



ROYAL PALM ACADEMY

Parent-Student Handbook

2025 – 2026

Head of School: Michael Bussman

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WELCOME TO ROYAL PALM ACADEMY

We are grateful you've chosen Royal Palm Academy. Your partnership means everything to us, and we take seriously the trust you've placed in our mission. We pray your family's time at RPA will be joyful, fruitful, and filled with lasting growth.

This Parent/Student Handbook is a guide to the procedures and expectations that support a safe, respectful, and academically excellent learning environment. It is designed to help parents and students understand how our school operates and what we expect of one another as a community. We ask that both parents and students read it carefully and complete the signed acknowledgment.

This handbook is not a contract but a living document that reflects the policies and practices of Royal Palm Academy. Nothing in it overrides the enrollment agreement signed by parents. The school reserves the right to respond to unique circumstances not addressed here and to make updates as needed throughout the year.

THE MISSION OF ROYAL PALM ACADEMY

The mission of Royal Palm Academy is to partner with families to provide a rich academic education rooted in Catholic formation. We teach the mind, educate the heart, and form the character of tomorrow's leaders.

This mission is fulfilled through the development of the whole person, grounded in our threefold commitment:

- **To teach the mind** — by transmitting knowledge appropriate to each grade level in an environment of academic excellence.
- **To educate the heart** — by helping each student to love what is true, good, noble, just, and beautiful.
- **To form the character** — which serves as the foundation for virtue, integrity, and leadership.

THE ROYAL PALM ACADEMY GRADUATE

The student who graduates from Royal Palm Academy understands that personal formation is a lifelong journey. Intellectually, the graduate possesses a strong foundation in the Western tradition, a love for truth, and the habits and skills necessary for success in higher learning. Humanly, the graduate is rooted in virtue and guided by a well-formed character. Personally, the graduate demonstrates self-mastery and the ability to make responsible choices. Spiritually, the graduate is maturing in grace and living in friendship with Christ as an authentic Christian. Apostolically, the graduate embraces a spirit of service, committed to the good of others in both body and soul. The Royal Palm Academy graduate is an authentic Christian leader—formed, prepared, and called to make a meaningful difference in the world.

ATTENDANCE

Regular and on-time attendance is essential to student success. We understand that illness, family emergencies, and other exceptional circumstances may occasionally require a student to miss school. These absences may be considered excused by the school as relates to disciplinary consequences, but are still recorded as absences from school for the purpose of record-keeping. Extended absences will be reviewed on a case-by-case basis and may be approved at the discretion of the Head of School.

Parents must call the school office by 8:30 a.m. on the day of an absence. The school may contact parents to confirm the reason for a student's absence.

Missing homework, tests, and other assignments

In the case of an excused absence, students may complete missed homework, tests, and assignments for full credit. In the case of an unexcused absence, students are still responsible for the missed work but will not receive credit or be allowed to make up tests. Repeated unexcused absences may result in dismissal.

Tests and exams will not be rescheduled for vacations or personal travel that fall outside the published school calendar.

Procedure for leaving campus early

Royal Palm Academy is a closed campus. Students may not leave during the school day without permission. Any student who leaves campus without signing out from the main office and without being accompanied by a parent, legal guardian, or approved adult is subject to disciplinary action, including possible suspension or expulsion.

Eligibility for after school activities and athletics

To be eligible to participate in after-school activities or athletics (including practices or games), a student must be present for at least half of the school day (four or more class periods).

Eligibility for State Scholarship Programs

Students receiving state scholarship funding (e.g., Step Up, AAA) may be required to attend at least 90% of the school year to maintain eligibility. Actual attendance requirements are determined by the individual state scholarship programs. The school is responsible for accurately recording and submitting attendance records to state agencies as required. The school accurately records days present and days absent from school regardless of the particular reason for missing school.

Attendance and Academic Standing

If a student's attendance falls below 70% of total school days, the student will not receive credit for the academic year and may be subject to retention-in-grade or dismissal. Exceptions to this policy are rare, require extraordinary circumstances, and must be approved by the Head of School.

TARDY POLICY

Punctuality is an important habit that reflects respect for teachers, classmates, and the learning environment. Students who arrive late miss Morning Gathering and Prayer—an essential part of our day when we begin together in unity, reflection, and prayer. Missing this time is considered a tardy arrival.

