



# Parent-Student Handbook

2020 – 2021

(Last updated 8/21/20)

*Royal Palm Academy reserves the right to amend the policies and procedures contained herein at any time if conditions warrant. The Academy will make reasonable efforts to notify parents/guardians/students 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.*



School Address: 16100 Livingston Road, Naples, FL 34110

School Phone: (239) 594-9888

School Fax: (239) 594-9893

Website: [www.RoyalPalmAcademy.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.***

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**ROYAL PALM ACADEMY**  
**ACKNOWLEDGMENT OF SAFETY**  
**AND HEALTH PROCEDURES**  
**(Addendum to Handbook for Covid-19)**

Earlier this year, the novel coronavirus/COVID-19 swept the country and required an urgent and extensive public health response, which has included sometimes lengthy stay-at-home orders imposed by state and local governments and the closing of educational institutions. After reviewing applicable state and local orders regarding COVID-19, Royal Palm Academy, Inc. (the “School”) suspended all on-site operations in March 2020 until further notice. Since that time, we have continued to monitor various resources and guidance, including applicable state and local orders, Florida Department of Health information, and the Centers for Disease Control and Prevention (“CDC”) Guidance for K-12 Programs. We are committed to the health and safety of all students and after careful consideration we have decided to provide students and families with options for the 2020-2021 school year to best suit their needs, including on-campus instruction.

Your enrolled child(ren) is/are welcome to join us. However, please know that this is a family decision after careful consideration of the risks, current conditions in our community, and other factors you deem relevant and important. We realize that regardless of the safety and health processes we implement, some families are not going to feel comfortable sending their students back to school physically. For this reason, we will have At-Home Learning available for all student grades. The decision whether to send and continue to send your child(ren) to campus for live instruction after the School’s reopening is voluntary on your part.

For those students who return to campus, safety will require a commitment by everyone to new procedures and measures to protect student health. The School has adopted a Reopening Plan that outlines the School’s requirements and expectations pertaining to temperature taking, reporting of symptoms, compliance with quarantine processes, social distancing, hand washing and sanitizing, visitors, common area use, etc. The Plan may be modified from time to time. Any modifications will be communicated to the School community. If any provision between the Reopening Plan and the Parent/Student Handbook conflict, the Plan will control.

Before any student or family member may be allowed to return to campus, the Parent and Student must acknowledge the following obligations:

1. Parents and Students will review and comply with the guidelines set forth in the Reopening Plan.
  
2. Parents and Students acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, CDC guidance is regularly modified and updated, in addition to guidance from local and state authorities. Parents accept full responsibility for familiarizing themselves with the most recent updates, as well as the changing conditions in our community, and all state and local orders.

3. Parents will be required to fill out a self-screening tool (app) each day on behalf of their children before arriving to school. If your child is feeling sick, DO NOT send them to School. If anyone in the household is experiencing symptoms of COVID-19, please keep your child(ren) home. According to the Centers for Disease Control and the Collier County Health Department, symptoms of the novel coronavirus include:

- Fever or chills
- New uncontrolled cough causing difficulty breathing
- Shortness of breath
- Diarrhea and/or vomiting
- Abdominal pain
- Muscle or body aches
- New onset of severe headache, especially with fever
- Sore throat
- New loss of smell or taste

4. Parents and Students will be required to undergo temperature screening upon entering the School campus each day with a touchless thermometer. Individuals with a fever of 100.4 degrees Fahrenheit or above will not be permitted to enter the School campus and should seek medical attention.

5. Whenever physical distancing of six feet cannot be maintained in classrooms and plexiglass barriers are not present between individuals, face coverings that cover the mouth and nose are required of all students and staff. When plexiglass barriers are present, face coverings may also be required. In addition, face coverings that cover the mouth and nose are required for students and staff when moving within the classroom (to and from their desk), transitioning to and from buildings, in the Administration Building and the MAC. Once inside the MAC, if recommended physical distancing can be provided between individuals, face coverings may be removed under the supervision of a staff member. Face coverings may also be removed under staff supervision upon arrival to set outdoor spaces when six feet of physical distance between others can be provided. Students who violate the face covering guidelines or other safety procedures, will be subject to appropriate discipline measures, up to and including expulsion. Face coverings may not contain writing or symbols not authorized by the School.

6. If a child has a fever of 100.4 degrees Fahrenheit or above or presents with other symptoms of COVID-19, he or she will be isolated with the school nurse or other adult, a parent/legal guardian will be contacted, and the child must be picked up by a parent or legal guardian within one hour. Your child must isolate and cannot return to school until 10 days after the symptoms first appeared, 24 hours have passed without fever and

without fever reducing medication, and symptoms have improved. If primary health care provider gives documentation of an alternate diagnosis, this will be taken into account and student may be able to return after 24 hours resolution of fever without fever reducing medication. If primary health care provider recommends testing, and a negative result follows, he or she will determine when student can return to school.

7. Students who test positive for COVID-19 without symptoms must stay away from the School campus and must self-quarantine for 10 days from the date of testing. Students who test positive for COVID-19 with symptoms must stay away from the School campus and self-isolate for 10 days from the onset of symptoms.
8. You are required to advise the School if your child has been in close contact with someone who has been diagnosed with COVID-19 or who is in isolation for Covid-19 reasons. Students who are confirmed close contacts with a COVID positive individual inside or outside of school must stay home for 14 days from last exposure/contact with COVID positive individual.
9. The safety of the School community depends upon all persons doing their part to ensure safety not just for themselves, but for the entire community. A single person behaving irresponsibly risks the safety of the entire School community. As such, the School strongly discourages students and families from engaging in unnecessary air travel, parties, gatherings, or other activities that may expose students to infection.
10. The school will only act on positive cases of COVID-19 when the individual or family contacts the school directly, as required. The school will not entertain rumors, anonymous tips, or secondhand information.
11. It is critical that information between parents, students, and the School be exchanged honestly and in a timely fashion. Thus, the failure to timely disclose information and the falsification of information provided to the School, such as that pertaining to symptoms of students, family members, or other individuals, may result in discipline, up to and including expulsion.

