

# MARIAN CENTER PARENT-STUDENT HANDBOOK

**School Year 2025-2026**

**Marian Center School and Services, Inc.  
School Program accredited by the Florida Catholic Conference**

**15701 N.W. 37<sup>th</sup> Ave.**

**Miami Gardens, FL 33054-6373**

**(305) 625-8354 ext 211**

**Fax (305) 625-0744**

**Sister Lidia Valli, Executive Director/Principal –  
[lidia.valli@mariancenterschool.org](mailto:lidia.valli@mariancenterschool.org)**

**Norlande Odige, School Secretary –  
[norlande.odige@mariancenterschool.org](mailto:norlande.odige@mariancenterschool.org)**

**Web Page- [www.mariancenterschool.org](http://www.mariancenterschool.org)**

**Facebook: Marian Center School & Services, Inc.  
Twitter: @MarianCenterSch**

**Revised July 2025**

Serving since 1964...

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*The mission of the Marian Center is to educate and empower persons with Diverse Abilities, and nurture them to wholeness,  
following the Gospel and the Church's call to Love, Charity and Justice.*



## MARIAN CENTER SCHOOL & SERVICES, INC.

[www.mariancenterschool.org](http://www.mariancenterschool.org)

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15701 N.W 37th Avenue-.Miami Gardens, Florida 33054-6373 - Admin. 305-200-8927 - School 305-625-8354

School Year 2025-2026

Dear Parents,

Welcome to the 2025-2026 School Year! The Marian Center School faculty is excited to help each student to master academic and independent living skills. We firmly believe that each student can be successful with the support of school and home.

We are dedicated to providing your child with a developmentally appropriate environment of growth and change. We continuously examine the quality of our instructional programs to ensure that it reflects the best practices in today's educational field. Our students deserve the best and with professional skills and passion, we will deliver it.

The procedures and practices outlined in this handbook are a result of considerable thought and deliberation applied by all the Catholic School of the Archdiocese of Miami. Please review this handbook as it provides information that is necessary to carry out our daily practices. Your respect and support of these practices will ensure an orderly and peaceful environment for all our students.

Your cooperation dear Parents is really necessary and welcomed. If you have any questions, feel free to contact our office at 305-625-8354.

May our Lord bless all of us during this new school year, and help us to work together "to educate and empower.....to nurture to wholeness....." and to thank our Lord for the blessing of each student and parent.

*Sister Lidia Valli*

Sister Lidia Valli  
Executive Director/Principal

2

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Año Escolar 2025-2026

Estimados padres,

¡Bienvenidos al año escolar 2025-2026! La facultad de la Escuela Marian Center se complace en ayudar a cada estudiante a dominar sus habilidades académicas y de vida independiente. Creemos firmemente que cada estudiante puede tener éxito con el apoyo de la escuela y el hogar.

Estamos dedicados a brindarle a su hijo un entorno de crecimiento y cambio apropiado para el desarrollo. Examinamos continuamente la calidad de nuestros programas de instrucción para asegurarnos de que reflejen las mejores prácticas en el campo educativo actual. Nuestros estudiantes merecen lo mejor y con habilidades profesionales y pasión, se lo entregaremos.

Los procedimientos y prácticas descritos en este manual son el resultado de un considerable pensamiento y deliberación aplicados por toda la Escuela Católica de la Arquidiócesis de Miami. Por favor revise este manual ya que brinda información necesaria para llevar a cabo nuestras prácticas diarias. Su respeto y apoyo a estas prácticas asegurarán un ambiente ordenado y pacífico para todos nuestros estudiantes.

Su cooperación, queridos padres, es realmente necesaria y bienvenida. Si tiene alguna pregunta, no dude en comunicarse con nuestra oficina al 305-625-8354.

Que nuestro Señor nos bendiga a todos durante este nuevo año escolar y nos ayude a trabajar juntos “para educar y empoderar.....para criar a plenitud.....” y agradecer a nuestro Señor por la bendición de cada estudiante y padre.

