. REPORT CARDS/PROGRESS REPORTS

Shortly after the end of each quarter, copies of report cards are distributed to the students. Parents are notified through our weekly e-newsletter when report cards will be sent home. Report cards are official school records, but only the final grading period report card becomes part of the student's permanent school transcript.

In addition to quarterly grade reports, parents will be notified to check GradeQuick, our on-line grading program, in order to view their child's progress report on line at the mid-point of each quarter. However, parents will have access to GradeQuickat all times and can view their child's progress whenever convenient. The aim of these quarterly reports is to keep parents and students informed of academic progress, issues, or concerns.

Any requests for grade change(s) must be made within one week of the issuance of the report card. Requests received after one week will not be considered.

J. PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held at the end of the first and third quarters. Parents will have an opportunity to discuss any concerns about their student's progress at that time. If further discussion of the student's progress is needed, the teacher or parent may request that a special conference be arranged with the Head of School, academic coordinator, or Dean of Students. At any time, parents may call the school to request an appointment with the teacher and/or Head of School to discuss a child's progress.

K. HOMEWORK

Homework is an effective means for students to assimilate and practice the concepts and material they have covered in class. The amount of homework assigned daily varies by course and grade level. It is for the students' benefit that they complete the homework as assigned.

Teachers and students will use the student agenda to record the assigned homework. Students must present their agendas to their parents for their review and signature.

Students are expected to follow the teacher's instructions concerning homework due dates. If a family situation occurs that legitimately prevents students from completing homework, a parent's note to the teacher is required to explain the situation. Repeated failure to complete homework as assigned could result in disciplinary action.

Parents can help their child acquire the intellectual discipline needed to succeed in academic studies by creating a neat and orderly study environment at home. A regular homework schedule with a desk or table in a well-lighted and quiet area, without music or television in the background, will promote an atmosphere conducive to study.

Recommended homework guidelines per grade are as follows: (approximate time allotments per day). Note times are guidelines only; homework is issued as needed and is coordinated with teachers at each grade level. The amount noted below is for all subjects combined.

Kindergarten:	up to 15 minutes
1st Grade:	15-20 minutes
2nd Grade:	20-30 minutes
3rd Grade:	45-60 minutes
4th Grade:	60-75 minutes
5th Grade:	75-90 minutes
6th Grade:	75-90 minutes
7th Grade:	90-120 minutes
8th Grade:	90-120 minutes

L. SCHOOL WORK MISSED OR LATE DUE TO ILLNESS OR VACATION

Students are expected to make up any school work they miss due to absences from school. To minimize disruption and promote a stable environment, *the school strongly discourages families from taking vacations while school is in session.* For students who must miss school, teachers may be able to assign some work prior to the student's departure. Upon returning, the student must check with the teacher to determine assignments that should be completed. It is expected that work will be submitted within a reasonable timeframe, typically within one day for every two days absent.

M. ACADEMIC HONESTY

Academic honesty is an essential foundation for true intellectual formation and character development. Each student is expected to maintain a high level of integrity and honesty in schoolwork. Handing in tests or assignments as one's own which have been done by another student or other person, or with answers taken from another student, *violates academic honesty* and is, therefore, strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the assignment. In addition, further disciplinary action up to expulsion may be taken at the discretion of the Head of School and/or Dean of Students.

N. ACADEMIC WARNING

As an expression of the school's concern for the student's academic performance, teachers will advise parents when a student's grade has dropped below a C- level any time during a quarter. Students will be placed on Academic Warning when they receive one or more D's or below (a numeric grade of 69.4 or lower) on a report card. Parents will receive written notification from the Head of School when a student is placed on Academic Observation. The Head of School, the teacher, and the family will work together to provide needed academic assistance and formation support to help the student raise his grades to an acceptable level.

The student will have one complete nine-week term to raise grade(s) to an acceptable level (C- or better). Students unable to raise their grades sufficiently during that nine-week term will again be placed on Academic Warning. Students on Academic Warning are still eligible to participate in extracurricular programs and athletics.

O. ACADEMIC PROBATION

A student will be placed on Academic Probation if a grade of D or lower is not brought up to an acceptable level (C- or better) by the end of an established Academic Warning period (see Academic Warning). Parents will receive written notification from the Head of School when a student is placed on Academic Probation, and the student will continue to receive academic assistance and formation support to help the student raise grades to an acceptable level.

If the student does not raise the grade(s) to an acceptable level after two consecutive grading periods, the student may no longer be eligible for admission to Royal Palm Academy. Students on Academic Probation are NOT eligible to participate in extracurricular programs and athletics.

If a student raises grades to an acceptable level after having received one or more D's or lower, and subsequently receives one or more D's again (a grade of 69.4 or below), he will immediately be placed on Academic Probation.

P. HONOR ROLL – GRADES 3 THROUGH 8

While academic achievement should be its own reward, students do derive added incentive from the knowledge that their efforts may receive special recognition from Royal Palm Academy.

High Honors - Students in Grades 3 through Grade 8 who have achieved an average of 92.5 or above in all academic subject areas, as well as a minimum of "Good" or "On Grade Level" in all effort/character grades, will be listed on the "High Honors" list.

Honor Roll - Students in Grades 3 through Grade 8 who have achieved all A's and B+'s in all academic subject areas with no grade lower than an 86.5, as well as a minimum of "Good" or "On Grade Level" in all effort/character grades, will be listed on the "Honor Roll".

Human Formation

Human formation pertains to the psychological, social, and physiological aspects of the person. It involves character formation and learning to live one's life in ways that most dignify human nature. This involves the formation of a disciplined will, learning to be master of oneself; acquiring virtue; the development of the conscience, and adherence to moral principles and values.

Character is at the core of authentic leadership. Character allows one to master oneself so as to be faithful to his/her personal convictions. Human formation is the development of a strong and virtuous character. This process involves assisting students to grow in virtue, self-confidence, and leadership skills while building personal convictions based in truth.

Human formation cultivates a person's sensibility to what is good, just, and beautiful, recognizing the harmony of creation in relation to man, nature, and society. It also includes social etiquette, an appreciation for the arts and physical fitness, resulting in a healthy mind in a healthy body.

Graduates of Royal Palm Academy are persons of character and integrity:

- Their behavior reveals that they possess principles based in truth that govern their actions and passions. As mature individuals they show firmness of will and self-control.
- They value and cultivate the virtues of justice, sincerity, fidelity to their word, commitment, honesty, and a well-formed conscience.
- They have a healthy self-confidence and respect for others.

- They present themselves appropriately in all situations, being neatly groomed and attired.
- They are articulate, capable of convincing others of the truth with charity and consideration.
- Because of their generosity, perseverance, trustworthiness, sense of duty, and responsibility, they are valued members of their community.
- Their charity, integrity, honesty and compassion make them good and loyal friends.
- They value good health, hygiene, physical fitness, and the benefits of putting these into practice.

A. VIRTUE PROGRAM

The main objective of the school virtue program is to offer students, teachers, and parents a means to know, value, practice, and internalize virtues in a consistent and committed manner. The focus is on the practice and acquisition of specific virtues, in the imitation of Christ, in collaboration with the Holy Spirit. Virtue is a habitual and firm disposition to do the right thing. It allows the person not only to perform good acts, but to give the best of oneself.

Students in Royal Palm Academy are provided ongoing opportunities to exercise virtue on a daily basis. Virtue is taught and encouraged in all activities and circumstances of school life. The goal is to help students intellectually understand and internalize the virtues they are asked to practice. This serves to make these virtues part of their own life principles, helping them become true leaders of character. For this reason, Royal Palm Academy considers formation in virtue to be a vital component of the educational program.

B. VIRTUE CAMPAIGNS (K4J – KIDS FOR JESUS)

A campaign is a formal activity to positively motivate students to develop and deepen the practice of virtue; human, spiritual, some form of apostolic initiative, or social etiquette; charity, orderliness, homework completion, punctuality, responsibility; love of the Eucharist; devotion to Mary, etc. Campaigns are primarily exercised in lower and middle schools. Throughout the year the school carries out a series of virtue campaigns aimed at helping students practice spiritual and human virtues. Campaigns help create school spirit and unity in understanding, living, and internalizing virtue. The basics of a campaign include: defining a virtue, providing opportunities to practice the virtue in everyday situations, and reinforcing these with motivating activities outlined in the campaign. Parents are encouraged to review all campaign materials sent home by the school and to actively participate in them with the recommended “at-home” activities.

C. FORMATIVE DISCIPLINE

A disciplined environment is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student, the school’s approach to discipline is formative.

Formative discipline is not discipline based solely on justice which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively motivate students, guiding them to identify and choose what is good and just. Formative discipline does not impose expectations and rules on the student, but motivates the student to understand, value, and internalize these expectations that reflect virtue, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Formative discipline requires more time and effort than simple punitive discipline. Most importantly, it requires personal attention to the student. This means assisting the student to understand their actions and to learn how to put into practice what is right for themselves and others. It allows students to experience the good feeling of doing what is right and, therefore, making them want to choose to do the right thing consistently throughout their lives.

Formative discipline is only possible with the ongoing cooperation between parents and the school. Communication with the parents is timely and consistent. Positive results are achieved with the faculty, students, and parents working in unity towards the same goals--ultimately what is best for the student. Formative discipline requires dedication, consistent and continuous positive motivation, and commitment to the student.

The Dean of Students is responsible for maintaining overall formative discipline within the school; teachers are directly responsible for the formative discipline and management within the classroom.

In order to promote an effective and respectful communication between employees and students all should consider the following examples.

Examples of appropriate verbal interaction between employees and students:

- Positive reinforcement

- Appropriate jokes
- Encouragement
- Praise

Examples of inappropriate verbal interaction between employees and students:

- Name calling
- Discussing sexual issues or personal problems or issues of employees
- Telling secrets
- Cursing
- Telling off color or sexualized jokes
- Shaming
- Belittling
- Derogatory remarks
- Harsh languages that may frighten, threaten, or humiliate students
- Making derogatory remarks about the employee or student or about their family

Personnel, parents and students are encouraged to report any inappropriate displays to the school safe environment coordinator. Often times signs of inappropriate verbal interaction between employees and students, although, not done maliciously, may affect the emotions of students in a negative way.

D. STUDENT CONDUCT

RoyalPalmAcademy holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. RoyalPalmAcademy expects that students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). RoyalPalmAcademy faculty and staff may counsel and correct a student when appropriate at any place in the school.

The essential expectation for student behavior is that students conduct themselves in a mature and dignified manner at all times, as follows:

- Students arrive to school in the appropriate full uniform which is clean and pressed. Any mended areas need to be neat and unnoticeable. A student's personal presentation should be well maintained.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture at all times. The class is to stand and greet an adult each time a guest enters the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he/she should raise his/her hand and wait until the teacher asks him/her to speak.
- Students keep classrooms and personal belongings clean and well ordered and maintain this around her/his personal desk area.
- Students are expected to conduct themselves in a respectful manner in class and during class transitions, both in the school buildings and on the school campus. Student conduct in the school will be appropriate and quiet, all students are accompanied by their teacher and walk (not run) to and from classes in lines, always moving to the right to allow others to pass.
- Students are expected to greet religious, consecrated members, school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students are expected to conduct themselves in a controlled and respectful manner at lunch and during recreational periods, as well as keeping sports fields and campus grounds clean and litter-free.
- Students respect one another and their property as he or she would want to be respected.
- Students keep personal belongings in good form. Uniform items, books, binders, folders, jackets, or backpacks are kept free of inappropriate writing, graffiti, or décor.
- Students adhere to standard norms to be practiced in the lunch area at all times. Good table manners, proper dining etiquette, and cleaning up after oneself makes for a pleasant dining experience for all.
- Food and beverages are to be consumed only in designated areas. Chewing gum is not permitted on the school premises.
- No student may order or have fast food delivered to school unless permission from the Head of School or Dean of Students has been granted.