The School cannot promise that even with the steps we are taking, that your child(ren) will not be exposed to COVID-19. Therefore, if you choose for your child(ren) to participate in on-campus instruction, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus, attending School, and participating in School activities, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to, or infected by, COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties. Further, you recognize that there is a still a risk of contracting the virus, particularly in group settings, even if all members of the community follow precautions designed to lower the risk of infection.

By sending my child(ren) to the School's campus, I knowingly and voluntarily accept and assume the risk of potential exposure to, and infection of, COVID-19, and the associated risks set forth herein. I understand these risks and willingly choose to accept them.

I also understand and acknowledge that I shall not drop off my child(ren) if he or she is experiencing any symptoms associated with COVID-19, including but not limited to fever, sore throat, shortness of breath, chills, muscle pain, new loss of taste or smell, gastrointestinal symptoms (like nausea, vomiting, or diarrhea), and cough. I understand that if my child is experiencing any symptoms once dropped off, I will be contacted, and I am expected to come and pick him/her up from the School.

The School also has the right, in its sole discretion, to require any child who fails to follow the School's health and safety procedures to participate in the School's At-Home Learning option rather than to come to campus. Violation of the School's health and safety procedures, whether set forth herein, the Reopening Plan or Parent/Student Handbook, will result in discipline, up to and including expulsion.

The current policies and procedures are in place to best ensure a safe, consistent, and meaningful educational experience for all our students and families.

## **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 partner with families** to provide an education of rich academics with Catholic formation. We teach the mind, educate the heart, and form the character of tomorrow's leaders.

This mission is pursued through the development of the whole person (integral formation), encompassing the commitment to teach, to educate, 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 an integral formation method of education. 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 school sets 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 student 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 dean.

### **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 management 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 – MR. SCOTT BAIER**

The Head of School has overall responsibility for the school. He is the primary leader in the school who oversees the education of students through the implementation of Catholic traditions and a rigorous curriculum. He supports all fundraising, administrative and business functions. He is responsible for securing the financial resources needed to achieve the growth and development goals of the school. He has primary responsibility for building and extending a positive public image of the school throughout the community. He 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 Catholic education. This is Mr. Baier's 18<sup>th</sup> year at Royal Palm Academy and his 1<sup>st</sup> as Head of School. He is enthusiastic regarding the future developments of Royal Palm Academy.

## **B. DEAN OF FACULTY – MS. JENNIFER WOJCIK**

The Dean of Faculty focuses her attention and professional skills on the intellectual formation of the students. Supported by the Head of School and Dean of Students, the Dean of Faculty 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. Mrs. Wojcik meets with the teachers in Pre-Kindergarten through Grade 8 on a regular basis, reviewing curriculum needs and student progress.

## **C. CFO / BUSINESS MANAGER – MR. DENNIS FRODSHAM**

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

## **D. ADMISSIONS DIRECTOR – MRS. JENNIFER SCARAFILE**

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. Mrs. Scarafile also works with the Parent Volunteer Organization and 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.

## STAFF

### A. RECEPTIONIST / ADMIN. 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 parent volunteers on special events; she is the 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.

### B. BUSINESS OFFICE ASSISTANT / EVENTS – 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, Awards Ceremony, Graduations, etc. Additionally, any Hot Lunch Program questions may be directed to the business office assistant/events.

## FACULTY

Pre-K3-A	Ms. Regan Hutchinson			
Pre-K4A		Mrs.	Kathleen	Cugliotta
Kindergarten – A				Miss Olivia Kinnear
Kindergarten – B				Mrs. Erin Garner
1 <sup>st</sup> Grade – A				Mrs. Erin Brady
1 <sup>st</sup> Grade – B				Mrs. Alice Griffith
2 <sup>nd</sup> Grade – A				Ms. Lesley Greene
2 <sup>nd</sup> Grade – B				Ms. Sara Ryan
3 <sup>rd</sup> Grade – A				Mrs. Christine Theriault
3 <sup>rd</sup> Grade – B				Mrs. Shannon Sedio
4 <sup>th</sup> Grade – A				Mrs. Jennifer Clarke – 4 <sup>th</sup> Math / Science / Religion
4 <sup>th</sup> Grade – B				Mr. Tim DeVita – 4 <sup>th</sup> Language Arts / History

5<sup>th</sup> Grade – A  
5<sup>th</sup> Grade – B  
6<sup>th</sup> Grade-A – Homeroom  
6<sup>th</sup> Grade-B – Homeroom  
7<sup>th</sup> Grade – Homeroom  
8<sup>th</sup> Grade – Homeroom  
Science – 5<sup>th</sup> - 8<sup>th</sup>  
Spanish – Pre-K, K, 1-B  
Spanish – 2<sup>nd</sup>-4<sup>th</sup>  
Spanish – 1-A, 5<sup>th</sup> – 8<sup>th</sup>  
Art  
Music  
Media Specialist  
Technology - 1<sup>st</sup> - 8<sup>th</sup>  
Resource  
Physical Education  
Teacher Aide  
Teacher Aide

Mr. Jeff Loomis – 5<sup>th</sup> – 8<sup>th</sup> Religion  
Mr. Luke Johanni – 5<sup>th</sup> Language Art  
Mr. Andrew Olsen – 5<sup>th</sup> – 8<sup>th</sup> Religion  
Mrs. Connie Crews – 5<sup>th</sup> Language Arts  
Mrs. Sarah Bucknell – 6<sup>th</sup> – 8<sup>th</sup> Language Arts  
Miss Lisa Gorda – 6<sup>th</sup> - 8<sup>th</sup> Math  
Mrs. Linda Rinaldini  
Mrs. Martha De La Berrara  
Miss Ana Ozores  
Mrs. Cinthya Mongalo  
Mrs. Barbara Mundy  
Mr. Francesco D'Agostino  
Mrs. Joyce Wheeler  
Mrs. Maria Valera  
Mrs. Loretta McIntosh  
Mr. Matthew Bucknell  
Mrs. Carol Stoneson – Pre-K3  
Mrs. Dien Neubauer – Pre-K4A

Kinder Aide/Early Childhood Coordinator Mrs. Julie Mulligan  
Nurse Miss Tracey Greene  
Lunch Monitor Miss Gina Manfredi  
After School Program

Mr. Luke Johanni

## ***HISTORY OF ROYAL PALM ACADEMY***

Royal Palm Academy was established in 1998 in Naples, FL. The idea for the school came about by Patrick Moore's visit to schools delivering quality Catholic education in Dallas, TX and Atlanta, GA, which were run by a religious order called the Legionaries of Christ. 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 began that day. 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 (Pat's wife) and a group of ladies gathered to discuss the possibilities of a project of this magnitude. That afternoon, on her ride home to Naples, Mrs. Moore successfully completed the official 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 a fellow collaborator 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 Legionary 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 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 Rd, redirecting their goal from economic to apostolic and helped Royal Palm Academy secure its current location.