*Atentamente,*

*Hermana Lidia Valli, Director/Director Ejecutivo*

3

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## INDEX

|                                                                                      |              |
|--------------------------------------------------------------------------------------|--------------|
| <b>Introduction.....</b>                                                             | <b>p. 5</b>  |
| <b>Marian Center History.....</b>                                                    | <b>p. 6</b>  |
| <b>Statement of Function.....</b>                                                    | <b>p. 8</b>  |
| <b>General School Information, Academic Policies.....</b>                            | <b>p. 9</b>  |
| <b>School Calendar.....</b>                                                          | <b>p. 10</b> |
| <b>Graduation Requirements.....</b>                                                  | <b>p. 12</b> |
| <b>Report Cards, Attendance.....</b>                                                 | <b>p. 13</b> |
| <b>School Closing Under Emergency Information.....</b>                               | <b>p. 14</b> |
| <b>School Regulations.....</b>                                                       | <b>p. 15</b> |
| <b>Anti-Bullying Policy .....</b>                                                    | <b>p. 17</b> |
| <b>Child Protective Investigation.....</b>                                           | <b>p. 19</b> |
| <b>Conduct, Communicable Diseases.....</b>                                           | <b>p. 20</b> |
| <b>School Athletics, Organizations, Extracurricular Activities, Field Trips.....</b> | <b>p. 27</b> |
| <b>School Facilities.....</b>                                                        | <b>p.31</b>  |
| <b>Additional Policies.....</b>                                                      | <b>p. 34</b> |
| <b>Attorney-Client Privileged.....</b>                                               | <b>p. 36</b> |

## INTRODUCTION

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



## MARIAN CENTER HISTORY

Prepared by Sister Lucia Ceccotti and updated by Sister Lidia Valli

At first glance, one might equate the history of the Marian Center with the construction of a series of buildings, the cultivation of this beautiful acreage now so well-known for its beauty, and of course, the countless special needs children who have been so lovingly served there. These are, in fact, essential elements; but ***the real history of the Marian Center is one of courage.*** It is the history of a group of very special nuns, who in 1963 left behind their homeland, their families, their motherhouse, and their culture on an adventure which has borne fruit beyond imagining.

The Sisters came to Miami at the request of Bishop Coleman F. Carroll who initiated the vision. He recognized the need within the diocese for such service since, at the time, nothing existed for special needs children under the Catholic Church within the Southeastern United States. He wanted to develop a school, along with supportive services, for students with developmental disabilities. And so, through contacts in Rome, Bishop Carroll heard of the Sisters of St. Joseph Benedict Cottolengo, the congregation most renowned within Italy for its work with people with developmental disabilities. He rapidly contacted Mother General and requested that the congregation establish a school in Miami, FL. His letter arrived in Torino, Italy in January 1963. It was translated and presented to Mother General by Sister Lucia Ceccotti, then Secretary General of the Congregation. The decision was made to accept both the task and the Bishop's suggestion that Mother General and Sister Lucia visit Miami prior to sending the other Sisters. According to Sister Lucia, the initial visit, in June 1963, proved providential. They experienced the summer heat of Miami, they saw, they discussed, they planned. Names of Sisters began to come in mind, and upon the return to Italy, the chosen Sisters and their families were asked if they would accept to share the vision and to create the Marian Center.

Four months later, Sister Lucia and ten other brave Sisters, Consolata, Enrichetta, Giuseppina, Carla, Paola, Ada, Enrica, Maria, Giovanna, and Giuliana, trusting in the Divine Providence, stood at Malpensa Airport, Italy. They were ready to depart for America. None, except Sister Lucia, had ever flown. Families, friends and fellow Sisters accompanied them to the airport to see them off. "It was painful cutting-off", remembers Sister Lucia. "This was the real giving of ourselves completely, throwing ourselves into God's hands."

They arrived in Miami in the late evening of October 21, 1963. They carried their few belongings, mostly packed in lightweight, homemade sacks. Father John Glorie, now Monsignor Glorie, met them at the airport. Since nothing existed at the Marian Center, the Sisters were taken to a small home on Fletcher Street, Hollywood. None drove. Within two weeks, Sister Lucia, Sister Paola and Sister Giuseppina were off for their driving tests, dutifully bringing their Green Briar van to the 441

Texaco, as taught, for gas. Courageously, they learned their way around. Even shopping in this new country was an experience. As there was no educational agreement between the United States and Italy, the Sisters lost years of school credits. By the second week of November, the Sisters were already enrolled in a course for foreign students at Barry University.