E. MISCONDUCT

Royal Palm Academy has established norms of conduct that aim to help students form themselves and assist the school to maintain a safe, orderly, and formative atmosphere. Following is a list of serious misconduct. This list is not meant to be all-inclusive; however, it will serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including suspension or expulsion from Royal Palm Academy.

- Profanity, vulgarity, or abusive verbal or body language
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers
- Constant failure or refusal to comply with disciplinary measures or habitual criticism of school norms
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff
- Cyber-bullying in all of its forms to include harassment of students or faculty via the Internet, message boards, cell phones/text messaging, etc.
- Inappropriate sexual contact or harassment
- Grave mistreatment of school property or destruction of such property, including intellectual property books, furniture, lab equipment, audio-visual equipment, etc.
- Theft of any kind, from the school or from fellow students
- Excessive tardiness without excuse or justification, either to school or to daily classes
- Truancy, including extending holidays or weekends with unexcused absence
- Leaving campus or being absent from class during school hours without permission
- Lack of discipline on the school bus
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating)
- Falsification of school documents or permissions; forgery of documents or a parent's signature.
- Engaging in any form of gambling
- Immoral sexual behavior
- Use, possession, or distribution of pornographic materials
- Texting or sending pornographic photos via cell phone
- Inappropriate displays of affection; sexual misconduct of any kind
- All forms of harassment, including sexual harassment and false accusations of harassment
- Use, possession, or trafficking of tobacco, alcohol, drugs, firearms, knives, or other weapons on or off campus
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation

Any student involved in **any** illegal activity including placing the well being and safety of the Royal Palm Academy community at risk *will be reported to the police*. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

The school reserves the right to conduct random searches of anyone on school property at any time. This includes: a purse, tote bag, backpack, briefcase, lunchbox, book bag, or any other type of personal property, or require students to empty their pockets. If a weapon is found, it will be immediately confiscated and the parents and appropriate authorities notified. **The school reserves the right to search anyone, and by entering the school, the person agrees to submit to a search upon request. Students have no right to privacy while they are on school property.**

F. BULLYING

The school is committed to providing all students with a safe environment in which all members of the school community are treated with dignity and respect. The school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior. Similarly, sexual activities and abuse between two students are not tolerated.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy

applies to all students, school employees, school volunteers, and school visitors.

All school employees are required to report alleged violations of this policy to the Head of School or the Head of School's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Retaliation against individuals who report such alleged violations is expressly prohibited.

School administrators will accept and review all reports of bullying, including anonymous reports.

School administrators will consider the ages and maturity of the students involved the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

The school implements a comprehensive bullying prevention program under which students, employees, parents, and community members together partner to prevent bullying and maintain a safe environment for our students.

G. STUDENT CONDUCT OFF-CAMPUS

The growth in virtue and maturity each student pursues at Royal Palm Academy cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. Royal Palm Academy expects students to exhibit personal integrity in their actions at all times. Certain off-campus behavior that reflects badly on the school will be subject to disciplinary action at the discretion of the or the Head of School.

The school administration reserves the right to discipline students for off campus conduct when it is determined that deliberate defamation of a teacher, student, or other member of the school community has taken place. Public forums and community events include, but are not limited to, email, instant/text messages, Internet blogs, message boards, Web site postings, social networking, sporting events or field trips.

H. INFRACTION REPORTS AND POSITIVE CONDUCT FORMS

Infraction Reports:

The Behavior Log is a means to encourage positive student behavior. It serves as a communication tool with the student and his/her parents. It is an e-mailed notice to the parents regarding student behavior, specifically conduct or attitude. It alerts parents to their child's situation and is intended to seek the parents' collaboration and support with regard to possible solutions to assist their child. Behavior logs may also be used to relate positive behavior developments as well. Parents are encouraged to check their E-mail accounts daily and confirm the receipt of all behavior logs.

Depending on the circumstances, the school may issue a behavior log for:

- Missing or incomplete homework
- Leaving the classroom without permission
- Arriving at school with an incomplete uniform or with inappropriate personal appearance and presentation
- Unexcused or unjustified absences
- Disorder in lines and class transitions
- Misbehavior in the classroom
- Misbehavior at school-sponsored events, e.g., First-Friday Mass and assembly
- Improper conduct during recess or any school-related activity
- Tardiness after corrective action has been taken
- Improper conversations: sarcasm, gossip, exclusion and ridicule of others; dissension or negativity expressed toward others, the school, authorities, etc
- Inappropriate conduct on school buses

Positive Conduct Forms:

Positive reports are a means of motivation to recognize and encourage a student's positive attitude and behavior. Positive reports may be sent home (in addition to a recorded Commendation Report) to acknowledge students who, for example:

- Notably improve their conduct over a period of time
- Show outstanding performance in a campaign or contest
- Worthily represent the school in a formative or athletic activity
- Exemplify the virtue of the month
- Exemplify school spiritual and sacramental promotion campaigns
- Deserve recognition because of their outstanding attitude in any activity

I. DISCIPLINE MEASURES

Depending on the seriousness of the misconduct, a range of disciplinary measures may be applied, including work assignments, detention, suspension, or expulsion. The misconduct is communicated to parents via an e-mailed behavior log and a written incident report. If there is a serious breach in student conduct, the Head of School, Dean of Students, and possibly the academic coordinator will ask to meet with the parents to address the situation.

When defining the type of disciplinary measure to be given to the student, the following considerations are taken into account:

1. The student's age and level of development
2. The gravity of the wrongdoing
3. The circumstances in which the infraction was committed
4. Whether or not the infraction has been committed before
5. Previous or repeated discipline, motivation, reminder and warning

Inappropriate behavior will result in logical consequences designed to teach and reinforce expected behaviors. When a student violates general rules of conduct, the teacher may use a variety of responses to point out and modify such behavior. These responses may include:

- Academic exercises (writing paragraph, questions sheets, etc.) aimed at determining the problem and coming up with solutions to correct the issue
- Assigning service oriented consequences aimed at reinforcing the missing virtue that precipitated the misconduct
- Developing an action plan to correct the misbehavior
- Denial of privileges
- Lunch/after school detention

Parents will be notified via INOW each time a consequence has been issued, and the teacher or parents may request a conference. If the cooperative efforts of the child, parent and teacher do not solve the problem, the administration will be contacted for further support and possible administrative action.

Detention:

Detentions (Grades 3 – 8) will be carried out by a teacher or the Dean of Students and will normally be held on Tuesdays and Thursdays following dismissal until 4:30 pm. Detentions will follow a format in accordance with the school's formative discipline approach. Failure of the student to report to a scheduled detention will result in further disciplinary action.

Suspension:

A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspensions may last from part of one school day to one to five days. The Dean of Students, working with the Head of School, may assign the suspended student an academic project to be carried out during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. While on suspension, students are not eligible to participate in extracurricular programs or activities. If students are suspended, a parent meeting with the Dean of Students is required before the student returns to school.

Expulsion:

A student may be asked to withdraw from the school for extreme forms of misconduct or continual neglect of basic regulations and conduct expectations, either on or off Royal Palm Academy property. Such a severe penalty would warrant the intervention of the Head of School. An appeal of an expulsion may be made only to the Head of School. This appeal will be considered only if the Head of School agrees that new information regarding the situation has become available.

J. DRUG AND ALCOHOL-FREE SCHOOL ENVIRONMENT

The objective of this policy is to provide a safe, healthy, and productive school environment for students, staff members and visitors, appropriate for the development of the students' integral formation. The *use of drugs* inflicts very grave danger on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to moral law (CCC 2291). The school's mission and philosophy require the promotion of a healthy lifestyle. Thus, it is strictly forbidden for students to possess, use, or distribute alcohol or other illegal drugs. While this policy focuses primarily on student conduct on school grounds or at school-sponsored functions, the school also reserves the right to take disciplinary action, including expulsion, should serious misconduct occur outside of school.

The school will use whatever means available to work toward a drug and alcohol-free campus. This includes involving local authorities, increasing its own surveillance and checks of students and items they bring on school property following these guidelines:

1. Any student found to be selling, promoting the sale of, or in any way trafficking alcohol, prescription drugs or other illegal chemicals will be expelled from the school. His/her parents will be notified of the offense, and the proper law enforcement authorities will be informed. When possible, any confiscated illegal substances will be given to those authorities.
2. Any student found to have willingly and knowingly received alcohol, prescription drugs, or other illegal chemicals, whether or not in exchange for money, while at school or a school-sponsored event, will be subject to immediate expulsion. The school will weigh the nature of the offense and the student's discipline and academic record before deciding on expulsion.
3. Any student found to be under the influence of or in possession of alcohol or other illegal chemicals will face serious school consequences. "Possession" includes materials found in his/her school assigned locker, backpack, etc. Parents will be notified of the offense, and the proper law enforcement authorities will be informed. Whenever possible, any confiscated illegal substances will be given to those authorities. Consequences given the student will depend on the nature of the incident and his/her discipline record to that point.
4. A student who commits a second violation of use or possession shall be expelled.
5. Depending on the local state law, students who are expelled from a school for alcohol or drug violations

may be required to travel with an official form that notifies other schools what has happened.

6. If the student is allowed to remain at the school, consequences will take the following forms:

- a. The disciplinary consequences for such misconduct will be suspension from school, extended time in detention, and a 60-school day ban on all participation in extracurricular activities. Failure to comply with these disciplinary consequences will result in automatic and immediate expulsion. Should the student be allowed to return, he/she should expect to be on probation during all or part of the next school year.
- b. The 60-school day ban from participation in all activities is set by the Dean of Students. During the 60 days, the student is not allowed to participate in any activities in any manner (practice, dress, travel, organized workouts, rehearsals, etc.). The student must serve the entire 60-school day ban before he/she is eligible to resume participating in activities.
- c. In this context, "school day" means a day that counts as an instructional day in the school calendar. This does not include weekends or holidays during the school year or summer vacation. Thus, a student who has not completed the 60 days by the end of one school year is ineligible to participate in any school activities that summer and at the start of the next school year until the 60 day ban has been completed.

The abuse of alcohol and illegal drugs cannot be tolerated in the school as this would be against the mission of the school and the formative environment required for the integral formation of the students.

To ensure that our environment is a safe one for all, the school administration will conduct or arrange for the conducting of searches of persons, lockers, personal effects, and other property located on school premises, of students suspected or alleged to be involved in any of the activities listed in this policy.

To ensure that our environment is a safe one for all, the school administration will conduct or arrange for the conducting of drug testing of students suspected or alleged to be involved in any of the activities listed in this policy. This means that during the year, administrators will select these students to be tested for the presence of drugs and/or alcohol.

1. This test may involve the production of a urine sample and/or the cutting of a small piece of hair by a third party medical provider agreeable to the school and the parents. Parents will be notified and will be provided with a copy of the results which they agree to share with the school.
2. The school reserves the right at any time to require a student suspected of being under the influence or in possession of an illicit substance, to undergo a drug test. Any student who refuses to consent to a required drug test may be expelled.