As the economy diminished in 2008 and negatively affected many schools throughout the country, RPA was no exception. It was determined that selling the 100-acre lot West of Livingston Rd. would be in the best interest of the school, focusing instead on improvement of the current campus east of Livingston Rd. Fortunately, in 2010 several buyers were found which enabled the school to eliminate all debt at that time.

Also, in 2010 the Board of Directors of RPA became an independent Board, no longer under the direction of the Legionaries of Christ and breaking all ties to the order. This change in leadership brought about several changes to the school, mostly focused on financial stability. A more consistent manner of determining financial aid and tuition payments was developed, and financial aid was reduced by more than \$300,000. The reduction in financial aid meant a decrease in enrollment by approximately 60 students at the end of the last school year; however, 48 new students were added this year and very few required any financial assistance thereby improving the financial status of the school substantially.

A significant milestone was reached in 2015, when Royal Palm Academy was officially recognized as an affiliated Catholic School in the Diocese of Venice. This status was achieved after much hard work, prayer, and collaboration during the process of affiliation with the Florida Catholic Conference, the accrediting body for the Diocese of Venice.

Another significant landmark came in 2016, with the opening of Royal Palm's first permanent building in the form of a 15,000 sq. foot multi-purpose gymnasium. This building was the result of much collaboration, teamwork, and generosity of the part of many people. In March of 2016, Bishop Frank J. Dewane, officially blessed the building and said Mass for the entire school body. This special moment was truly a confirmation that the Holy Spirit has been the guiding force behind our school's growth as part of the Catholic school system in America.

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 leaders who will transform society for Christ.

## **INTELLECTUAL FORMATION**

Royal Palm Academy 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-based curriculum utilizing an 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 Dean of Academics or 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**

<b>GRADE LEVEL PERFORMANCE</b>	
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.

<b>ABOVE GRADE LEVEL - 3</b>	<b>ON GRADE LEVEL - 2</b>	<b>BELOW GRADE LEVEL - 1</b>
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 <sup>st</sup> Quarter	37.5%	3 <sup>rd</sup> Quarter	37.5%
2 <sup>nd</sup> Quarter	37.5%	4 <sup>th</sup> Quarter	37.5%
1 <sup>st</sup> Semester Exam	25.0%	2 <sup>nd</sup> Semester Exam	25.0%

Year average is: 50% 1<sup>st</sup> Semester and 50% 2<sup>nd</sup> Semester

## D. STUDENT CHARACTER DEVELOPMENT GRADES

Character development grades for all grades use the following scale:

<b>E=Excellent</b>	<b>G = Good</b>	<b>I - Improving</b>	<b>N – Not Improving</b>
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 is not making progress toward meeting grade level expectations. The student demonstrates unsatisfactory (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.

<b>ABOVE GRADE LEVEL -3</b>	<b>ON GRADE LEVEL-2</b>	<b>BELOW GRADE LEVEL-1</b>
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. 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.

<b>E=Excellent</b>	<b>G = Good</b>	<b>I - Improving</b>	<b>N – Not Improving</b>
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 is not making progress toward meeting grade level expectations. The student demonstrates unsatisfactory (below for grade) understanding and demonstration of the behavior measured.

## G. 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 are not permitted to keep a semester or end-of-year examination, but parents may review the examinations with the Head of School or Dean of Academics and 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.

Students in 8<sup>th</sup> grade may be exempt from final exams (2<sup>nd</sup> semester) if a combined average (for the year) of 94.50 or higher is achieved for that particular subject. The average for each subject will be determined in May, and will include 4<sup>th</sup> quarter grades. Eighth grade students will receive more information in January regarding exemption from final exams. Students in Grades 6 and 7 will be required to take final exams.

## **H. 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 RenWeb, 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 RenWeb at 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.

## **I. 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 Dean, or Dean of Students. At any time, parents may call the school to request an appointment with the teacher and/or Head of School/Dean of Academics/Dean of Students to discuss a child's progress.

### **Report Cards Given To Parents**

October 24 (Early Dismissal) Parent/Teacher Conferences

### **Report Cards Sent Home**

January 10

### **Report Cards Given to Parents**

March 19 (Early Dismissal) Parent/Teacher Conferences

### **Report Cards Mailed Home**

June

## **J. 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 grade 2- 8 grade will use the student agenda to record the assigned homework. As needed, students may be asked to 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 and/or point loss.

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. It is important for Royal Palm Academy that students be academically well prepared for the future. In addition, it is a

priority to help students find balance in life and have time for their families, sports, faith-life, and recreation. Holidays and extended breaks are designed to support family bonding and student renewal. Therefore, except for exceptional situations, homework is not assigned during these times.

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:	40-60 minutes
4th Grade:	40-60 minutes
5th Grade:	60-90 minutes
6th Grade:	75-90 minutes
7th Grade:	90-120 minutes
8th Grade:	90-120 minutes

#### **K. 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.

#### **L. 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, Dean of Academics, and/or Dean of Students.

#### **M. 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 Warning. The Head of School, the Dean of Academics, 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 certain extracurricular programs and athletics. Some academic competitions, i.e., Scholar Bowl, will require that a student not participate if the student is on Academic Warning; however, as soon as the student raises grades to 69.5 or higher in any given subject, he/she will be allowed to participate.