Chronic tardiness disrupts classroom learning, burdens instructional flow, and sends a message that school and responsibility are not priorities. It is also a recurring issue for some families and may signal the need for stronger morning routines.

Students must be present and on time for Morning Gathering to be considered on time. Any student arriving after Morning Prayer has begun is considered tardy. All tardies are entered into FACTS and recorded on report cards and in the student's cumulative file.

Tardiness may be excused when clearly outside the control of the student or family (e.g., illness, accidents, unavoidable delays). Parents should communicate requests for excused tardies to the appropriate Division Head.

The school may impose disciplinary consequences for repeated or unexcused tardiness, including loss of privileges, lunch or recess detention, or suspension. If tardiness becomes habitual, parents will be contacted to develop a plan to support timely arrival moving forward.

CARLINE PROCEDURES

During the construction period, all families are asked to follow posted signage and school communications regarding carline procedures. Routes and routines may change periodically to ensure student safety and efficient traffic flow. Driving on campus is a privilege, not a right. Failure to follow staff instructions in car line, use of phones, or unsafe driving may result in the suspension or revocation of on-campus driving privileges.

FIELD TRIPS

Field trips are an opportunity to enrich classroom learning through hands-on experiences. All field trips require a signed permission form from a parent or guardian before a student may participate. While off campus, students are expected to follow all behavioral expectations outlined in this handbook.

Chaperones are assigned by the classroom teacher or the Division Head and are expected to support the school's expectations. Chaperones must follow the itinerary provided and may not make additional stops for snacks, drinks, or other personal errands. Any items prohibited on campus should not be brought on field trips.

CLASSROOM PARTIES

Classroom celebrations should be simple and respectful of the learning environment. In Kindergarten through Grade 8, one group birthday celebration may be held each month to honor all students with birthdays in that month. Teachers and parents coordinate the timing and treats to avoid disruptions to instruction. Pre-K students may continue to celebrate their birthdays on or near the actual date.

Holiday celebrations are also to remain simple and aligned with classroom routines. Teachers will organize activities and communicate with parents as needed. We ask that families avoid excessive treats or gifts.

TECHNOLOGY USE

Students at Royal Palm Academy are expected to use technology in a safe, respectful, and responsible manner for educational purposes. As part of the curriculum, students receive guidance on the appropriate and ethical use of technology.

Use of computer labs, personal devices, or school networks requires permission from a faculty member and must be directly related to classroom learning. The school reserves the right to access, monitor, or review any files or communications created, stored, or transmitted on school devices or networks, including those that are password-protected.

Inappropriate use of technology, such as misuse of devices, internet access, or school platforms, will result in disciplinary action. Consequences may include loss of technology privileges, suspension, or, in serious cases, dismissal from school or referral to legal authorities.

Royal Palm Academy is not responsible for content accessed through the internet or third-party platforms. Students and families are expected to exercise good judgment and support a respectful and secure digital environment.

NO CELL PHONE OR PERSONAL STUDENT DEVICE POLICY

Students are not permitted to use personal devices or cell phones at any time during the school day. This includes phones, smartwatches, tablets, laptops, or any device capable of messaging, internet access, recording, or media playback. These items should not be brought to campus. If a student must bring a device, it must be powered off and stored in the student's locker or cubby for the entire day. Students may not check, access, or use their devices at any point during school hours.

Use is defined as any function of the device, including phone calls, texting, messaging, internet browsing, taking or sharing photos or videos, listening to music, or accessing apps. This policy applies in all areas of campus, including classrooms, hallways, restrooms, walkways, and fields.

There should be no expectation of privacy in any electronic device brought on campus. Faculty and staff may confiscate any device that is seen, heard, or used during the school day, or may ask students to open devices or provide passwords to enable inspection of devices as part of any disciplinary investigation. Teachers and staff may inspect lockers or cubbies at any time. Lockers are not locked, and the school is not responsible for lost, stolen, or damaged devices.

The school may impose disciplinary consequences for violations of this policy. These may include confiscation of the device, loss of the privilege to bring any personal device to school, parent notification, suspension, or other appropriate consequences as determined by the administration. In cases involving the misuse of a device to record or share photos or videos, a student may be suspended while the matter is reviewed. If the material is inappropriate or harmful, expulsion may be considered.

Royal Palm Academy strongly encourages families to keep student devices at home. If a student needs to contact a parent during the school day, they may do so through the front office.