K. DRESS CODE

The school's dress code contributes in a very important way to the overall identification of Royal Palm Academy. The dress code enhances student morale and the learning environment. It creates a positive atmosphere, adds a sense of pride and unity, and reduces negative competition among the students. Royal Palm Academy students are expected to wear their uniform in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement.

All students are expected to be in the full appropriate and seasonal uniform each day. The uniform code is to be respected outside of designated school hours. The Royal Palm Academy uniform is only to be worn for designated school-related activities outside school hours.

Student uniforms may be purchased from **Sunshine School Uniforms** at **(800)354-7724** or online at **www.sunshineuniforms.com**. Each uniform piece should be carefully labeled with the student's name.

The school's dress code is maintained throughout the day. A breach of dress code, as determined by the homeroom teacher, is subject to disciplinary action. Each uniform infraction will be communicated by the teacher to parents via INOW. When three uniform infractions have occurred in a given quarter, students will be required to serve an after school detention. This consequence will continue for each consecutive uniform infraction until the beginning of a new academic quarter.

A breach of the dress code includes:

- Incomplete or mismatched uniform
- Use of makeup, hair, jewelry, and accessories beyond the criteria in Section L below
- Unwashed, unkempt, or inappropriately styled hair according to criteria in Section L below
- Unclean or inappropriate dress (including, but not limited to, untucked shirts, rolled skirts, knee socks improperly worn)
- Any student who is not in proper physical education uniform will not be permitted to participate in physical education class and will receive a zero grade for that class

L. SCHOOL UNIFORM

The school uniform must conform to the following criteria:

	Girls	Boys
Pre-K 3 and Pre-K4	Uniform navy & khaki jumper, uniform white broadcloth blouse, uniform pullover or cardigan sweater, khaki and plaid polo dress on warmer days, white sneakers or black/navy "maryjane" shoes (not below the ankle) or navy tights on cooler days. RPA fleece or any plain navy blue jacket can be worn on cooler days.	Uniform khaki slacks or khaki shorts, navy polo shirt, uniform pullover or cardigan sweater, white sneakers or black oxford shoes (or similar), white socks. RPA fleece or any plain navy blue jacket can be worn on cooler days.
Grades Kindergarten - 3	Uniform navy & khaki jumper, uniform white broadcloth blouse, uniform pullover or cardigan sweater, khaki and plaid polo dress on warmer days (through 5 th grade), black/navy "maryjane" shoes (or similar), white roll-down socks (not below the ankle) or navy tights on cooler days. RPA fleece jacket can be worn on cooler days.	Uniform dress khaki slacks or khaki shorts with black belt, uniform navy polo shirt, uniform pullover or cardigan sweater, all black oxfords (or similar), black or navy socks when worn with pants, white socks when wearing shorts (not below the ankle – should be crew style socks). RPA fleece jacket can be worn on cooler days.
Grades 4 – 5 Everyday Uniform	Uniform navy & khaki jumper, uniform white broadcloth blouse, uniform pullover or cardigan sweater, khaki and plaid polo dress on warmer days (through 5 th grade), black/navy "maryjane" shoes (or similar), white roll-down (not below the ankle) socks or navy tights on cooler days. RPA fleece jacket can be worn on cooler days.	Uniform dress khaki slacks or khaki shorts with black belt, uniform navy polo shirt, uniform pullover sweater, all black oxfords (or similar), black or navy socks when worn with pants, white socks when worn with shorts (not below the ankle - should be crew style socks). RPA fleece jacket can be worn on cooler days.
Grades 6 – 8 Everyday Uniform	Uniform navy & khaki plaid skort with front & back flap, uniform white or blue polo shirt, black flats or loafers, white roll-down socks (not below the ankle) or navy tights on cooler days. Fleece jacket can be worn on cooler days.	Uniform dress khaki slacks or khaki shorts with black belt, uniform navy polo shirt, uniform pullover sweater, all black oxfords (or similar), black or navy socks when worn with pants, white socks when worn with shorts (not below the ankle - should be crew style socks). RPA fleece jacket can be worn on cooler days.
Grades 4 – 5 Dress Uniform	Uniform navy & khaki jumper, uniform white broadcloth blouse, uniform pullover or cardigan sweater, black/navy "maryjane" shoes, white roll-down socks (not below the ankle) or navy tights on cooler days. RPA fleece jacket can be worn on cooler days.	Uniform dress khaki slacks with black belt, uniform white oxford button down shirt, school tie, all black oxfords only, black or navy socks. RPA fleece jacket can be worn on cooler days.
Grades 6 – 8 Dress Uniform	Uniform navy & khaki plaid skort with front & back flap, uniform white oxford blouse with ¾ sleeves, uniform navy blazer with logo on left breast, uniform navy & khaki plaid crossed tie, black flats or loafers, white roll-down socks (not below the ankle) or navy tights on	Uniform dress khaki slacks, black belt, uniform white oxford button down shirt, uniform navy blazer with logo on left breast, school tie, all black oxfords only, black or navy socks. New fleece jacket can be worn

	cooler days Fleece jacket can be worn on cooler days.	on cooler days.
Important notes on School Uniforms	Skirt length must be fingertip length above knee or below throughout the entire year. Black shoes with everyday uniform allow for more freedom of choice; however, black shoes with dress uniform must be as noted above. All outdoor winter wear, including jackets and sweat shirts/pants, that do not display the RPA logo, must be navy blue in color. No other colors or designs are allowed.	Shirt tails must be tucked into the pants at all times. Undershirts must be white with no print. All shoes worn with the everyday and dress uniforms should be predominantly a shoe and not a "basketball" or "tennis" athletic sneaker. All outdoor winter wear, including jackets and sweat shirts/pants, that do not display the RPA logo, must be navy blue in color. No other colors or designs are allowed.
	Girls	Boys
Physical Education Uniform Grades Pre-K - 5	Uniform navy shorts and light blue t-shirt with Royal Palm Academy insignia, white athletic socks and athletic shoes, uniform sweatshirt and sweatpants on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.	Uniform navy shorts and light blue t-shirt with Royal Palm Academy insignia, white athletic socks and athletic shoes, uniform sweatshirt and sweatpants on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.
Physical Education Uniform Grades 6 – 8	Uniform navy shorts and red t-shirt with Royal Palm Academy insignia, white athletic socks and athletic shoes, uniform sweatshirt and sweatpants on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.	Uniform navy shorts and red t-shirt with Royal Palm Academy insignia, white athletic socks and athletic shoes, uniform sweatshirt and sweatpants on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.
Jewelry	No jewelry may be worn except for the following: one watch, a single necklace or chain, small (no more than 2 pairs of) earrings, and a discrete, modest ring, school lapel pin.	No jewelry may be worn except for the following: one watch, one school or religious medal, school lapel pin. Wallet chains may not be worn.
Hair, Make up, Tattoos and other body markings	NO makeup is permitted. Eye shadow and eyeliner is not permissible. Glitter makeup is not permissible. Nail polish and artificial nails are not permissible. Tattoos are not permissible. Ear piercing only is allowed	Hair should be off of the collar in the back, not extend below the middle of the ear on the side, and not touch the eyebrows in the front. Tattoos are not permissible. Body piercing and other styles of markings are not permissible.

M. EXTRACURRICULAR PROGRAMS

Extracurricular programs and cultural clubs offer a means of developing positive interests and qualities in students, supporting Integral Formation®. These provide healthy recreation and a constructive use of free time; they foster the student's identification with the school in a different setting within the school community. The fine-arts extracurricular activities, such as those held after regular school hours, help students understand the process and elements involved in artistic and creative expressions, enrich the students' aesthetic and spiritual sensitivity, and foster an appreciation of the fine arts as part of a balanced formation.

Since these activities are regarded as valuable to the educational program, Royal Palm Academy encourages participation as a complement to academic life. However, students should avoid participating in too many extracurricular activities to ensure they can keep their commitments. **Students who attempt to participate in an excessive number of extracurricular activities will undoubtedly be in a position of conflict of obligations. In such a case, activity sponsors can help students with the appropriate resolution.**

This year Royal Palm Academy will again be hosting Sports Club of Naples as part of our after school program. Information has been sent home this summer explaining the program, but do not hesitate to call the front office for additional information or to address any questions. In addition to our sports club program, students may participate

after school in piano lessons, Chinese, gymnastics, and other options, depending on interest level. A survey sent out this summer will determine classes to be offered.

N. EXTRACURRICULAR ATHLETICS

Athletics are an important part of a student's human formation at Royal Palm Academy. Athletics are a means to form the will, channel the passions, exercise teamwork, and respect and obey the authority reflected in the coaches and game rules. Athletics provide the opportunity to exercise the Christian virtues of charity, obedience, patience, fortitude, and humility. Human virtues, such as punctuality, order, discipline, honesty, and self-denial, are developed through healthy athletic participation.

Overall, the extracurricular athletic program aims to:

- a. Promote the integral formation of students through their participation in a safe, high-quality athletic program
- b. Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students
- c. Ensure that the healthy competition and entertainment of sports are maintained at a high standard of Christian conduct

Team selection is the sole responsibility of the coaches of each sport, as are team lineups, playing time, and substitutions. Royal Palm Academy athletes are expected to commit their time and talents to the team. Transportation to all practices is the responsibility of the athletes and their parents.

Parents and students are encouraged to attend school team games and competitions. All Royal Palm Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. School spirit in the stands should be positive and uplifting for all present. Negative speech regarding other players, referees, and coaches will not be tolerated. Abusive or inappropriate behavior by students or parents is grounds for disciplinary measures, including possible suspension or expulsion from the school.

O. REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS & ATHLETICS

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. The extracurricular activities coordinator and the Dean of Students will determine the student's eligibility based on the following standards:

- Signed permission on file from the student's parents or guardians to participate in extracurricular activities.
- Students on academic probation are ineligible to participate in any extracurricular athletics or activity, including practice.
- Students on suspension are ineligible to participate during the time of their suspension.
- Students who represent Royal Palm Academy in extracurricular athletics or activities are required to conduct themselves in accord with the Parent/Student Handbook. Students whose conduct brings discredit upon themselves or the school, as determined by the Dean of Students, are considered "ineligible students."
- Students who miss class without an excused absence from the Dean of Students will not be eligible to participate in any activities that day.

To be eligible for participation in inter-scholastic athletics, including practices, a student must have on file with the athletic director (or school designee) a signed statement by a practicing physician or registered physician's assistant certifying the student has passed an adequate physical examination and is physically fit to participate. The annual history and physical examination should be scheduled for the month of May preceding the school year for which it is applicable or one month before the first practice of the sport being applied for. This will allow time for correction of deficiencies and implementation of conditioning recommendations. The annual history and physical examination will not be accepted earlier than the stated time or after the specific athletic season has begun.

Students who are absent from school, or not present for 50% of the school day, will not be eligible to participate in after-school events without permission from the Head of School. This includes sporting events, extracurricular activities, and school presentations.

Parents are asked not to call teachers, moderators, or coaches if their student is ineligible. Please direct all questions regarding eligibility to the Dean of Students and the extracurricular activities coordinator.

P. STUDENT COUNCIL

The student council provides an ideal leadership training opportunity for students to work together to promote the mission of the school among their peers and the school community in a formal, constructive, dynamic, and apostolic manner.