#### **N. 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 or lower again (a grade of 69.4 or below), he will immediately be placed on Academic Probation again.

## **O. HONOR ROLL**

While academic achievement and character development should be its own reward, students do derive added incentive from the knowledge that their efforts in all areas of Integral Formation may receive special recognition from Royal Palm Academy.

**High Honors** – Awarded to students in Grades 5 through 8 who have achieved a cumulative average of 92.5 or above in all academic subject areas and earned individual class grades greater than or equal to 89.5. Also, High Honors students must maintain a minimum of “Improving” in all effort/character grades, as well as a minimum of “On Grade Level” status in all related arts classes.

**Honor Roll** - Awarded to students in Grades 5 through 8 who have achieved a cumulative average of 86.5 or above in all academic subject areas and earned individual class grades greater than or equal to 82.5. Also, Honor Roll students must maintain a minimum of “Improving” in all effort/character grades, as well as a minimum of “On Grade Level” status in all related arts classes.

## ***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 (DISCIPLE OF CHRIST/EDUCATION IN VIRTUE)**

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 Head of School is ultimately responsible for maintaining overall formative discipline within the school; teachers are directly responsible for the formative discipline and management within the classroom and related areas.

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 Dean of Students or Head of School. 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**

Royal Palm Academy holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. Royal Palm Academy *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). Royal Palm Academy 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 as directed by the teacher.. 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
- 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 social media communications in all its forms to include Internet, cell phones/text messages, 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**

Royal Palm Academy recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. Royal Palm also believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. It is important that teachers, students, and parents take a stand against all bullying behaviors.

Royal Palm Academy staff is committed to a policy that identifies and punishes those students who become involved in bullying behaviors according to the below-listed procedures/ regulations. Royal Palm Academy expects that all students will refrain from becoming involved in any bullying behaviors. Failure to comply with these expectations will result in disciplinary action according to the established procedures/ regulations. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manner. In fact, it is further expected that bystanders will report the bullying incident(s) to the designated authority.

Bullying is a form of harassment that is repeated over a period of time and results in those being bullied not being able to defend themselves due to an imbalance of power. The three main types of bullying are physical, verbal (direct and indirect), and relational.

A student who is harassed by another student is encouraged to contact an adult (parent, teacher, coach, moderator, counselor, advisor, or administrator) as soon as possible. Bystanders to the situation are also encouraged to contact an adult immediately. The teacher or other adult should take the necessary steps to look into the situation and address as deemed appropriate.

If the behavior continues, the victim should contact the same adult as contacted previously. The teacher or other adult should issue the appropriate consequences and contact the parents of the students involved.

At any time during the investigative process, if a pattern has developed, the teacher will notify an administrator. The administrator will investigate the complaint and, if warranted, will meet individually with each student involved. The administrator will contact the parents of both the victim and the offending student at this point in addition to giving an appropriate consequence. While no student should ever hesitate to report misbehavior, any student who knowingly and willingly falsely accuses another student of bullying could be subject to disciplinary action.

If the offending student further continues the bullying behavior, he/she will be receive disciplinary action, up to an including suspension from school.

If the bullying behavior persists after the disciplinary action, the offending student may be dismissed from school.

## **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 Dean of Students 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. PROTOCOL FOR ADDRESSING AND COMMUNICATING UN-WANTED STUDENT BEHAVIORS**

### **Step 1.**

When a student has demonstrated a lack of cooperation with a given school/classroom rule, teachers are to address the student in a calm, assertive, and professional manner with the student. It is encouraged that teachers take time out of the class setting to discuss with the student his/her behavior pattern with a one-on-one conversation. The goal is to seek to identify circumstances that may be influencing the student's behavior such as peer influences, seating arrangement, home/family dynamics, misunderstandings of the teacher's classroom expectations, negative attitude, etc.

### **Step 2.**

If the behavior persists, teachers are to make contact with the parent via phone or email to discuss the pattern of behavior that has been observed, what has been done so far, and what the plan of action is moving forward. Plans may include corrective action at home and at school if the behavior persists. The plan may also include a positive reinforcement plan to motivate the student to modify their behavior.

### **Step 3**

If the behavior persists, a roundtable meeting is requested by the teacher. Parents are informed via email, or phone call (preferred). At the roundtable meeting, a formative discussion will be had with the Teacher, House Mentor, and Parent, and student.

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 including detention, suspension, and expulsion (see below).

#### **Detention:**

If deemed appropriate, detentions, either during recess or before/after school (Grades 1 – 8) will follow a format in accordance with the school's formative discipline approach.

#### **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 Faculty or 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.

#### **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.

## **I. 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 Royal Palm Academy 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.

## J. DRESS CODE

**(Revised August 2020)**

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 **Zavada’s Renegades Sportswear** ([www.renegadesfl.com](http://www.renegadesfl.com)) - (239-275-6720). 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 the dress code includes:

- Incomplete or mismatched uniform **This includes uniform pieces not purchased from our supplier.**
- Use of makeup, hair, jewelry, and accessories beyond the criteria below
- Unwashed, unkempt, or inappropriately styled hair according to criteria below
- Unclean or inappropriate dress
  - Including, but not limited to, untied shoes, untucked shirts, rolled skirts, 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.