By studying full-time for a while, and then, part-time during summers and evenings, all the Sisters, few by few, received their American degrees. "For us, Barry became home," remembers Sister Lucia. "I will never have enough words of gratitude and love for the Sisters at Barry. They were not only kind, they were good teachers. We can never repay them for what they did for us." As the sisters settled in, they continued to pursue the mission of the first year: to study English and learn the manner of caring for children with developmental disabilities in this country. Every Saturday they would visit someplace new - hospitals, schools, and institutions. Every day they learned and prepared. The fall of 1964 was quickly approaching.

The forty-five acres of property belonging to the Archdiocese is part of a larger tract that was zoned in 1961 for schools, college, rectory, retreat house and private recreation area. The Convent, the first building on the property, was dedicated in June 1964, just eight months after the Sisters' arrival. Key Instruments of Divine Providence in its construction were beloved Marian Center friends and benefactors, Mrs. Mary Louise Maytag McCahill and architect, Mr. Thomas Madden. The Sisters moved from their little house in Hollywood to Opa- Locka. The property consisted of the convent, wild grass, and "mountains of trash." There they found everything from old refrigerators, ranges, and mattresses, to broken chairs and glass. Let's not forget the wild animals, skunks and snakes! Uprooted once again from what had become their home on Fletcher Street, they moved in, and with determination and hard work began the clean-up immediately. Sister Lucia interviewed families. Classrooms were prepared. The first students were accepted. ***The Marian Center had begun.***

Incorporated in October of 1963, the "Marian School for Exceptional Children" (as the Marian Center was called at that time) opened its doors in September 1964, as planned, for the housing, training and education of the developmentally and mentally handicapped. It became the first house opened by the Sisters of St. Joseph Cottolengo outside of Europe. Its first classes were held in the Convent. The first forty students ranged in age from two to fourteen. The degree of developmental disability ranged from low-moderate to mild. Since that time, facilities and services have expanded to meet the ongoing needs of the population served.

The School building was dedicated in March 1965. Classes were moved into this building and the Convent became the first Residence. In 1967, a pool house and two special swimming pools were built. The next year, 1968, the Multi-Purpose building was finished and dedicated. By 1971, the Cottage was opened, and in 1979, the Adult Day Training Program, then known as the Workshop, started.

In the School Year of 1984-1985, the Marian Center was accredited by the Florida Catholic Conference. It continues to be re-accredited to this day.

In 1993, the Supported Employment Program was developed. The Marian Center School was part of

7

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this process. The School Program offered functional, academic programs in a classroom setting with emphasis on the acquisition of vocational and community living skills. At an early age, students were introduced to the concept of work by accepting responsibility in a classroom and residential unit. At the end of the 1995-1996 School Year, Sister Lucia, founder of the Marian Center, Principal and Executive Director, resigned from both positions. She remained a faculty member teaching music.

Over the next 13 years different lay persons held the position of Executive Director, while Sister Lidia took on the role of school Principal.

In February 2010 Sister Lucia was asked by the Archbishop of Miami John C. Favalora to resume her role as Executive Director due to economic difficulties that threatened the survival of the Marian Center. On September 17, 2013 Sister Lucia Ceccotti entered Eternal Life. Sister Lidia Valli was appointed by the Board of Directors the new Executive Director.

With courage and determination, the Sisters of St. Joseph B. Cottolengo came to the United States. With love and devotion they continue to care for, educate and serve God's special children entrusted to their care. The History of the Sisters and the Marian Center continues.....

## **STATEMENT OF FUNCTION**

**To assist each individual with developmental disabilities entrusted to the agency care in maximizing:**

- His/her awareness of his/her own special worth and dignity as a person
- His/her development as a total person (e.g. intellectually, socially, spiritually, and physically) (S\*<sub>1</sub> 158, \* 707)
- His/her independence and productivity
- His/her moral development (S\*572) and Christian formation (S\*176)
- His/her integration into the Christian and civic communities, remembering St. Paul's words, "To each person the manifestation of the Spirit is given for the common good."<sup>2</sup>
- His/her realization of his/her rights as a member of the human community (S\* 347) and as a child of God, endowed with an immortal soul (for Catholics) his/her participation in the Sacramental Life of the Church (S\*326,\*334)

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<sup>1</sup> First Archdiocese of Miami Synod, 1985-1988

<sup>2</sup> 1 Cor 12:7



**To provide special assistance to the families (S\*395) of Marian Center School & Services individuals through:**

- **Parental support in the form of financial assistance based on identified need**
- **Parental education**
- **Counseling**
- **Referrals (S\*391)**
- **Special events**