The mandate of the student council is to assist the school in building strong and healthy school spirit by coordinating certain student and school activities throughout the year. The student council consists of the executive team, which includes students in grades 7 and 8, as well as individual class representatives from grades 3 through 8. The executive team is comprised of a president, vice-president, and secretary/treasurer.

Candidates for student council executive body run for their respective positions individually and must adhere to the election campaign rules. The ideal candidates for student council will realize they are ambassadors of the school's reputation and witnesses of Christ's love in the world. Therefore, candidates should model the ideals of all four areas of Integral Formation[®]. To be eligible to run for student council, a student must meet eligibility requirements as established by the school, including maintaining a good conduct record and a minimum B average.

Q. NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society chapter at Royal Palm Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the Head of School, which bestows this honor upon qualified students on behalf of the faculty of our school each January.

Students in the second semester of sixth grade, and grades seven and eight, are eligible for membership. A student must have a minimum cumulative average of 92.5 (A) and a minimum of good in effort, working habits, and social skills. Students enrolled in honors classes are eligible, as long as they have a minimum cumulative average in honors classes of an 84.5 (B), and a minimum cumulative average of 92.5 (A) in all other classes. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standards may be eligible for membership. Students who meet this criterion will be invited by the Faculty Council to complete a Student Activity Information Form, which will assist the Council in selecting the NJHS candidates.

A history of leadership experiences and participation in school or community service are also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms, as well as the Student Activity Information Forms, are carefully reviewed by the Faculty Council to determine membership.

A majority vote of the Council is necessary for selection. Candidates will be notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony will be held at the school to recognize the newly selected members.

Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their initial selection. This obligation includes attendance at monthly chapter meetings during the school year, and participation in the chapter service project(s). All members are required to attain a minimum of 50 Apostolic Service Credits per year, instead of the usual 25. (See Apostolic Formation Section)

SPIRITUAL FORMATION

The Integral Formation[®] method of education aims to help each student fulfill the mission for which he/she was created, developing a personal and intimate relationship with Jesus Christ. Christ becomes the ultimate motive for all the student's choices and actions. The student's intellectual and human growth moves closer to perfection through God's grace and the student's spiritual efforts. Spiritual formation is an ongoing process of conversion. The goal of the spiritual formation program is to help all students develop an authentic spiritual life such that:

- God, the Church, and the souls of others are a reality in their lives
- They are convinced of God's love for them
- They know God has given them life for a purpose and they strive to know this purpose and fulfill it
- They know Christ's supreme commandment is love and strive to love God above all things and their neighbor as themselves
- They know love without action is sterile and meaningless
- They love Mary, the saints, the Church, and the Holy Father
- They know, are faithful to, and are able to explain and support the Church's teachings
- They are actively engaged in the ongoing task of forming their intellect, passions and emotions, free will, and conscience
- They live a sacramental life and participate in opportunities to grow in their spiritual life; they pray and strive to live a life of holiness and grace
- Their thoughts and actions are influenced by a Christian view of the human person and of the world

A. CHAPEL

The Blessed Sacrament is housed on campus in the school chapel. When entered into earnestly, adoration of the Blessed Sacrament will help the student build a prayerful and ever-deepening relationship with Christ. For this reason, and because the Church strongly recommends her members to make these visits, every student is encouraged to visit and spend time with the Blessed Sacrament before and after school, or during breaks. In addition, periodic class visits to the chapel are scheduled into the calendar during the school year.

Out of respect for Christ, a prayerful and reverent attitude is to be maintained while in the chapel. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to maintain a dignified demeanor while in the chapel and genuflect when entering and leaving the chapel. Parents are also invited to visit the chapel.

B. CELEBRATION OF THE EUCHARIST

The Celebration of the Eucharist is the center of Christian life. The aim of celebrating Mass at the school is to foster appreciation for the Eucharist and active participation in this sacrament. Royal Palm Academy celebrates Mass during the week, feast days, and other special occasions. Where possible, we encourage all parents and students to attend the Celebration of the Eucharist.

Periodically throughout the year, a class Mass will be celebrated during school hours. During these celebrations the students will be invited to participate as altar servers, readers of the Word, and through prayer and music. This active participation helps students to live out this sacred mystery and to grow in their faith life.

C. COMMUNION SERVICES

A Catholic Communion Service includes the Greeting, Penitential Rite, the reading of a Gospel (either the Gospel for the day or a Gospel focused on the Eucharist), an optional Homily, the *Our Father* prayer, the *Lamb of God* prayer, and the response. The Eucharist distributed to the congregation is consecrated at an earlier Mass and is reserved in the tabernacle for the communion service. Communion services may be held during the school day outside of the class schedule, and according to Father's schedule.

D. SACRAMENT OF RECONCILIATION

The Sacrament of Reconciliation frees us from the guilt and burden of our sins and offers sanctifying grace, thus deepening our relationship with Christ. The sacrament is highly encouraged and is formally available to students who have received their First Reconciliation during scheduled adoration visits, other announced times, and by appointment during non-school hours.

E. RETREATS

Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. Every student in 6th- 8th grade has the opportunity to participate in a minimum of one school-sponsored retreat during the year. Specific details on the retreat will be sent home in advance.

F. FORMATION DIALOGUE

Formation Dialogue is a conversation or dialogue that is carried out in the context of academics, character development and a shared faith in Jesus Christ and His Church. In this conversation the formator seeks, with the assistance of the Holy Spirit, to help the student discover and embrace God's will in freedom and in love. The formator strives to help the student reach his or her full integral formation, grow in friendship with Jesus Christ, and develop a life of virtue while serving as a supportive, prudent advocate for the responsible use of freedom.

Formation Dialogue is offered at Royal Palm Academy. It is provided to students in grades 5-8 as part of the formation program. Formation Dialogue is available on a regular basis at an appropriate moment during the school day, according to each student's needs and is facilitated by trained staff, including the Dean of Students, chaplain's assistant, consecrated, or selected teachers. Any student who wishes to speak with the above mentioned personnel for mentoring is encouraged to do so and may request Formation Dialogue as needed throughout the year.

G. THE LITURGICAL YEAR

Royal Palm Academy follows the liturgical calendar within the Church, paying special attention to Advent, Christmas, Lent, Holy Week, and Easter. The liturgical traditions and special events at the school aim to continually cultivate the school community's love for Christ and His Church.

The school celebrates liturgical feast days such as All Saints Day (November 1), Feast of Christ the King (November), the anniversary of the Pope's election, and the major Marian feast days. Specific details on feast-day celebrations will be sent home in advance. Parents and students are encouraged to take an active part in living the liturgical year with the Church through the activities and celebrations organized by the school.

APOSTOLIC FORMATION

Royal Palm Academy considers the apostolic life of the student to be the most evident result of the student's integral formation and relationship with God. Apostolic formation enables the students to go into society to serve as Christian leaders and apostles, actively responding to the needs of the Church and humanity, creating a civilization of justice and love. Through serving others and a vibrant apostolic life, each student discovers Christ, becomes more like Christ, and experiences His love more profoundly.

The objective of apostolic formation is to develop in our students the heart of an apostle, a heart sensitive and responsive to the physical, emotional, and spiritual needs of others. The apostolic formation program involves the students in concrete works of charity within the school and the community. Lower school students participate in service projects throughout the year such as making cards or preparing packages and Christmas baskets for needy families, the sick, or the elderly.

Besides various community service projects and trips that will be organized for students, all 6th, 7th and 8th grade students are required to attain a minimum of 25 Apostolic Credit Hours per school year. Apostolic Credits can be obtained on three different levels as follows:

- Level 3 – Organizing or assisting with activities/projects within the community that are directly related to one of the works of mercy, (i.e. feeding the hungry, providing clothing, visiting the sick, etc.) – Three credits per hour.
- Level 2 – Assisting with activities/projects within the community or at school after hours which are useful and productive and meet an existing need. – Two credits per hour.
- Level 1 – Assisting with activities/projects during the school day which meet a need (i.e. helping someone on campus at recess or during another free time. (i.e. One credit per hour).

Students are encouraged to begin early in the year to plan and carry out these activities. By serving others in these activities, the students are brought into contact with the realities of life, thus awakening in them a sense of responsibility that will grow throughout their lives.

STUDENT LIFE

A. AWARDS

At the conclusion of the academic school year, Royal Palm Academy hosts appropriate grade level awards ceremonies, recognizing the effort, dedication, and accomplishment of the most outstanding students. Some of the awards given at the lower(LS) and middle(MS) level are listed below:

Award	Criteria
Perfect Attendance	Granted to students who have demonstrated constancy and dedication by not missing a single day of class or events organized by the school; students who are tardy more than ten times during the school year may not be eligible for this award. A determination will be made by the Dean of Students, academic coordinator and Head of School, based on reasons for frequent tardiness.
Friendship Award (LS) Outstanding Athlete Award (MS)	Granted to students who have distinguished themselves with exceptional charity and sportsmanship and athletic ability when interacting with classmates (participating in the classroom and on the playground) in school or athletic activities
Semper Altius Award	Granted to students who have demonstrated diligence and perseverance, by significantly improving their performance in some aspect of integral formation during the year, or by living the teachings of Integral Formation throughout the year
Leadership Award	Granted to students who have lived the spirit of leadership espoused by the school, demonstrated by their daily contribution in conduct and effort to the good of the school community
Apostleship Award	Granted to the students who have distinguished themselves by actively and constantly working to bring Christ's message to others, both in school and out
Head of School's Award for Academic Excellence	Granted to the top three students in grades 3-8 who have demonstrated outstanding dedication to intellectual formation by obtaining the highest overall grade point average for all subjects.
Integer Award	This award is the highest award granted to a student. This award is granted to a student in the final year of school. It recognizes the student who has been in the school for at least two years and has demonstrated exceptional characteristics of leadership and apostleship, assimilating the highest ideals of all four areas of formation – intellectual, human, spiritual, and apostolic
RPA Loyalty Recognition Award	This award is given to those students in 8 th grade who have attended Royal Palm Academy for five years or more.

B. ATTENDANCE

Regular and punctual attendance at school is mandatory. Royal Palm Academy recognizes, however, that there may be circumstances when absence from school is unavoidable. Absences for illness, emergencies, or other special situations qualify as excused absences. Extended absence from school will be considered on an individual basis and may be granted at the discretion of the Head of School. **Parents are to call the school office by 8:30 a.m. if a student will be absent.** Upon returning from an absence, the student will bring a note from his/her parent or guardian to the school office explaining the reason for the absence.

Royal Palm Academy has a “closed campus” policy. Students may not leave the school campus without permission until the school day has officially ended. Medical and dental appointments should be scheduled outside of school hours whenever possible. In exceptional situations, the Dean of Students may grant an excused absence for a planned temporary absence during the school day. Students are required to deliver any notice of a planned temporary absence during the school day to the Dean of Students or homeroom teacher at least one day prior to the absence.

An unexcused absence (truancy) from school, individual classes, and school activities during the school day is grave misconduct and will result in suspension or expulsion at the discretion of the Head of School.

Students who arrive after 11 a.m. or leave prior to 11:00 a.m. will be considered absent for that day. **Students who are absent from school will not participate in after-school events (without written permission from the Head of School). This will include any after-school events, including sporting events.**

In the case of an excused absence, the student will be permitted to receive credit for make-up homework, tests, or other assignments. In the case of an unexcused absence (truancy), the student is responsible for all assignments and homework; however, he will not receive grades for this work, nor can he make up any tests missed. The second case of truancy may result in dismissal. Please note that daily attendance is mandatory when school is in session.