## K. SCHOOL UNIFORM

The school uniform must conform to the following criteria: (updated 8/2020)

	GIRLS	BOYS
Pre-K3 & Pre-K4  <b>Formal/Informal</b>	Uniform navy dress <b>OR</b> plaid jumper with white uniform broadcloth blouse.	<b>Uniform</b> khaki slacks <b>OR</b> khaki shorts, uniform navy dri-fit shirt. <b>ANY</b> sneakers ( <b>no</b> lights or sounds), white or black

<p align="center"><b>Uniform</b></p>	<p>Navy “bike-shorts” <b>must</b> be worn under the jumper and dress and not be visible below hemline. <b>ANY</b> sneakers (<b>no</b> lights or sounds), white ankle socks (worn out of shoe, touching the ankle). Slippers, and bobs/toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p>socks (worn out of shoe below the calf muscle). Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days</p>
<p>Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> <b>Informal (everyday) Uniform</b></p>	<p>Uniform navy dress <b>or</b> plaid jumper with uniform white broadcloth blouse. Navy “bike-shorts” <b>must</b> be worn under the jumper and dress and not be visible below hemline. <b>ALL BLACK</b> “Maryjane” shoes (or similar-refer to chart) with white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p><b>Uniform</b> dress khaki slacks or khaki shorts (with elastic up through 2nd grade), black belt, uniform navy polo dri-fit shirt. <b>ALL BLACK</b> oxfords (or similar-refer to chart) with black soles, white or black socks (worn out of shoe below the calf muscle). Basketball sneakers, slippers, and bobs/ toms are not allowed. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days.</p>
<p>Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> <b>Formal Uniform</b></p>	<p>Plaid jumper with uniform white broadcloth blouse. Navy “bike-shorts” <b>must</b> be worn under the and not be visible below hemline. <b>ALL BLACK</b> “Maryjane” shoes (or similar-refer to chart) with white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p><b>Uniform</b> dress khaki slacks or khaki shorts (with elastic up through 2nd grade), black belt, uniform navy polo dri-fit shirt. <b>ALL BLACK</b> oxfords (or similar-refer to chart) with black soles, white or black socks (worn out of shoe below the calf muscle). Basketball sneakers, slippers, and bobs/ toms are not allowed. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days.</p>

<p>Grades 4 – 5</p> <p><b>Informal (everyday) Uniform</b></p>	<p>Uniform plaid skort, with front flap, and uniform navy, polo dri-fit shirt. <b>ALL BLACK</b> “Maryjane” shoes (or similar-refer to chart), white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p>Uniform dress khaki slacks or khaki shorts with black belt, uniform navy, polo dri-fit shirt. <b>ALL BLACK</b> oxfords (or similar-refer to chart) with black soles, white or black socks (worn out of shoe below the calf muscle). Basketball sneakers, slippers, and bobs/ toms are not allowed. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days.</p>
<p>Grades 4 – 5</p> <p><b>Formal Uniform</b></p>	<p>Uniform plaid skort with front flap, uniform white oxford blouse with <math>\frac{3}{4}</math> sleeves worn with crossed uniform plaid/house tie. (<b>ALL BLACK</b> “Maryjane” shoes (or similar-refer to chart), white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p>Uniform dress khaki slacks with black belt, uniform white oxford button down shirt, worn with uniform plaid/house tie. <b>SHORTS</b> are not allowed with the dress uniform. <b>ALL BLACK</b> oxfords (or similar-refer to chart) with black soles, white or black socks. Basketball sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days.</p>
<p>Physical Education Uniform</p> <p>Grades</p> <p><b>Pre-K -5<sup>th</sup> Grade</b></p>	<p>Uniform navy dri-fit shorts and light blue, dri-fit shirt with Royal Palm Academy insignia, athletic shoes and white ankle socks (worn out of shoe below the calf muscle). Uniform or BSN Spirit Wear sweatshirt and sweatpants can be worn on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.</p>	<p>Uniform navy shorts and light blue, dri-fit shirt with Royal Palm Academy insignia, athletic shoes and white ankle socks (worn out of shoe below the calf muscle). Uniform or BSN Spirit Wear sweatshirt and sweatpants can be worn on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.</p>

<p>Grades 6 – 8</p> <p><b>Informal (Everyday) Uniform</b></p>	<p><b>Uniform</b> khaki, pleated skort with front &amp; back flap, uniform navy polo dri-fit shirt. ALL BLACK “Maryjane” shoes (or similar-refer to chart), white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p>Uniform dress khaki slacks or khaki shorts with black belt, uniform navy polo dri-fit shirt. ALL BLACK oxfords (or similar-refer to chart) with black soles, white or black socks (worn out of shoe below the calf muscle). Basketball sneakers, slippers, and bobs/ toms are not allowed. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days</p>
<p>Grades 6 – 8</p> <p><b>Formal Uniform</b></p>	<p><b>Uniform</b> khaki, pleated skort with front &amp; back flap, uniform white oxford blouse with ¾ sleeves, uniform navy blazer with embroidered RPA crest logo, uniform plaid/house cross tie. ALL BLACK “Maryjane” shoes (or similar-refer to chart), white ankle socks (worn out of shoe, touching the ankle). Sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print), and navy tights can be worn on cooler days.</p>	<p>Uniform dress khaki slacks, black belt, uniform white oxford button down shirt, uniform navy blazer with embroidered RPA crest logo, plaid/house tie. SHORTS are not allowed with the dress uniform. ALL BLACK oxfords (or similar-refer to chart) with black soles, white or black socks. Basketball sneakers, slippers, and bobs/ toms are not acceptable. Uniform fleece, pullover, cardigan or any plain navy-blue sweatshirt and/or sweatpants (without print) can be worn on cooler days.</p>

<p>Physical Education Uniform</p> <p>Grades</p> <p><b>6 – 8</b></p>	<p>Uniform navy dri-fit shorts and red, dri-fit shirt with Royal Palm Academy insignia, athletic shoes and white ankle socks (worn out of shoe below the calf muscle). Uniform or BSN Spirit Wear sweatshirt and sweatpants can be worn on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.</p>	<p>Uniform navy shorts and red, dri-fit shirt with Royal Palm Academy insignia, athletic shoes and white ankle socks (worn out of shoe below the calf muscle). Uniform or BSN Spirit Wear sweatshirt and sweatpants can be worn on cooler days. The only acceptable insignia for sport pants will be the Royal Palm Academy logo.</p>
<p><b>Jewelry</b></p>	<p>No jewelry may be worn except for the following: one watch, a single necklace or chain, small earrings (no more than 2 pairs), a discrete, modest ring, and school lapel pin.</p> <p>Ear piercing is the <b>only</b> allowed piercing that is acceptable.</p>	<p>No jewelry may be worn except for the following: one watch, one school or religious medal, school lapel pin.</p> <p>Wallet chains may not be worn</p>
<p><b>Hair, Make up, Tattoos and other body markings</b></p>	<p>Hair should be clean and well groomed. No extremes in hairstyles or color are acceptable.</p> <p>The following forms of make-up are <b>not</b> permitted: Eye shadow, mascara, eyeliner, and lipstick.</p> <p>*Note: Discreet (as determined by MS faculty) use of foundation/cover-up for MS girls is allowed.</p> <p>Only <b>clear</b> Nail Polish will be allowed.</p> <p>Artificial nails are <b>not</b> permissible.</p> <p>Tattoos are <b>not</b> permissible.</p>	<p>Hair should be clean, groomed, well-trimmed and moderate in style. No extremes in hairstyles, length or color are acceptable. Hair should not touch the student’s eyebrows or shirt collar or cover the student’s ears. Ornamental hairstyles such as mohawks, mullets, engraving/messaging, etc. are not permitted. No ponytails or headbands.</p> <p>Tattoos are <b>not</b> permissible.</p>