## **GENERAL SCHOOL INFORMATION**

### **SCHOOL OFFICE HOURS**

- Open Monday through Friday, 8:00 a.m. to 4:00 p.m.
- Closed holidays and weekends
- Closed for lunch from 12:00 to 12:45 p.m.
- A telephone answering machine will pick up all calls after-hours and on weekends; after the 305-625-8354 dial extension 211

## **ACADEMIC POLICIES**

### **CALENDAR**

- All Marian Center School & Services families receive yearly and monthly calendars
- It is the responsibility of the parents to note and to follow holidays, teacher work days, etc.
- Parents should keep the calendar handy throughout the year, in order to avoid calling the office to ask whether or not programs are in session on any given day.
- Calendar is available also on our webpage: [www.mariancenterschool.org](http://www.mariancenterschool.org)



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### 2025-2026 SCHOOL CALENDAR

#### AUGUST 2025

Tuesday-Monday	5-11	Teacher Planning Days
<b>Tuesday</b>	<b>12</b>	<b>FIRST DAY OF SCHOOL</b>

#### SEPTEMBER 2025

Monday	1	<b>LABOR DAY -NO SCHOOL</b>
Friday	5	1:00pm Optional Early Dismissal/Teacher Planning
Thursday	25	<b>BACK TO SCHOOL NIGHT 7:00PM</b>

#### OCTOBER 2025

Friday	3	1:00pm Optional Early Dismissal/Teacher Planning
Monday	13	Professional Development Day - <b>NO SCHOOL</b>
Friday	17	1:00pm Optional Early Dismissal/Teacher Planning
Tuesday/Thursday/Friday	28-30-31	ILPs Parents Meetings

#### NOVEMBER 2025

Friday	7	1:00pm Optional Early Dismissal/Teacher Planning
Monday	10	Floating holiday – <b>NO SCHOOL</b>
Tuesday	11	<b>VETERANS' DAY -NO SCHOOL</b>
Wednesday	19	Thanksgiving Day Celebration
Mon-Friday	24-28	Thanksgiving Break - <b>NO SCHOOL</b>

#### DECEMBER 2025

Friday	5	1:00pm Optional Early Dismissal/Teacher Planning
Wednesday	17	Christmas Program Matinee 10:00am
Thursday	18	Christmas Program Night 7:30pm Early Dismissal 1:00pm
Friday	19	Christmas Party -Beginning of Christmas Vacation

10

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**JANUARY 2026**

|            |       |                                                  |
|------------|-------|--------------------------------------------------|
| Monday     | 5     | Classes resume                                   |
| Friday     | 9     | 1:00pm Optional Early Dismissal/Teacher Planning |
| Monday     | 19    | <b>MARTIN LUTHER KING DAY - NO SCHOOL</b>        |
| Mon-Friday | 26-30 | Catholic School Week                             |
| Wednesday  | 28    | All Schools Mass at St. Mary Cathedral           |

**FEBRUARY 2026**

|           |    |                                                  |
|-----------|----|--------------------------------------------------|
| Friday    | 6  | 1:00pm Optional Early Dismissal/Teacher Planning |
| Friday    | 13 | Floating holiday #2                              |
| Monday    | 16 | <b>PRESIDENT'S DAY - NO SCHOOL</b>               |
| Wednesday | 18 | Ash Wednesday                                    |

**MARCH 2026**

|        |    |                                                  |
|--------|----|--------------------------------------------------|
| Friday | 6  | 1:00pm Optional Early Dismissal/Teacher Planning |
| Friday | 20 | Professional Development Day - <b>NO SCHOOL</b>  |

**APRIL 2026**

|            |      |                                     |
|------------|------|-------------------------------------|
| Wednesday  | 1    | Easter Celebration                  |
| Thursday   | 2    | <b>HOLY THURSDAY - NO SCHOOL</b>    |
| Friday     | 3    | <b>GOOD FRIDAY - NO SCHOOL</b>      |
| Mon-Friday | 6-10 | <b>EASTER VACATION SPRING BREAK</b> |
| Monday     | 13   | Classes Resume                      |

**MAY 2026**

|            |            |                                               |
|------------|------------|-----------------------------------------------|
| Friday     | 1          | Professional Development Day <b>NO SCHOOL</b> |
| Monday     | 25         | <b>MEMORIAL DAY - NO SCHOOL</b>               |
| <b>TBA</b> | <b>TBA</b> | <b>FIRST COMMUNION-CONFIRMATION</b>           |