Scheduled tests or exams will not be changed to accommodate personal or holiday schedules that deviate from what is published in the school calendar.

C. ARRIVAL AND DISMISSAL

For student safety and greater efficiency, all drivers are asked to follow the prescribed traffic flow pattern for morning drop-off and afternoon pick-up. **We request that you DO NOT use cell phones in the car line.**

- **Drop off time** is 7:45 a.m. – 8:00 a.m.

Students who arrive before 7:45 a.m. must be enrolled in the Before Care Program and charged accordingly. (Please call the admissions office for available options).

- **Dismissal Times:**

Monday-Tuesday-Thursday-Friday:

12:00 p.m.	Pre-K3 & Pre-K4
3:15 p.m.	Pre-K Enrichment, Kindergarten through 2 nd Grades
3:30 p.m.	3 rd through 8 th Grades & Younger Siblings
<i>After 3:40 p.m. students will be escorted to Sports Club and charged accordingly.</i>	

Every Wednesday:

12:00 p.m.	Pre-K3 & Pre-K4
2:15 p.m.	Pre-K Enrichment, Kindergarten through 2 nd Grades
2:30 p.m.	3 rd through 8 th Grades & Younger Siblings

***** According to the contractual agreement with Sports Club, students can attend from 2:30 pm – 4:00 pm at a cost of \$7.00 per student including snack (third child and beyond free). If students stay past 4:00 pm, they will be charged the normal day rate of \$11.00 per student.**

Early Dismissal:

12:00 p.m.	Pre-K3 & 4
12:15 p.m.	Kindergarten through 2 nd Grades
12:30 p.m.	3 rd through 8 th Grades & Younger Siblings

***** Sports Club will provide services on early dismissal days at a rate of \$15.00 per day including a snack and regular activities. The rate for full days during teacher in-service days is \$20.00 per student, and includes a snack and regular activities.**

PLEASE NOTE: Students with older siblings go to Sibling Care

To promote a safe and secure learning environment, the following regulations apply:

- Staff will supervise after school pick up until 3:45 p.m. to ensure the safety of the students, to ensure students are watching for their rides, and to see that traffic is flowing smoothly.

- Students must be supervised while on school premises. Only students participating in extracurricular activities, or those students who have permission and remain under the supervision of school staff, may remain on school premises.
- No students may leave the school campus with another student or adult without written permission from the parents of the student being picked up. Children who ride with someone other than their legal guardian(s) must have this information provided on their emergency procedure form stating into whose care they may be released.
- In case of an emergency, the parent or guardian should notify the school office BEFORE 1:00 p.m. to indicate that someone else will be picking up their child/ren or to let the child/ren know, through the office, that they need to go to the after-school care.
- Parents must immediately notify the Head of School in writing of any changes in legal guardianship and present court documents.
- Parents who schedule a school conference after school hours must make arrangements for their children. **No children are allowed to be unattended on school campus.**
- Participation in the Before and/or After Care Programs requires students to act according to the Royal Palm Academy student conduct standards. Any student not adhering to these behavior standards may be excluded from the programs.
- Supervision for the Before and/or After Care Programs is provided by a Royal Palm Academy staff member. Time will be allotted for snack, homework, and playground activities.

D. CARLINE PROCEDURES

To promote a safe and secure learning environment, the following regulations apply:

Drop Off: When dropping off students in the morning, parents should enter the parking lot and drive along the outside lane (do not cut into the parking lot when you first enter from Livingston Road). Drive all the way around to the front of the Administration Building where several faculty and staff will be waiting to help your child(ren) out of the car. Please do not get out of the car when you are in carline. If you need to come into the school, please park in the parking lot in front of the school (enter from the east side of the lane as you come around the bend) or the auxiliary lot.

Pick Up: Our pick up procedure is new this year, so please make special note of the following. Students will be lined up by class inside the white gate in the grassy area of the courtyard. Faculty and staff will be positioned inside the gate, outside the gate and in the parking lot to help direct traffic and alert your child's teacher when you arrive. Always have your name tag visible so that the faculty member positioned at the front end of the parking lot (by Livingston Road) will be able to announce your arrival via walkie/talkie as you are entering the campus. Drive around the outside lane only; drive up to the front of the Administration Building (same as during drop off). A faculty member will bring your child to you in car line and help your child into the car, fastening his/her seatbelt. **PLEASE DO NOT GET OUT OF YOUR CAR IN CAR LINE!** If you wish to enter the school, please park in the auxiliary lot only during pick up. You can then walk up to the gate and either have your child brought to you or you can enter the Administration Building if you wish to meet with a staff member. As this is a new procedure this year, we ask your full cooperation in helping us move the line quickly and efficiently.

And for both Drop Off and Pick Up, we ask that you NEVER make a left turn onto Livingston Road from the RPA campus. This is required for everyone's safety and to keep the line moving—you may turn left at other times of the school day (between 8:10 and 11:30 a.m, 12:30 and 3:00 p.m., or any time after 3:45 p.m.), but during Drop Off and Pick Up we ask that you please abide by this important request.

E. TARDY POLICY

Punctuality is an important habit for students to develop, and a gesture of respect and charity toward the teacher and classmates. Students who are tardy miss the Morning Prayer assembly, which is an important formative moment in the school day as we begin the school day renewing our commitment to God and seeking His assistance. Repeated tardiness not only negatively affects the student, but his/her classmates and the teacher, as

well. Such behavior is disrespectful to the school community and sends a negative message to students that school and punctuality are unimportant.

Students arriving after 8:00 should report immediately to the front office to explain the reason for tardiness and receive a signed tardy slip. No student will be permitted to enter class or the morning assembly without a tardy slip which should be given directly to the teacher. All tardies are recorded on official report cards and student cum folders.

After five unexcused tardies, students (Grades 3 – 8) will be issued a detention. Detentions will be served on Tuesdays and Thursdays from the end of afternoon drop off until 4:30.

Tardiness will be excused for situations completely out of the control of parents and students, such as auto accidents, etc.

F. SCHOOL BUS

Royal Palm Academy provides pick-up and drop-off bus service for students in various locations. A quarterly commitment is required. Contact the business office for details and rates. The Royal Palm Academy school bus is also used for field trips, as needed. To ensure safety, all students are required to wear seatbelts on the bus; there is no food allowed, and all behavior standards expected during the school day are maintained on the bus. A parent or guardian must be present when a student is dropped off.

G. FIELD TRIPS/ CLASSROOM PARTIES

Field trips are an opportunity for students to augment their classroom learning with practical experience. In order for a student to participate in a field trip, parents must first complete and submit the appropriate field trip permission forms. All students who participate in a field activity are expected to behave according to the conduct expectations outlined in this Parent/Student Handbook.

Field trip chaperones assigned by the teacher or Head of School accompany students on field trips and uphold the expectations of the school. Chaperones are asked to follow the field trip itinerary as established by the school without making “extra stops” for drinks, snacks, etc. Personal items not allowed on campus are not to be brought on any field trip.

Parties and celebrations in the classrooms are to be simple. One birthday party will be held each month in grades K and above to celebrate all students whose birthdays fall during that month. Teachers and parents of the students involved will coordinate the day, time, and treats, so as not to interfere with classroom instruction. Students in the Pre-K program will continue to celebrate their birthdays on the actual day.

Holiday celebrations are also to be simple. Teachers will plan appropriate classroom activities and will work with parents to coordinate snacks. The school requests that parents do not overindulge students with gifts and treats.

H. SCHOOL MEDIA CENTER

The school media center is a place for individual and group research, leisure reading and study. In order to maintain an atmosphere conducive to these purposes, students are asked to be considerate of others in their behavior. While group work is allowed, students are required to keep their voices low and respect the right of each individual to work without interruption.

Print and non-print materials are available for student checkout. It is expected that the due dates will be honored and all materials will be returned in good condition and on time. Students are allowed ten days to return or renew overdue items. If items have not been returned within that time, the value of the lost item will be assessed to the student's tuition bill. Eighth graders must return all materials or pay for lost materials in order to graduate.

I. TECHNOLOGY USE

The students of Royal Palm Academy will use technology in an appropriate and responsible manner for educationally related projects. Students and their parent or guardian must sign an Acceptable Use Agreement prior

to the use of technologies at Royal Palm Academy. The Acceptable Use Policy defines appropriate use. In addition, students will be required to complete an orientation class on the appropriate and responsible uses of the technology available. Signed permission by a faculty member indicating the nature of the assignment or use is necessary in order to use the computer labs. Royal Palm Academy reserves the right to access, use, examine, and/or disclose user files and email messages at any time. This right extends to files that are password-protected.

Students who choose not to follow the Acceptable Use Policy or who are seen by a Royal Palm Academy faculty member using technology in an inappropriate manner will face disciplinary action. This action may include one or more of the following: revoking of all electronic privileges, suspension, dismissal from school, and/or taking appropriate legal action. Students and parents will not hold any teacher or Royal Palm Academy legally liable for materials distributed or acquired from the Internet.

J. LOCKERS

Middle school students are provided one school locker to use for the storage of their personal belongings while enrolled at Royal Palm Academy. All lockers issued to students remain the property of the school. Students are responsible for maintaining their lockers and locker contents in good and orderly condition. Exchanging school lockers with another student must be approved by the Dean of Students.

Students are advised not to leave money or other valuable items in their lockers. **Royal Palm Academy will not be responsible for any lost or stolen items.**

Students are not to open a locker of another student for any reason. Any student found tampering with another student's locker or locker contents will be subject to disciplinary action at the discretion of the Dean of Students.

Royal Palm Academy Administration reserves the right to search lockers upon any reasonable suspicion that the locker may contain dangerous or illegal items or substances. Searches will be conducted by school administration or by law enforcement officers acting at the request of Royal Palm Academy.

K. ITEMS NOT ALLOWED ON CAMPUS

Students at Royal Palm Academy attend school with a willingness to focus on learning and should avoid bringing items to school that may create distractions. The following are some examples of items not allowed on the school campus and this list is not intended to be all inclusive:

Cameras or other photographic recording devices, magazines, comics, playing cards, newspapers, radios, audio and video tape recorders/players, MP3 players, CD players, CDs, videocassettes, DVDs, portable televisions, laser pointers/pens, electronic games, and toys. Laptop computers are allowed on campus for specific needs and must be approved by the Head of School. (The middle school does have a complete wireless laptop laboratory for use by middle school students as directed by their teachers.)

Items such as these are subject to confiscation and may not be returned to the student until the end of the academic year. An exception will be made for an item being used in an academic class at the request of the classroom teacher. Permission must be granted by a teacher before any student can bring one of these items to school.