		Ear and/or body piercing and other styles of markings are <b>not</b> permissible.
<b>Dress Down Days</b>	<p>These may be announced for special occasions. Dress Down Days will <b>always</b> be confirmed by the RPA Administration and should never be assumed without proper notification. Parameters appropriate to the occasion will be determined and announced by the administration in advance.</p> <p>Items prohibited on dress down days:</p> <ol style="list-style-type: none"> <li>1. Clothing that is deemed too offensive as per RPA Administration (depicts violence, alcohol, etc.)</li> <li>2. Tops that leave midriff bare</li> <li>3. Skirts or dresses that are shorter than uniform</li> <li>4. Short shorts</li> <li>5. Immodest tops (spaghetti straps or immodest neckline)</li> <li>6. No Ripped Jeans/No Leggings</li> </ol>	<p>These may be announced for special occasions. Dress Down Days will <b>always</b> be confirmed by the RPA Administration and should never be assumed without proper notification. Parameters appropriate to the occasion will be determined and announced by the administration in advance.</p> <p>Items prohibited on dress down days:</p> <ol style="list-style-type: none"> <li>7. Clothing that is deemed too offensive as per RPA Administration (depicts violence, alcohol, drugs etc.)</li> </ol>
<b>Spirit Wear/ "Spirit Fridays"</b>	<p>Defend the Kingdom Hoodies will be a "legacy" item and allowed in classrooms only. While transitioning around the campus, hoodies are <b>not</b> allowed during warm weather.</p> <p>Spirit Fridays are <b>NOT</b> dress down days. Spirit Wear (Hoodies, "Defend the Kingdom", and personalized RPA items are allowed to be worn with uniform shorts. Pre-K-3<sup>rd</sup> grade girls may wear PE shorts.</p> <p>As the weather becomes cooler, any "Defend the Kingdom" Spirit Wear may be worn in the classroom or around campus on any day. This merchandise will be made available at select times throughout the school year through our BSN supplier. This is to be worn on top of the uniform and <b>NOT</b> in place of the uniform.</p>	

## L. EXTRACURRICULAR PROGRAMS

Extracurricular programs and cultural clubs offer a means of developing positive interests and qualities in students, supporting Integral Formation<sup>®</sup>. 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 the YMCA 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.

## **M. 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.

## **N. 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 activities, including practice (Students on Academic Warning may or may not be—depending on activity).
- 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.

## **O. Parent / Guardian / Student Athletic Code of Conduct**

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. Those who do not observe decorum appropriate to the event, conform to the expectations of our school community, or follow the directions of school administrators will be asked to leave school property and may not be permitted to return to future events without permission of the Head of School. For events taking place off school property but in which Royal Palm Academy is being represented by students, all parents, family, and guests are required to adhere to the expectations described within this document. Any action brought by an individual that disgraces students, school personnel, or the reputation of Royal Palm Academy may be grounds to suspend the individual involved from future athletic events.

Expectations when attending Royal Palm Academy sponsored athletic events are the following:

- Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing, taunting or using profane language or gestures, etc.
- Not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- Teach my child to play by the spirit of the rules and to resolve conflicts without resorting to hostility or violence.
- Demand that my child treat other players, coaches, officials and spectators with respect regardless of race, sex, or ability.
- Never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- Remain on the spectator side of the field or in the stands until the game or contest is complete.
- Respect the officials and their authority during games and will never question, discuss, or confront coaches or referees at the game field, and will take time to speak with coaches at an agreed upon time and place.

- Refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
- Inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

Any person who fails to abide by the aforementioned rules and guidelines, will be subject to disciplinary action that could include, but is not limited to the verbal warning by official, head coach, and/or member of league organization

## **P. 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 35 Apostolic Service Credits per year, instead of the usual 25. (See Apostolic Formation Section)

## ***SPIRITUAL FORMATION***

Royal Palm Academy's 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 available to students who have received their First Reconciliation during scheduled visits. Scheduled visits are dependent upon priest availability.

## **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 6<sup>th</sup>- 8<sup>th</sup> 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/or spiritual/apostolic growth. In this conversation, the formator strives to help the student attain goals, overcome obstacles, and reach his or her full potential by growing in friendship with Jesus Christ and developing a life of virtue.

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 Administration, Catholic Formation teacher in the middle school, 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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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) levels are listed below:

<b>Award</b>	<b>Criteria</b>
Friendship Award (LS) Outstanding Athlete Award (MS)	Granted to students who have distinguished themselves with exceptional charity and sportsmanship and athletic ability when

Award	Criteria
	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 6-8 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 <sup>th</sup> 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 8:15 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.

A student who leaves campus without permission during the school day unaccompanied by a parent, legal guardian, or registered adult is committing grave misconduct and will result in suspension or expulsion at the discretion of the Head of School.

Students who are absent for a half day or more (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/verbal permission from the Head of School). This will include any after-school events, including sporting events.

If a student's attendance falls below 70% of total school days, the student may not be granted a passing grade for the school year.

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 at no charge.