**JUNE 2026**

|              |     |                               |
|--------------|-----|-------------------------------|
| Mon-Wed      | 2-3 | Final report Parents Meetings |
| Wednesday    | 3   | <b>LAST DAY OF SCHOOL</b>     |
| Thurs-Friday | 4-5 | <b>LAST DAYS FOR TEACHERS</b> |

**SUBJECT TO CHANGE-PARENTS WILL BE NOTIFIED**

## **GRADUATION REQUIREMENTS**

The diplomas for the students at the Marian Center have been designed to give each student the appropriate diploma based on their abilities and accomplishments. After researching much material, which included public school requirements for diplomas, the Sunshine State Standards, and the Florida Catholic Conference standards, we have defined the requirements for receiving a diploma as follows. These diplomas are very closely aligned with that of Public Schools.

### **Marian Center Diploma**

The student has completed an academic and vocational training program.

- The student has demonstrated completion of academic goals on the ILP above a Grade 3 Level with support.
- The student has demonstrated completion of vocational goals on the ILP with support.
- The student had successfully participated in an internship (at age 16 or above) in the community with support.

### **Marian Center Special Diploma**

The student has completed an academic and vocational training program **but has not met the requirement of internship.**

- The student has demonstrated completion of academic skills of at least a 2<sup>nd</sup> Grade level, on the ILP with support.
- The student has demonstrated completion of the goals on the ILP with support.

### **Marian Center Certificate of Completion**

The student has participated in the Marian Center School program but has not met the academic level needed for the Special Diploma.

- The student has demonstrated completion of the goals on the ILP with support.

**The Marian Center Diplomas or Certificates may be given to our students at their 21<sup>st</sup> birthday.**

## **REPORT CARDS**

The Report Card, which will be distributed twice a year, in December and March is the result of our interest to communicate to the parents how hard their son/daughter is working toward achieving his/her goals.

In October we meet with the parents for the discussion of the ILP; in December and March the parents receive the Report Card, and in June they meet with us for the Final Report.

The Report Card follows the ILP goals. These expressions are used for the evaluation of your child.

- Not Begun: is a skill which is not yet introduced, even if it was planned on the ILP.
- Introducing Skill: the student is beginning to work on a certain skill.
- Maintaining Current Level: the student is continuing to perform at the same academic level.
- Some Progress: there are signs of improvement and ability to manage the skill.
- Inconsistent with Skill: the student needs physical assistance to perform the skill.
- Accomplishment: the student needs physical assistance to perform the skill.
- Physical Assistance: the student needs physical assistance to perform the skill.

## **ATTENDANCE**

### **SCHOOL PROGRAM HOURS**

- Programs begin at 8:15a.m. and end at 2:30p.m. from Monday thru Friday

### **CONTACTING YOUR CHILD'S TEACHER**

- Should you need to contact your child's teacher, you may call the Marian Center School & Services office Monday through Friday, 8:00 a.m. to 4:00 p.m. to leave a message. Teachers are available before and after school and will return your call at their earliest convenience. DO NOT call during school hours and ask to speak with the teacher.

### **ABSENCES**

- If your son/daughter is going to be absent, call the office before 8:45 a.m. at (305) 625-8354 and/or leave a message, on the day of the absence or prior to it.
- A written and dated excuse MUST be sent on the day they return.
- After more than 3 consecutive days of absence a doctor's note is required in order to be admitted in school.

## **SICKNESS**

- Parents should be aware of their child's health and we ask that you **DO NOT** send a child to school with symptoms of cold, fever, bad cough or sickness. Parents will be called to immediately pick up sick children from the program.
- Parents must provide up to date telephone numbers

## **TARDINESS**

- **Each student is allowed to arrive late once in a month. The students WILL NOT be accepted in the classroom the second time they are late.**
- **In case of doctor appointment we will accept the student no later than 9:30am with a doctors note. We must be notified a day in advance of the appointment.**
- Students may not be sent in unaccompanied.
- A late fee of \$10.00 will be charged for late arrivals and late pickups without prior permission or valid excuse.
- Pick-up time is at 2:30 p.m. We ask that you do your best to arrive on time each afternoon, since we do not have the personnel to attend to students after dismissal time. In the event of an emergency, if you are unable to arrive on time, it is imperative that you call the office to let us know that you will be detained.
- In case of need, parents may pick up children earlier than the usual time: however, parents must either send in a note or call the office in advance to specify the time. Parents of children in the school are asked to go directly to the office waiting room **NOT** to the classroom. If prior notice has not been given that you are arriving early for pick up, your child will not be released until normal dismissal time at 2:30.
- Only parents and those designated on the student's Registration form are allowed to pick up students. If someone different is coming to pick up your child, you must call the office in advance, and provide a copy of the new person's ID.