L. TELEPHONE AND CELL PHONE USE

Usage of electronic devices, such as cell phones and I-Pods, is extremely distracting during class time. In order to minimize distractions, academic dishonesty, sharing of any inappropriate pictures or information, and theft of electronic devices, cell phone or electronic device usage (including I-Pods, I-Touch, etc.) is prohibited during the school day. "Usage" shall be defined and interpreted as using any cell phone or electronic device function or feature (telephone calls, instant messaging, camera, Internet, music, pictures, etc.). This includes usage in the hallways, restrooms, walkways, offices, fields, or any other place on the school campus. Parents are discouraged from providing cell phones to students, particularly cell phones that have Internet capability. Students who must have a cell phone are cautioned to keep them in their locker or backpacks turned off. After school hours, students may only use cell phones to call a parent or relative under the direct supervision of a teacher. Students who choose to use or have a cell phone on their person or in sight will be referred to the Dean of Students for the following action:

- a. First Offense – The cell phone will be confiscated and will be returned only to a parent or legal guardian. The device may be picked up at the end of the school day. The parent will be notified by the Dean of Students or Head of School.
- b. Second Offense – Student will be given one day of in-school suspension and the device will be confiscated, to be returned only to the parent or legal guardian.
- c. Third Offense – The device will be confiscated and returned only to the parent or legal guardian after a conference with the Head of School and Dean of Students. In this conference the student's continued enrollment at the school will be discussed. Should the student be allowed to remain at the school, he or she will never be allowed to have a cell phone or any electronic device on school property.

Due to the growing threat of pornography being viewed and exchanged by young people, any personal electronic device that takes, shows, projects, downloads, or displays pictures or videos (such as an I-pod, cell phone, I-Touch, or other such devices) may not be used to take or share photos or videos on campus at any time, whether or not school is in session.

The taking of or sharing of any video or picture using an electronic device outside of an approved class activity will result in an immediate suspension from school until the parents have met with the Dean of Students and/or Head of School. Based on the nature of the material downloaded or viewed, expulsion may be an appropriate penalty.

Students bring these devices to school at their own risk. Neither the school, nor its faculty and staff, are responsible for any damaged, missing, or stolen device. If a device is damaged or stolen the school will not utilize any administrative time to investigate the incident, nor will we take any financial responsibility for the device.

ADMINISTRATIVE PROCEDURES

A. COMMUNICATION

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, GradeQuick, report cards and student assignment books are the ordinary means that the school uses to inform parents of their child's progress and behavior. Newsletters, weekly notices, email, and telephone calls containing pertinent information regarding other aspects of school life provide effective communication.

Parents may call the school with questions, to set up a meeting, or to relay a message. However, teachers and students cannot be called out of class during the school day to receive telephone calls. Parents are asked to call the office and leave a message or email for messages other than emergencies. Teachers will normally return parent phone calls within two business days.

Parents with any questions or concerns regarding their child or the school's program are encouraged to contact the academic coordinator or Head of School either through the school's email or by calling the school to request an appointment.

B. NOTIFICATION OF TELEPHONE/ADDRESS/EMAIL CHANGE

Royal Palm Academy requires current contact information to ensure the school's ability to send out correspondence or reach the family should there be an emergency. Parents must notify the school if their address, telephone number, or email address should change during the school year. This information includes change of work address, phone number and extensions, cellular phone numbers, etc.

C. VISITORS

All parents are encouraged to visit often during the school year. **All visitors, including parents, must register in the main office where they will be issued a visitor's badge. While on the school campus, this badge must be worn at all times and returned to the school office when you leave.** No parent or visitor may go directly to the classroom for any reason. A forgotten item, such as a lunch, PE uniform, or book, should be left with the receptionist in the main office only.

D. PARKING LOT USE

For safety reasons, all driveways and access lanes must be kept clear for buses and emergency vehicles. A vehicle that is not properly registered, parked incorrectly, or parked in an unauthorized location may be towed from the parking lot at the owner's expense.

Royal Palm Academy reserves the right to search any vehicle in the parking lot upon any reasonable suspicion that the vehicle may contain dangerous or illegal items/substances/materials contrary to the school's regulations. A search will be conducted by a least two members of the school administration or by law enforcement officers acting at the request of the Head of School.

E. DISTRIBUTION OF PRINTED MATTER

As the school is not a public forum, no person is allowed to distribute any type of printed materials on school grounds without the permission of the Head of School.

F. CONFLICT OF INTEREST

In an effort to avoid any perceived conflict of interest or disturb the professional relationship between the school and the family, parents are asked not to offer teachers or staff substantive gifts, jobs, or money. Modest contributions to group gifts for teachers or staff are considered appropriate.

We are grateful for gifts to the classrooms and school campus from parents and friends. Upon request, Royal Palm Academy will provide an appropriate letter for tax purposes. Please note that gifts to a classroom (such as books, technology, etc.) will remain in the particular classroom for the benefit of children at that grade level in subsequent years.

Personnel will not give personal gifts to any student. They will only give gifts to groups of students after obtaining approval from the Head of School and notifying the parents.

G. ABUSE ALLEGATIONS COMMUNICATIONS

In order to protect the rights, reputation, and integrity of all individuals involved as well as to ensure the veracity of an abuse investigation by both the civil authorities and the school, the investigation of any allegations or incidents of abuse will be handled as confidentially as possible. Only the following will have access to the information concerning an allegation: The civil authorities investigating the allegations or incidents of abuse, the Head of School, the Board of Directors, and the parents of the minor involved for the investigation of allegations or incidents of abuse.

The school will withhold public announcements concerning allegations received or incidents of abuse, investigations in progress, or administrative processes until completion of the investigation. If an allegation or incident of abuse becomes public knowledge, the school, through its communication office, will make non-public comments other than to confirm that an allegation has been received, that a report has been filed with the proper civil authorities, and that the allegation is under investigation following the procedures called by the school and civil law.

The school will provide timely information relevant to the process and to actions taken by the school to individuals involved.

At the conclusion of the process, the communication office will coordinate the announcement of the outcome of the investigation, including any restrictions to be placed upon the accused individual or any steps to be taken to restore the individual accused responsibilities.

H. ADMISSIONS POLICY

Royal Palm Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of any of its policies. The Academy does not discriminate on the basis of disability, if with reasonable accommodations the applicant can meet program requirements. This admissions policy does not conflict with the priority given to the admission of Catholic students. On being admitted to the school, each student accepts the challenge and responsibility to participate actively in his/her own education and adhere to the standards of the school.

Re-enrollment contracts are sent out in January for the following school year. Priority is given to school families and their siblings. Classes are filled in the order re-enrollment contracts are received. After a limited time, registration will be opened to the general public.

I. STUDENT RECRUITMENT

The greatest form of advertising is word of mouth. We implore all our families to promote Royal Palm Academy in a positive, charitable way, in hopes of attracting new students and their families to our school and its community. Admission information, including pamphlets and brochures, is available in the Admissions Office and can be distributed by families to potential students. The families of Royal Palm Academy are encouraged to contact the admissions coordinator or Head of School about referrals of potential students and other recruiting opportunities that may be of value to the school's admissions needs.

J. TRANSFER/WITHDRAWAL

Parents of a student transferring or withdrawing from Royal Palm Academy should obtain a withdrawal form from the business office.

K. TRANSCRIPTS

Parents are entitled to have an official transcript of their student's records sent wherever desired. They may request transcripts through the admissions office. Transcripts are sent only when tuition payment is current or an acceptable agreement for payment has been reached with the proper authorities.

L. TUITION PAYMENT

As stated in the Enrollment Agreement for the payment of tuition, Royal Palm Academy has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the school's business office. In order for a student to take exams and enroll for the next academic year, all accounts must be paid in full or payment plans must be up-to-date; otherwise, students may be temporarily suspended from school until fees are brought up-to-date. Tuition assistance is available on a limited basis. Please contact the admissions office for applications.

MEDICAL INFORMATION

A. INJURY OR ILLNESS

Any student who becomes injured or ill during the school day should report to the office. The receptionist or a member of the administrative staff is available to attend to students who are ill or injured during school hours. After proper assessment, parents will be notified of an injury or illness that requires further medical attention. An Emergency Enrollment Form, including emergency contacts and medical information, must be filled out for each student each year by the parent or guardian and turned in to the office prior to the first day of school. If parents have to pick up their child due to injury or illness, they must sign out at the main office. Unless the injury or illness occurs during school hours, the school may not excuse a student from his/her physical education class. If a student is unable to participate in physical education class, he/she must have a note from his/her parent or doctor for the teacher. Students may not go to the front office to seek medical assistance without a pass from their teacher.

B. IMMUNIZATIONS

Each student at the school must comply with state law requirements for immunization. Any student with a delinquent record will be given notice. Students who fail to comply with state requirements after notification will not be allowed to remain in school. All health records are kept in the Admissions Office. Please refer all questions regarding immunizations to the Collier County Health Department.

C. MEDICATION

Only students with a Medication Authorization form on file in the office will be given over the counter medications and first aid as stated on the authorization. Prescription medication prescribed by a licensed medical professional or dentist MUST be brought to the office by the parent in the original prescription container. (Please request a second container with the Name of the Patient, Address, Prescription Name, Dosage and Doctor's Name clearly printed on the bottle from your pharmacist when filling your prescription.) When this properly labeled medication is delivered, a signed permission form from a parent or legal guardian must be completed.

NO student may have any medication, including over-the-counter medications or vitamins, in his possession during school hours.

With the exception of the pre-kindergarten and kindergarten children, each student is responsible for coming to the office to ask for his/her medication. At the end of the school year, all medications that are not collected by the parent or legal guardian will be disposed of.

D. CONTAGIOUS HEALTH CONDITIONS

Parents are to report communicable diseases or health problems contracted by the student to the school. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as rubella (measles) or chicken pox will have different criteria for re-admission to school than one recovering from conditions such as pinworms or pediculosis (lice).

A student with lice must be "nit" free in order to attend school.

Any student who has gone home with a temperature greater than 101.1 and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.

E. GUIDELINES FOR STUDENT RECOVERY OFF CAMPUS

Indicators used to assist the school in determining when a student needs to recover off campus are listed below.

- Oral temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
- Ear ache
- Pediculosis (head lice)
- Other symptoms which are suggestive of acute illness

IN CASE OF EMERGENCY

A. EVACUATION PROCEDURES/PROCEDURES FOR INCLEMENT WEATHER

Royal Palm Academy performs regular emergency evacuation drills for fire, weather, and other emergencies. Procedures are posted in each classroom. In the case of an emergency evacuation:

- Students will be instructed by a teacher or staff member to walk, single-file, to the designated safe area.
- Students must remain quiet, not run, and leave all belongings behind.
- Students will face away from the building in a single file line.

- Silence is maintained throughout the drill/evacuation.
- Classroom groups must stay together.
- Students must move away from windows, glass doorways, and close classroom doors.
- Students should crouch on the floor in the designated area, close to inside walls.
- Students should protect their head and face from falling debris with coat or sweater.
- Directions for an “all-clear” or further instructions will be given by safety personnel.
- If a student is away from the classroom when an alarm sounds, they should exit the building and report to the nearest teacher or staff member.
- All adults and visitors must exit the buildings during a drill/evacuation.

B. INCLEMENT WEATHER NOTIFICATION

Unusual weather may cause Royal Palm Academy to be closed, open late, or have early dismissal.

- Details will be broadcast on **WINK-TV**.
- **If Collier County Public Schools are closed, Royal Palm Academy will be closed.**
- Parents may also receive a phone call from a school representative.

PARENT INVOLVEMENT

Parents are the primary educators of their children and Royal Palm Academy makes every effort to include the parents in the education and formation of their children.

A. ROYAL PALM ACADEMY PARENT VOLUNTEER ORGANIZATION (PVO)

The mission of the Parent Volunteer Organization is to support the school in achieving its mission to provide the highest quality education for, and integral formation of, young people. The primary role of the Parent Volunteer Organization is to assist and support the school in organizing and implementing school activities, projects, events, and fundraising projects that promote the mission of the school.