- **Dismissal Times:**

**Monday-Tuesday-Thursday-Friday:**

12:00 p.m.	Pre-K3 & Pre-K4
3:15 p.m.	Pre-K Enrichment, Kindergarten through 3 <sup>rd</sup> Grades
3:30 p.m.	4 <sup>th</sup> through 8 <sup>th</sup> 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 3 <sup>rd</sup> Grades
2:30 p.m.	4 <sup>th</sup> through 8 <sup>th</sup> Grades & Younger Siblings

**Early Dismissal:**

12:00 p.m.	Pre-K3 & 4
12:15 p.m.	Kindergarten through 3 <sup>rd</sup> Grades
12:30 p.m.	4 <sup>th</sup> through 8 <sup>th</sup> Grades & Younger Siblings

**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 auxiliary lot during drop-off and dismissal times; you may use the parking lot in front of the school (enter from the east side of the lane as you come around the bend) at other times of the day.

**Pick Up:** *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. We ask your full cooperation in helping us move the line quickly and efficiently.***Pre-K dismissal:** *Students will be lined up by class inside the white gate with their teacher. Parents will park in the main a parking lot and will walk to the gate to pick up the students.*

**For both Drop Off and Pick Up, we ask that during Drop Off and and Pick Up you not make a left turn onto Livingston Road from the RPA campus. This is required for everyone's safety and to keep the line moving. 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 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 first to the front office. The tardy will be entered into RenWeb and the student will be permitted to go to class. No student will be permitted to enter class or the morning assembly without first checking in at the front office. All tardies are recorded on official report cards and student cumulative folders.

Tardiness will be excused for situations completely out of the control of parents and students, such as auto accidents, sickness, etc. Parents should direct requests for excused tardiness to the Dean of Students.

If tardiness persists, parents will be contacted by the Administration in order to devise a plan to rectify the issue.

## F. 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.

We encourage parents to bring healthy snacks like fruits, vegetables and foods low in sugar with no peanuts or tree nuts since we have students sensitive / allergic to them.

## G. 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.

## H. TECHNOLOGY USE

The students of Royal Palm Academy will use technology in an appropriate and responsible manner for educationally related projects. As part of the technology curriculum, students will be given an overview of the appropriate and responsible uses of technology. 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 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.

### Bring Your Own Device (BYOD) Policy

As today's technology is ever-changing, we recognize the need to try to keep up as much as possible, especially as it relates to learning in the classroom. We see technology as a tool to help students learn. With that in mind, with permission from the classroom teacher, we will allow students to bring their own device (BYOD) to school as a tool for note taking, preparing assignments, or reading the novels assigned. **If prior permission is granted for educational purposes, Middle School students may bring a laptop, tablet, or iPad to school as long as the option for “parental controls” is employed to ensure the Internet is turned off. Students cannot access the Internet at school unless permission is specifically granted.** The device must have a keyboard and there must be some kind of word processing application or software for the student to take notes well. If needed, students will be able to access the Internet on the school's computers, iPads or laptops that are available for student use under supervision from the classroom teacher. **Cell phones and Apple watches do not qualify as devices that are allowed,** unless specific permission has been given by a teacher to use them. Students must charge their device at home and ensure it is ready for use throughout the day, as needed.

There will be times when the lesson is not conducive to using a device, and so it will always be at the teacher's discretion. Students are responsible for the care and safe use of their device—if it breaks or is lost, the school cannot be held responsible.

If a student is found using his/her device inappropriately, whether on the Internet, playing games, or using software that is not related to learning and the class needs, the privilege may be revoked for the remainder of the school year and the student will receive disciplinary action.

## **I. 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.

## **J. 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, unless specific permission has been given by the classroom teacher for education purposes. This list is not intended to be all inclusive:

*Cameras or other photographic recording devices, radios, iPods, MP3 players, CD players, CDs, DVDs, portable televisions, laser pointers/pens, electronic games, and Apple watches. Laptop computers, ipads, and tablets may be allowed on campus for specific needs and must be approved by the classroom teacher. (See BYOD policy above).*

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

## **K. TELEPHONE AND CELL PHONE USE**

Usage of electronic devices, such as cell phones, can be 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 other electronic device usage is prohibited during the school day, unless specific permission has been granted from a teacher or administrator for educational purposes. "Usage" shall be defined and interpreted as using any cell phone or electronic device function or feature (telephone calls, text messaging, 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. If a cell phone is seen or heard by school personnel, the student 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. \
- b. Second Offense – The device will be confiscated, parent will be notified, and the student will not be allowed to bring the phone to school at all.
- 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. 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 may not be used to take or share photos or videos, unless under the direct supervision of a teacher or administrator.

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 who bring these devices to school, even with proper permission, do so 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 take any financial responsibility for the device.

See BYOD Policy for details.

## **ADMINISTRATIVE PROCEDURES**

### **A. COMMUNICATION**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, RenWeb, 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 Dean, Dean of Students 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 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 (Admissions and Marketing/Communications Coordinator) 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 or 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**

**Parents are to notify the school before 8:15 a.m. if their child(ren) is/are unable to attend school due to illness or any other reason.** 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. **The Annual Medical and Emergency Authorization 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. PEANUT / TREE NUT AWARE/RESTRICTED CAMPUS**

Food allergies can be life threatening. Royal Palm Academy is committed to offering safe educational environments for all students including students with food allergies. A cooperative effort between students, parents, physicians, and school staff members can help minimize risks.

Royal Palm Academy is a Peanut / Tree Nut Aware school because of the sensitivity that some children present toward those foods. Depending on the severity of allergy any student may have, we will work in collaboration with the family and the pediatric allergist to implement precautions and procedures to protect the child. Royal Palm has two general categories that currently are used to a building's nut handling level, these include:

Lower Exposure Risk: Nut Awareness level (i.e. a nut-free table in the eating area, or a nut-free classrooms/buildings if necessary, extra hand-washing)

Higher Exposure Risk: Nut Restricted level (i.e. attempt to restrict access of all nuts into the classroom/building at all times, all parent)

A determination will be made at the start of each year, and during as necessary, to determine the exposure risk level of all classes and buildings. Even if a building or area of the campus has been determined to be “Nut Restricted,” RPA can not guarantee that nut products will not be brought onto campus. However, when a “Nut Restricted” classroom/building/area has been determined to be necessary, RPA staff will take precautions to minimize risks.