## **SCHOOL CLOSING UNDER EMERGENCY INFORMATION**

The policy of the school with regard to school closings in case of emergencies is to follow the decisions of public school district in which the school is located. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. More specific information can be found at the web site for the Department of Schools by logging in at [www.miamiarch.org](http://www.miamiarch.org) and follow prompts. In case of emergencies, decisions about the release of students from school is up to each school.

Cancellation of school or class may be communicated in written form if exceptional situations occur

## **SCHOOL EVENTS**

School events are presented in written form or posted on the monthly calendar and in the webpage. It is the responsibility of the parents to be updated with our school activities.

### **Parent-Teacher Conferences**

The Individual Learning Plan is discussed at the beginning of the school year, the Final Report meeting at the end of the school year. Both meetings are planned in advance, are part of the main events on the Academic School Calendar and are mandatory. Parent-Teacher Conferences during the school year can be scheduled with the teachers before or after school hours, precisely at 8:00 a.m. or after 2:30 P.M. The parents will be notified in advance to schedule meetings at their convenience.

## **SCHOOL REGULATIONS**

### **School Rules**

#### **ARRIVAL**

- All students will be accepted into the building between 8:15 a.m. and 8:30 a.m.
- After 8:30am your child is late and must be signed in under late arrival
- No acceptance in the classrooms after 9:00am unless prearranged by the Principal
- Students **MAY NOT** be accompanied directly to the classroom by parent.
- Students **MAY NOT** be sent in unaccompanied. Please wait for staff person.
- Anyone arriving after 8:30am must come to the front office and be signed in by accompanying parent/guardian.
- Parents should call the office in advance to make arrangement for late admissions. Your child will not be admitted after 9:00am. You will kindly be asked to take your child back with you.
- If you are stuck in traffic or you are running late, CALL THE SCHOOL if possible.

#### **DISMISSAL**

- Pick-up time is at 2:30 p.m. We ask that you arrive on time each afternoon, since we do not have the personnel to attend to students after dismissal time.  
In the event of an emergency, if you are unable to arrive on time, it is imperative that you call the office to let us know that you will be detained before 2:30pm dismissal time.
- **A FEE WILL BE CHARGED FOR LATE PICK-UPS of \$10.00**, unless prior arrangements have been made through the office.
- In case of need, parents may pick up children earlier than the usual time: however, parents must either send in a note or call the office in advance to specify the time. If arrangements

were not made through the office we will not release your child until school is dismissed. Parents of children in the school are asked to go directly to the office waiting room **NOT** to the classroom.

- Only parents and those designated on the student's Registration form are allowed to pick up students. If someone different is coming to pick up your child, you must call the office in advance & provide a copy of the new person's ID.

## **VISITORS**

Each visitor has to receive the Principal's approval to be admitted during school hours.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL**

- Parents **MUST** provide up-to-date telephone numbers, email and/or change of address. Repeated failure to be able to be contacted will result in the dismissal of your child from the program and our contacting the Department of Children and Families
- Parents must respond "promptly" to all letters and/notes sent home.
- Please respond to the individual who sent the correspondence.
- Please note carefully and comply with RSVP and/response dates. Failure to respond will result in your child not participating in important activities.
- **Parents are responsible to check their child's book bags DAILY for notes and information**

## **USE OF CELL PHONES OR ELECTRONIC DEVICES**

- The students are to **TURN OFF** their phones before entering the school and they are to be kept in their book bags, until they get on the STS or by car to go home.
- **If a phone is heard ringing there will be a warning given. If a second incident happens, the phone will be taken away and MUST be picked up by the parent.**

## **SAFETY & SECURITY**

### **I. Identification Cards**

The identification card is worn during school hours and it is stored in the classroom.