In carrying out this role, the Parent Volunteer Organization helps to bring school families closer together in a Catholic environment through social, educational, and spiritual events. The PVO works to foster the spirit of working in service to God and each other.

There are numerous committees in which parents are encouraged to lend their time and talents. For more information on volunteer opportunities, please contact Mrs. Chrissy Rogers, PVO President, at 239-289-0135, or contact Mrs. LaFonda Miller, PVO Vice-President at 239-513-9934. **They can both be reached via email at [PVO@Royal Palm Academy.com](mailto:PVO@RoyalPalmAcademy.com)**

The success of the PVO is only as strong as our parent volunteers. It is necessary for the good of the school and the students, that each family do their part to support PVO efforts. ***All families are asked to commit to donating forty (40) volunteer hours or the equivalent through donations (\$25 = 1 volunteer hour) to Royal Palm Academy throughout the school year.***

B. FUNDRAISING

Royal Palm Academy strives to provide a quality Catholic education for every student, while keeping tuition at an affordable level. This means that tuition alone does not cover the total cost of providing the outstanding educational and spiritual environment we value so highly at Royal Palm Academy. In fact, tuition and fees cover only 80% of the cost of educating a Royal Palm student. The remaining 20% comes from voluntary, tax-deductible donations.

Royal Palm Academy parents have the opportunity to make a statement of financial support for the school. **The goal for the 2011-2012 Annual Fund Campaign is to achieve 100% participation from our families, faculty and staff** before the close of the campaign on January 1, 2012. Early participation is strongly requested. This strong participation from the entire RPA family is crucial in demonstrating a broad base of support when we seek funding from foundations and corporations. Each tax-deductible gift, no matter the size, brings us that much closer to realizing both of these goals.

The Annual Fund encourages the support of parents, faculty and staff, grandparents, and friends of Royal Palm Academy. Annual Fund gifts, which are unrestricted, help defray operating expenses and support the people and programs that make Royal Palm Academy unique - talented teachers, smaller class sizes, excellent resources and exceptional offerings in academics, athletics, and fine arts. Because these special assets have a major impact on the budget, we must turn to parents and friends for financial support.

Many corporations match employee gifts to schools. If you work for a company that matches charitable donations, you may be able to double or triple the amount you give. Please be sure to ask for a Matching Gift Form from your company's Human Resource Department.

Royal Palm Academy takes part in Great Lakes SCRIP Center (www.glscrip.com) to bring families and friends of RPA an easy and profitable fundraiser. SCRIP is basically a term for gift cards purchased at a discount. The PVO encourages all families and friends of RPA to take part in this fundraiser—which will earn money for RPA and earn families tuition credit while planning everyday and special purchases. Families will receive detailed information about the program but the following is a brief explanation:

- Open to all RPA families and friends
- Gift cards are ordered on-line with any of hundreds of merchants (www.shopwithscrip.com).
- RPA enrollment code to link an account with RPA is **L95EB4D12949L**
- Bring payment to RPA paying face value for the gift cards—this costs you nothing extra
- RPA pays the discounted price (the discount is 1.5% - 15%, depending on merchant)
- RPA keeps the difference after shipping charges
- RPA keeps track of each family's contribution and **gives half as tuition credit on the following year's tuition**
- RPA keeps track of each family's contribution and **gives 50% of the net as tuition credit on the following year's tuition invoice**

C. PARENT PROGRAMS

Throughout the year, Royal Palm Academy offers a range of programs for parents including seminars, retreats, and other spiritual activities. These programs are aimed at building community and supporting parents in their role as the primary educators of their children. The dates and topics will be published. Parents are strongly encouraged to attend these events.

D. REGNUM CHRISTI

Regnum Christi, which means the "Kingdom of Christ" in Latin, is a worldwide apostolic movement of Catholic laity affiliated with the Legionaries of Christ. Regnum Christi enjoys full ecclesiastical approval and its members are engaged in a variety of projects and ministries at the service of the Church and society. The Regnum Christi movement was founded in 1959, and consists of laity—men, women, consecrated, deacons, religious, diocesan priests, and bishops. Currently it exists in 36 countries in the world and maintains over 68,000 members. It is a movement for Catholics of all ages within the Church who, motivated out of their love for God and others, in communion with the Holy Father and the bishops, seek to contribute to the re-Christianization of society, the building of a civilization of justice and love. Royal Palm Academy exists in large part due to the dedicated efforts of the men and women of Regnum Christi. For more information visit www.RegnumChristi.org or contact the Head of School.

SCHOOL TRADITIONS

A. SCHOOL MOTTO

The mission of Royal Palm Academy is reflected in the motto ***Integer***. This is a Latin word which means "whole," or "entire," and reflects our mission to create the "New Man in Christ."

The school slogan ***Semper Altius***, meaning "Always Higher," challenges students to strive for excellence in all areas of their integral formation.

B. COAT OF ARMS



Book: Represents the Holy Scriptures and that all truth comes from God. Royal Palm Academy aspires to teach that truth to all students.

Cross: Represents Royal Palm Academy's desire to teach God's love and forgiveness and the salvation won for us through Christ's death and resurrection.

Crown: Represents Christ being the King of Kings. Royal Palm Academy aspires to live for our King each and every day.

Shield: Symbolizes courage and a fighting spirit.

C. SCHOOL COLORS

The official colors of Royal Palm Academy are red, white, and navy blue.

D. SCHOOL MASCOT

Royal Palm Academy Kings

E. SCHOOL FIGHT SONG

We're the Royal Palm Academy
With faith in Christ's divinity
We strive to do the best we can
So we fulfill the Lord's great plan

We're the Royal Palm Family
Our home away from home you see
We love Christ, as you can tell
We'll stick together to the final bell

We're the Royal Palm Academy
Semper Altius we will be
If we always reach higher, and do our best
We'll be sure, to pass the test

We're the Royal Palm Academy
We live the Gospel's Charity
Striving to follow the Golden Rule
We love this life we love our school

F. SCHOOL PRAYERS

Prayer is the heart of Christian life and the students' living relationship with Christ. To help students develop a prayer life, they are encouraged to participate in the active daily prayer life of the school: vocal prayer with the class and personal prayer in the chapel. Students are encouraged to spend time in adoration of our Lord in the Blessed Sacrament. A list of prayers commonly used at Royal Palm Academy is provided here:

PRAYER TO BEGIN ACTIVITY

V/ In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

V/ Come, Holy Spirit,

R/ fill the hearts of your faithful and kindle in them the fire of your love.
V/ Send forth your Spirit and they shall be created,
R/ and you will renew the face of the earth.

V/ Let us pray:

Lord, by the light of the Holy Spirit you have taught the hearts of the faithful. In the same Spirit help us to relish what is right and always rejoice in his consolation. We ask this through Christ our Lord.

R/ Amen.

V/ Hail, Mary...

R/ Holy Mary...

V/ Glory to the Father, and to the Son, and to the Holy Spirit

R/ as it was in the beginning, is now, and will be forever. Amen.

V/ Christ our King!

R/ Your Kingdom Come!

V/ Virgin most pure, Mary Mother of the Church

R/ Pray for us.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

PRAYER TO CONCLUDE ACTIVITY

V/ We give you thanks Almighty God for all your gifts, you who live and reign forever and ever.

R/ Amen.

V/ Christ our King!

R/ Your Kingdom Come!

V/ Virgin most prudent, ("pure"-lower and middle school) Mary Mother of the Church

R/ Pray for us.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

OUR FATHER

Our Father who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY

Hail, Mary, full of grace, the Lord is with thee!

Blessed are thou among women, and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

ANGELUS

V/ The angel of the Lord declared unto Mary,

R/ and she conceived of the Holy Spirit.

V/ Hail, Mary... R/ Holy Mary...

V/ "Behold the handmaid of the Lord:

R/ Be it done unto me according to thy word."

V/ Hail, Mary... R/ Holy Mary...

V/ And the Word became flesh

R/ and dwelt among us.

V/ Hail, Mary... R/ Holy Mary...

V/ Pray for us, O holy Mother of God,
R/ that we may be made worthy of the promises of Christ.
V/ Let us pray:
Pour forth we beseech thee, O Lord, thy grace into our hearts, that we, to whom the incarnation of Christ, thy son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection. Through the same Christ our Lord.
R/ Amen.
V/ Glory be to the Father, and to the Son, and to the Holy Spirit
R/ As it was in the beginning, is now, and ever shall be, world without end.. Amen. (Three times)

PRAYER TO THE GUARDIAN ANGEL

Angel sent by God to guide me,
be my light and walk beside me;
be my guardian and protect me;
On the paths of life direct me. Amen.

PRAYER AT THE BEGINNING OF MEALS

V/ In the name of the Father, and of the Son, and of the Holy Spirit. Amen.
V/ Our Father
R/ who art in heaven
V/ Bless us, O Lord, and these your gifts, which we are about to receive, from your goodness. Through Christ our Lord,
R/ Amen.

PRAYER TO CONCLUDE MEALS

V/ We give you thanks for all your gifts, almighty God, living and reigning now and for ever.
R/ Amen
V/ Christ our King!
R/ Your Kingdom come!
V/ Virgin most prudent, ("pure"-lower and middle school) Mary Mother of the Church
R/ pray for us.

PRAYER FOR VOCATIONS

Lord Jesus, eternal Shepherd, in your kindness, look with mercy on this part of your beloved flock. Lord, we cry out to you as orphans: Grant us vocations! Call many of our young people to be holy priests and consecrated men and women. We ask Mary, your tender, holy Mother, Our Lady of Guadalupe, to intercede for us. Jesus, grant us priests and consecrated persons after your own heart!

PRAYER TO JESUS CRUCIFIED

Good and gentle Jesus, I kneel before you. I see and I ponder your five wounds. My eyes behold what David prophesied about you: "They have pierced my hands and feet, they have counted all my bones."
Engrave on me this image of yourself. Fulfill the yearnings of my heart: give me faith, hope, and love, repentance for my sins, and true conversion of life. Amen.

SOUL OF CHRIST

Soul of Christ, sanctify me.
Body of Christ, heal me.
Blood of Christ, drench me.
Water from the side of Christ, wash me.
Passion of Christ, strengthen me.
Good Jesus, hear me.
In your wounds, shelter me.
From turning away, keep me.
From the evil one, protect me.
At the hour of my death call me.
Into your presence lead me,
to praise you with all your saints forever and ever. Amen.

PRAYER FOR THE POPE

Christ Jesus, King and Lord of the Church, in your presence I renew my unconditional loyalty to your vicar on earth, the Pope. In him you have chosen to show us the safe and sure path that we must follow in the midst of confusion, uneasiness and unrest. I firmly believe that through him you govern, teach and sanctify us; with him as our shepherd, we form the true Church; one holy, catholic and apostolic.

Grant me the grace to love, live, and spread faithfully our Holy Father's teachings. Watch over his life, enlighten his mind, strengthen his spirit, defend him from calumny and evil. Calm the erosive winds of infidelity and disobedience. Hear our prayer and keep your Church united around him, firm in her belief and action, that she may truly be the instrument of your redemption. Amen.