### **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. 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 100.4 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

### **E. Students With Fever**

Ensuring that all faculty, staff, and students who are feeling ill will stay home for **at least 24 hours**, *fever-free, without the need of fever-reducing medicines*. A full 24-hour period without fevers *and* without fever-reducing medicine is required prior to the return to school. That means that, for example, if your child presents with a fever on a Monday at 11am, the earliest he/she would be able to return to school would be Wednesday, assuming that he/she is fever free ALL of Tuesday without the need for fever-reducing medicine. According to the American Academy of Pediatrics, most pediatricians consider a temperature above 100.4F as a sign of a fever.

### **F. Immunizations, Medications**

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School office. Students may not attend School without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the nurse together with the signed permission form. All medication must be delivered to the School nurse, or Administration. Students are not permitted to carry medications except for epi pens and then only with specific physician instructions and a signed release from the parents.

Students who return to School after an extended illness or surgery or who may not participate in sports or gym classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to School and any necessary limitations or restriction.

Parents are responsible for informing the School nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the School Nurse about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

## **G. Communicable Diseases**

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease,

mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the Administration if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## ***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. All emergency procedures are contained in the school's Emergency Action Plan which is available to all school personnel electronically with specific checklists kept 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. PARENT ALERT SYSTEM**

- During emergency situations, the Academy will use Parent Alert to provide accurate and instantaneous notifications via:
  - Text messages to cell phones or
  - Voice calls to work, home and cell or
  - Emails to multiple addresses or

## **C. INCLEMENT WEATHER NOTIFICATION**

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

- Details will be shared via Parent Alerts e-mails and text messages.
- Attempts will be made to alert the major TV and radio networks in the local area.

## **D. THOR GUARD LIGHTNING PREDICTION SYSTEM**

- Thor Guard, the world’s leader in lightning prediction and warning systems, continually monitors atmospheric electrical activity within a 12 mile radius and will predict lightning within a 2.5 mile radius of Royal Palm Academy
- When the system predicts lightning within a 2.5 mile radius and goes to Red Alert, a 30 second blast sounds. The Administration will then call via two-way radio for all people on campus to go to the nearest available building and take shelter from the threat of a lightning strike and/or any foul weather threats.
- All outdoor activities, PE and other classes, sports games, playground activities, activities under the tent, and students walking in the courtyard will be directed indoors. Students will not be permitted to leave a building during this time unless given direct permission by the Administration.
- Once the “all clear” has been sounded (three short blasts), the Administration will also make the announcement via radio that all classes and other activities can return to normal. Students and personnel should not exit buildings until the Administration confirms that the “All Clear” is enacted.
- If a Red Alert warning sounds during morning drop-off time, parents will be notified via Parent Alert that normal drop-off operations have ceased and it is recommended that they wait until the “All Clear” signal has been announced before entering through the gate.
- If a Red Alert warning sounds during afternoon dismissal time, all students and personnel will be directed indoors as mentioned above. Parents will be notified via Renweb Parent Alert that normal dismissal operations have ceased and that it is recommended that they wait until the “All Clear” signal has sounded. During a Red Alert, parents/guardians may choose to enter the campus area and escort

their children to the parking lot area **if the administration has given approval**. In these situations, parents/guardians are warned that they do so at their own risk.

## **E. CAMPUS SECURITY**

Royal Palm Academy will have full-time armed security during the school day by a licensed Security Officer. The security officer will:

- Be familiar with all Royal Palm Academy administrative policies that impact safety, security, and emergency management, to include all procedures included in the Royal Palm Academy Emergency Action Plan. (The Dean of Students/Security Director shall provide all referenced documentation).
- Work in concert with specific requests of the Head of School and Dean of Students/Security Director in relation to security needs and conduct vigilant patrols of all campus property.
- Challenge and prevent access by any unauthorized visitors.
- Be prepared to deal with safety, security, or emergency issues through decisive actions, good judgment, and the exercise of common sense.
- Monitor concerning behavior and movement of suspicious persons and vehicles.
- Report atypical behavior or activities to the Head of School and/or Dean of Students/Security Director.
- Communicate effectively, both orally and in writing, and maintain daily logbooks and/or incident reports.
- Perform security activities in accordance with applicable federal, state and local laws, as well as school regulations and policies.

## **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. Lynn Girouard, Development Director in the Development office.

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 twenty-five (25) volunteer hours during the school year. This offsets our need for additional operating expenses to offer school activities, projects, events and fundraising projects that promote the mission of the school. Each volunteer must attend "Safe Environment Training" before volunteering. Records of attendance are kept in the Development Office and do not need to be updated annually once attended. Please see your local parish bulletin or the Diocese of Venice web site. Royal Palm Academy will coordinate an onsite training in early Fall if there is interest.***

## 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 Academy student.** The remaining 20% comes from voluntary, tax-deductible donations. Being an independent Catholic school, we do not have parish support as other Catholic Schools in the area.

Royal Palm Academy parents are encouraged to make a statement of financial support for the school. **The goal for the 2019-2020 Annual Fund Campaign is to achieve 100% participation from our board, faculty/staff, and families.** Early participation is strongly requested during September – December 2016. This strong participation from the entire RPA community is essential 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 our entire community – board, faculty/staff, parents and grandparents, local businesses, and friends of Royal Palm Academy. Annual Fund gifts, which are unrestricted 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 our RPA community for annual financial support above and beyond our tuition/fees as we are not related to a specific local parish.

**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. In addition, if your company has established a foundation that awards grants to non-profit organizations, please contact the Development Department regarding guidelines we need to follow to apply for grants.

## 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.

## 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. Another slogan often used is "Live, Learn, Lead," which encapsulates the components of Integral Formation.

### B. COAT OF ARMS

**Book:** Represents the Holy Scriptures. Royal Palm Academy aspires to teach

**Cross:** Represents Royal Palm Academy's faith in Christ's death and



that comes from God.

each God's love

forgiveness and the salvation

**Crown:** Represents Christ being the King of Kings. Royal Palm 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 til 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.