## **RULES OF CONDUCT**

### **DRESS CODE**

- Marian Center students wear a uniform consisting of a Marian Center polo shirt (white or blue) with navy or black pants, knee-length skirt or skort. **NO JEANS!**
- Uniform form pants for the girls **MUST** not be spandex or tights
- Students must wear closed toe shoes with socks. Sneakers are acceptable
- Pants shall be worn at the waist and kept up with a properly secured belt
- On Physical Education day students wear gym shorts (blue or black) with **ELASTIC WAIST**; students are **NOT** to wear pants that require a belt, jeans, skirts, skorts, baggy pants, or uniform pants or shorts
- **Bracelets, hoop and dangling earrings MUST not be worn to school unless for medical reasons**
- Proper footwear – sneakers, not dress shoes or work boots, **MUST** be worn on PE day
- **Cleanliness is strictly required**
- **Students will be sent home after written notice if not clean and properly dressed**
- **Males hair should not be pass shoulder length and nicely groomed**

### ATTORNEY CLIENT PRIVILEGED

## **ANTI-BULLYING POLICY**

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

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

### **I. Definition**

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following, misuses of digital technology:

teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

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

## II. Scope

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

## III. Reporting Complaints

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

## IV. Disciplinary Action

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

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

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

and/or bullying at issue regardless of whether the matter disclosed are part of an educational record.

### **Artificial Intelligence**

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

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

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

### **Child Protective Investigations**

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

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing [abuserreporting@theadom.org](mailto:abuserreporting@theadom.org).

Child protective investigations by DCF or local law enforcement agencies sometimes

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

### **Conduct**

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

### **Communicable Diseases and Related Items**

**In order to ensure the health and safety of our students, the Marian Center has formulated the following policy on Communicable Diseases:**

- Parents are required to notify the Marian Center office within 24 hours of a diagnosis of a communicable disease in their children or themselves.
- Staff members are required to notify the office within 24 hours of a diagnosis of communicable disease in their children or themselves.
- After receipt of such notification, the office will notify parents of students in the given classroom that someone has been diagnosed with a communicable disease so the family can watch their child for symptoms.
- When a Marian Center student contracts a communicable disease, a written statement of well being from a physician is required for re-admission to the program.

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of

distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

### **Confidentiality Statement**

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

### **Drug and Alcohol Policy**

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

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

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

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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

### **Electronic Acknowledgments**

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

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

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

### **Financial Policies**

1. Fee for tuition at the Marian Center School and Services is based on enrollment, not on attendance.
2. Monthly payment is due and payable on the 1<sup>st</sup> of each month beginning in August 2024. There is a maximum 10 day grace period, after which a \$25.00 automatic late fee will be charged.

3. Payment is to be made by check, money order and/or bank direct deposit as well as by mail or hand delivery in a sealed envelope to the Marian Center Administration Office at 15701 NW 37 Ave., Miami Gardens, FL 33054. Any returned check will have a \$45.00 additional charge for bookkeeping and handling.

4. Any absence **MUST** be accompanied by a phone call to the Marian Center School and Services Office before 8:45am the day of the absence with a reason for the absence. Unexcused absence of any kind may be grounds for probation or termination.

**5. Withdrawal from the Marian Center for a satisfactory reason during the course of this agreement must be accompanied by a written 30 days notice to the Executive Director. All tuition and fees must be paid through the end of the month of withdrawal**

### **Fundraising**

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

### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstance.

### **Immunization Record / Physical Form**

The Archdiocese requires that prior to enrollment each student presents or has on file with the school a certificate of Immunization form for prevention of communicable diseases for

which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the State of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

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

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

School health exams **MUST BE** completed once a year. We will not accept your son/daughter without the health documents. The School Entry Health Exam meets the requirements as mandated by Florida statutes for entry into Florida schools.

These documents must be current yearly in a student's file.

The original completed form (DH3040) must be given to us by you the parent to provide information and to document that this requirement has been met.

### **Medication Guidelines**

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

1. An 'Authorization for Medication' form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.



2. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

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

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

### **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age gender, or national origin.

### **Parental Cooperation**

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

## **SCHOOL ATHLETICS, ORGANIZATIONS, & EXTRACURRICULAR ACTIVITIES**

### **FIELD TRIPS**

- Field trips are privileges given to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet behavioral requirements, and will have to remain at home that day for such reasons.
- Parents may always refuse to allow their child to participate in a field trip, in which case the student would remain at home as alternative activities for the day will not be assigned.
- Students **MUST** bring in any money necessary and a completed and signed permission slip (which releases the school from liability), in order to participate in a field trip.
- Students who fail to submit a proper form on the day it is due will not be allowed to participate in the field trip. Verbal permission will not be accepted in lieu of written permission.
- All field trip money must be in CASH.
- Field trip money paid will not be refunded.
- While chaperones are needed to help with field trips, we are not always able to accommodate all parents interested in attending. Due to liability concerns other siblings will **NOT** be permitted to attend field trips.