PRAYER FOR ROYAL PALM ACADEMY

Lord Jesus Christ, this school is yours; it completely belongs to you. Help us all to fulfill the mission you have for us and your school. Grant us the means and help we need to carry out all that you will for us. Bless our benefactors and multiply them. Bless our teachers and staff and fill them with your Spirit. Bless our students in the virtues, most especially those of faith, hope, and love. Transform them into convinced apostles and authentic Christian leaders. Protect us from the evil one. Bless our building campaign, but above all our hearts as temples of your Spirit. We ask this in your Name. Amen.

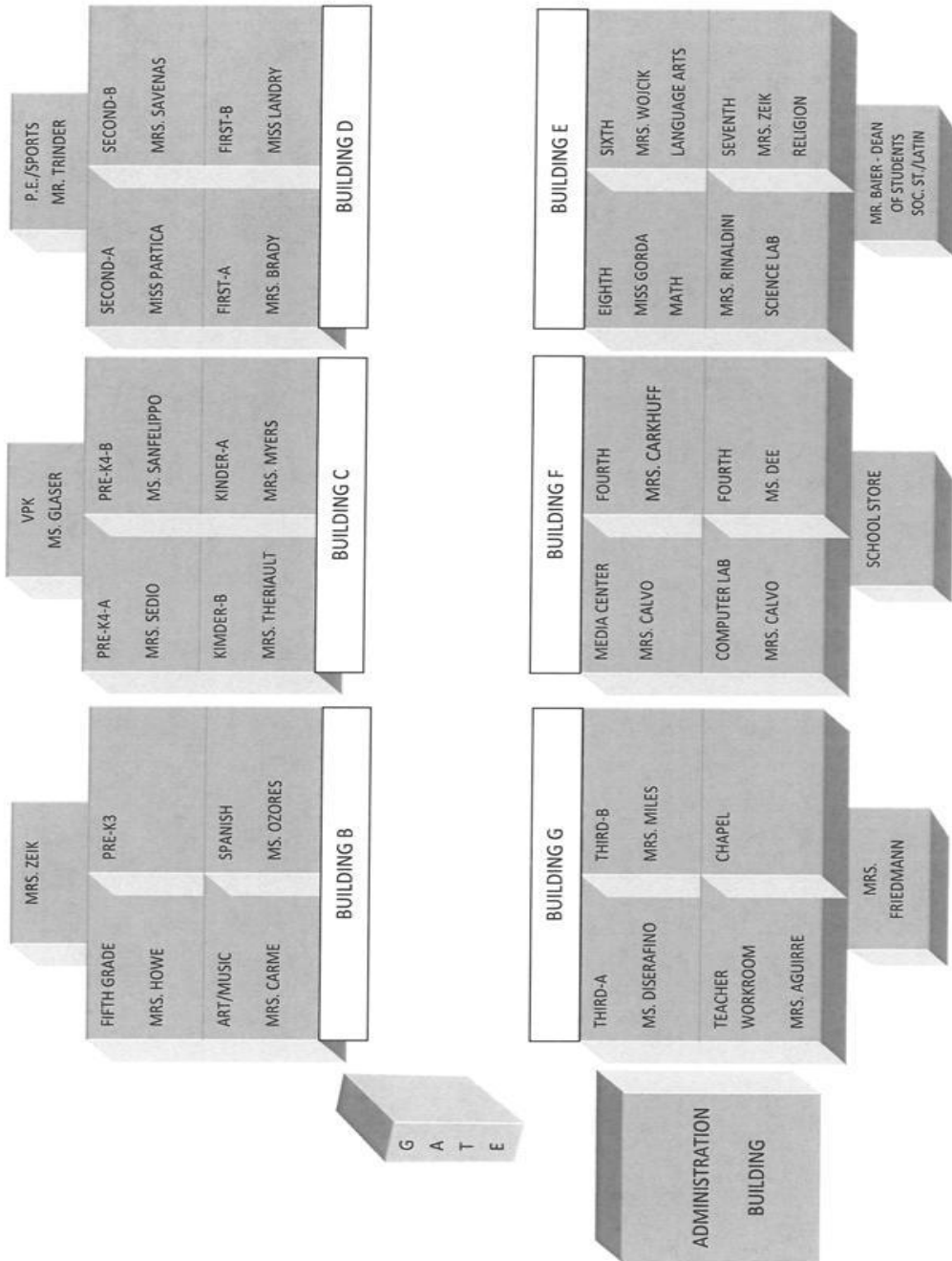
APPENDIX

A. 2011-2012 SCHOOL CALENDAR HIGHLIGHTS

RPA 2011-2012 CALENDAR HIGHLIGHTS			
AUG	Aug. 17	Wednesday	Parent Orientation - 6:30 p.m. - Venue TBA
	Aug. 19	Friday	Meet & Greet 10:00-11:00 - A-K 1:00-2:00 - L-Z
	Aug. 22	Monday	First Day of School
	Aug. 26	Friday	All School Inaugural Mass - 8:10 - Parents invited to attend
	Aug. 29	Monday	Pre-K & K Curriculum Night - 6:30 p.m.
	Aug. 30	Tuesday	1st - 5th Curriculum Night - 6:30 p.m.
SEPT	Aug. 31	Wednesday	6th - 8th Curriculum Night - 6:30 p.m.
	Sept. 5	Monday	NO SCHOOL - LABOR DAY
	Sept. 9	Friday	9/11 Remembrance
	Sept. 12	Monday	Parent Coffee - 6th - 8th Grades - 8:15 am
	Sept. 13	Tuesday	Parent Coffee - Pre-K4 - 8:15 am
	Sept. 14	Wednesday	Parent Coffee - Pre-K3 - 8:15 am
	Sept. 15	Thursday	Parent Coffee - Kindergarten - 8:15 am
	Sept. 16	Friday	Parent Coffee - 1st Grade - 8:15 am - Picture Day
	Sept. 19	Monday	Parent Coffee - 2nd Grade - 8:15 am
	Sept. 20	Tuesday	Parent Coffee - 3rd Grade - 8:15 am
OCT	Sept. 21	Wednesday	Parent Coffee - 4th & 5th Grades - 8:15 am
	Sept. 27	Tuesday	Parent Media Safety Night - 6:30
	Sept.29-30	Thurs.-Fri.	Middle School Girls Retreat
	Oct. 6 & 7	Thurs.-Fri.	Middle School Boys Retreat
	Oct. 10	Monday	NO SCHOOL - Columbus Day
	Oct. 14	Friday	Spanish Heritage Day
	Oct. 19	Wednesday	Roald Dahl Day
	Oct. 21	Friday	Make-Up Pictures/Candids - End of 1st Quarter
	Oct. 26	Wednesday	Poetry Contest
	Oct. 27	Thursday	EARLY DISMISSAL - Parent-Teacher Conferences/Report Cards - 1:30 - 4:30
NOV	Oct. 28	Friday	NO SCHOOL - Parent-Teacher Conferences/Report Cards - 8:00 - 4:00
	Nov. 1	Tuesday	All School Mass - All Saints Day
	Nov. 3	Thursday	Inter-School Poetry Competition - Venue TBA - Health Screening - K, 1, 3, & 6
	Nov. 10	Thursday	Veterans Day Assembly
	Nov. 11	Friday	EARLY DISMISSAL - Grandparents' Day
	Nov. 23-25	Wed. - Fri.	NO SCHOOL - THANKSGIVING BREAK
DEC	Dec. 1	Thursday	EARLY DISMISSAL - Christmas Pageant - 5:30
	Dec. 6	Tuesday	Science Fair
	Dec. 7-11	Wed.-Sun.	Templeton Shootout
	Dec. 12-16	Mon.-Fri.	Middle School Exams - End of 2nd Quarter-Dec. 16
	Dec. 19-Jan. 2	Mon. - Mon.	NO SCHOOL - CHRISTMAS BREAK
	JAN	Jan. 3	Tuesday
Jan. 6		Friday	Report Cards Sent Home
Jan. 10		Tuesday	Geography Bee
Jan. 13		Friday	Spelling Bee
Jan. 16		Monday	NO SCHOOL - Martin Luther King Jr. Day
Jan. 25		Wednesday	All School Picture / Teams & Clubs
Jan. 27		Friday	Prospective Family Open House
Jan.30-Feb.3		Mon.-Fri.	Catholic Schools Week
Feb. 10		Friday	Class Pictures
Feb. 17		Friday	NO SCHOOL - Teacher In-Service
FEB	Feb. 20	Monday	NO SCHOOL - President's Day
	MAR	Mar. 1-2	Thurs.-Fri.
Mar. 7		Wednesday	Ash Wednesday - End of 3rd Quarter
Mar. 9		Friday	Oratorical Contest
Mar. 10		Saturday	Kings' Celebration
Mar. 15		Thursday	EARLY DISMISSAL - Parent-Teacher Conferences/Report Cards - 1:30 - 4:30
Mar. 16		Friday	NO SCHOOL - Parent-Teacher Conferences/Report Cards - 8:00 - 4:00
Mar. 17		Saturday	St. Patrick's Day Parade
Mar. 19-23		Mon.-Fri.	Book Fair
Mar. 21		Wednesday	Donuts With Dad
Apr. 2-9		Mon.-Mon.	NO SCHOOL - EASTER BREAK
APR	Apr. 10	Tuesday	Classes Resume
	Apr. 16-20	Mon.-Fri.	Stanford 10 Testing
	Apr. 27	Friday	Spanish Bee
	MAY	May. 2	Wednesday
May. 4		Friday	Cinco de Mayo Celebration
May. 7		Monday	RPA Golf Tournament
May. 11		Friday	EARLY DISMISSAL - Mental Math Contest - Teacher Appreciation
May. 24		Thursday	Sports Banquet
May. 28		Monday	NO SCHOOL - MEMORIAL DAY
JUNE	May 29-June 1	Tues.-Fri.	Middle School Exams
	June. 4	Monday	Pre-K & K Field Day
	June. 5	Tuesday	EARLY DISMISSAL- 1st - 8th Grade Field Day - 6th-8th Grade Awards Ceremony (pm)
	June. 6	Wednesday	EARLY DISMISSAL- 8th Grade Class Trip - Kindergarten Graduation - 1st-5th Awards Ceremony (AM)
	June. 6	Wednesday	LAST DAY OF SCHOOL
	June. 7	Thursday	8th Grade Graduation



CAMPUS MAP





Royal Palm Academy

2011-2012 Parent/Student Handbook Acknowledgment

I/We acknowledge receipt of the Royal Palm Academy handbook, and have carefully read and understand the policies, procedures, and regulations of this school, including academic standards, tuition charges, parent responsibilities, uniform requirements, and disciplinary regulations. In consideration of my/our child's enrollment, I/we agree to abide by the school's policies, procedures, and regulations and accept them as conditions for continued enrollment of our student/children in Royal Palm Academy. I/We accept that the school reserves the right to amend these procedures at any time if conditions warrant. I/We understand the school will make reasonable efforts to notify me of any amendments.

Royal Palm Academy reserves the unconditional right to take disciplinary action, suspend, or dismiss any student whose progress or conduct or whose parent's/guardian's conduct (whether or not on Royal Palm Academy property and under any circumstances), is considered by Royal Palm Academy in its sole and absolute discretion, to be unsatisfactory and/or in noncompliance with the mission of Royal Palm Academy.

Student Name: _____ Grade: _____

Student Signature: _____

Student Name: _____ Grade: _____

Student Signature: _____

Student Name: _____ Grade: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Parent Name: _____

Parent Signature : _____

Date: _____