### **Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs: **(insert)**

School Clubs:

Major School Activities:

Dances:

Athletics: Special Olympics

### **Athletics**

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

**Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

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

### **Private Tutoring, Coaching or Lessons**

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

### **Public Display of Affection**

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

### **Safety in Private Spaces**

Marian Center School and Services, Inc. complies with the requirements of 553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences.

### **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **Search and Seizure Policy**

The principal and his/her designee have access to any handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **Section 504 – Policy Statement**

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

The school's designated 504 Coordinator and contact information are as follows: LaTonya White (305) 762-1269. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to

a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. LaTonya White, Associate Superintendant  
Office of Catholic Schools  
Archdiocese of Miami  
9401 Biscayne Blvd  
Miami Shores, FL 33138

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

### **Sexting**

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

### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming,

threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consequences for Violations**

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

### **Testifying in Divorce or Custody Proceedings**

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

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

### **Text Messaging/Telephone Calls**

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

### **Threats of Violence**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not limited to:

- a. Immediate suspension from the school;
- b. Reporting to law enforcement
- c. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- d. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.
- e. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. Parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school sponsored activities.

### **Use of Photos**

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

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members,**



**officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **Weapons Policy**

Weapons are not permitted anywhere on school grounds. Students who bring weapons on school grounds, who are in possession of a weapon, or who threaten others with weapons may be expelled from the school. Any item used to threaten or may cause bodily harm may be considered a weapon.

### **Consequences**

Students' actions which cause a single or repeated offense are very serious. The Principal in accordance with the Executive Director will implement the use of probation, suspension or expulsion after a thorough investigation. A conference with the parent will be part of this procedure.

## **SCHOOL FACILITIES**

### **COMPUTER SERVICES**

#### **Computer Use**

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

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;

- b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network.
  - e. Conserve and protect these resources for other students and internet users.
3. Respect and protect the intellectual property of others;
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize
4. Respect the principles of the Catholic school;
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyber bullying.

## **ADDITIONAL POLICIES**

### **ITEMS TO BE SENT**

- Each student is asked to bring the following items (NOTE: each item is to be marked with the student's name)
- Toothbrush
- Toothpaste
- Deodorant
- Comb or brush
- Box of tissues

- A raincoat to be left at school
- A complete change of clothes, including socks (If no change is sent and an accident occurs, parents will be asked to come and pick up the child)
- Clorox sanitizing wipes
- Clean clothes to replace soiled ones that get sent home as used
- Sanitary napkins, if necessary
- Book bag or backpack
- 100 small paper cups or \$3.00

### **HOMEWORK**

- Assignments in the form of related activities or projects suited to the individual needs of each student will be given on a daily basis except on weekends and holidays. The type of homework assignments given are left to the discretion of the teacher.
- We ask parents to follow the teacher's requests, and to be sure that the homework is returned at the requested time.

### **FOOD CONSUMPTION**

- Special diets are followed only for medical reasons. We must have in writing, a list of foods that cannot be consumed. Doctor's diets must be revised by the doctor "in writing".

### **RELEASE OF STUDENTS**

The school will release the student only to parents, guardians, or his or her designee. This authorization should ordinarily be in writing. Any other person seeking the release of the child must have the approval of the parent with legal custody.

### **STS TRANSPORTATION**

If there is any change in the address, place of pick up, or drop off for your child during the school year, STS transportation must be notified by the parent. This is in order to keep the children safe and avoid any possible misunderstanding between the drivers and parents. STS transportation contact number is **786.469.5000**.

### **EMERGENCY CONTACT INFORMATION**

The registration carries this information. Parents have to provide up-to-date telephone numbers and name of the contact person in case they are not available.

**Marian Center School & Services**  
**Parent-Student Handbook Acknowledgement Form**

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

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

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

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by Marian Center School and Services, Inc. to support the Student Learning Program including but not limited to Zoom, Class DoJo, Moby Max, Learning A-Z. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which Marian Center School and Services, Inc. cannot control or assume responsibility for. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