LOCKERS

Middle school students are assigned one school locker for the storage of personal belongings during the academic year. All lockers remain the property of Royal Palm Academy and may be checked at any time by teachers or administrators.

Students are responsible for keeping their lockers clean, organized, and in good condition. Lockers may not be exchanged with another student without the approval of the Head of the Middle School. Students may not open or tamper with another student's locker for any reason. Doing so may result in disciplinary action.

There should be no expectation of privacy in School owned lockers assigned to students. Student lockers may be randomly checked without notice for reasons of health, safety, cleanliness or as part of any investigation into a possible violation of the policies outlined in this Handbook. Students may be asked to clean and organize their lockers at any time. Stickers, tape, or adhesive decorations may not be placed inside lockers.

Middle school students will be required to fully clean out their lockers prior to exams twice each year.

Students should not store money or valuable items in their lockers. The school is not responsible for lost, stolen, or damaged personal property.

PROHIBITED ITEMS

Students are expected to come to school prepared to learn and free from unnecessary distractions. Items that interfere with the learning environment or are not required for academic purposes should be left at home.

The following items are not permitted on campus unless a classroom teacher gives explicit permission for educational use. This list is not exhaustive and may be updated as needed.

- Cameras or photographic recording devices
- Radios, CD players, MP3 players, iPods, DVDs
- Laser pointers or laser pens
- Electronic games
- Smartwatches (including Apple Watches)
- Laptop computers, tablets, and iPads (unless approved in advance by a teacher)

Any device capable of sending or receiving messages, accessing the internet, or functioning as a communication tool is considered prohibited unless authorized for classroom use. This includes emerging technologies and wearable devices.

Confiscated items will be held by the school until the end of the academic day and may require parent pickup. Students must have teacher approval before bringing any technology to school for academic use.

ACADEMIC CURRICULUM

Royal Palm Academy provides a standards-based curriculum that forms the whole person: mind, heart, and character. This is achieved within a joyful, academically excellent Catholic environment.

Students engage in a rigorous and coherent program of study that includes English, mathematics, history, geography, humanities, and the sciences. These core subjects are complemented by instruction in world languages, fine arts, physical education, and technology. The curriculum is designed to foster intellectual growth while cultivating a love for truth, beauty, and goodness.

Academic expectations are high but developmentally appropriate. Teachers balance challenge and support, helping each student reach their potential through close attention to individual strengths and areas for growth.

Families who wish to learn more about the curriculum are encouraged to contact the Head of the Lower School, Head of the Middle School, or the Head of School.

ACADEMIC YEAR

The academic year is divided into two semesters. Each semester is further divided into two quarters. Report cards are sent home at the end of each quarter.

ACADEMIC GRADES

Our report card uses a reporting and assessment system that reflects Royal Palm Academy's standards-based grading approach. Here's a breakdown of what each term typically means at this point in the academic year.

Pre-Kindergarten 3 and 4 and Kindergarten

GRADE LEVEL PERFORMANCE	
4 – Exceeding Current Expectations (97% plus)	This indicates that a student is performing beyond the expectations for their current grade at that specific time in the academic year. They have demonstrated advanced proficiency in content and skills at a higher level.
3 – Meeting Current Expectations (80 – 96%)	This means the student is meeting the expectations for their current grade. They are proficient in the content and skills that are expected at this level.
2 – Approaching Current Expectations (70 – 79%)	This shows that a student is not yet meeting the expectations for their current grade. They may need additional support to reach proficiency in the required content and skills.
1 – Below Current Expectations (69% and below)	This is a formal notification to a student indicating that their academic performance is below the institution's required standards. This warning serves as an alert that immediate improvement is necessary to avoid future academic probation or grade level placement consideration.
NA	Indicates that the topic has not yet been covered.

Grade 1 through Grade 8

Students in Grades 1-8 use two grading scales. One scale is comprised of numeric and letter grades and applies to core academic areas and classes as shown here:

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-

The other scale typically applies to special area classes as shown below:

GRADE LEVEL PERFORMANCE	
4 – Exceeding Current Expectations (97% plus)	This indicates that a student is performing beyond the expectations for their current grade at that specific time in the academic year. They have demonstrated advanced proficiency in content and skills at a higher level.
3 – Meeting Current Expectations (80 – 96%)	This means the student is meeting the expectations for their current grade. They are proficient in the content and skills that are expected at this level.
2 – Approaching Current Expectations (70 – 79%)	This shows that a student is not yet meeting the expectations for their current grade. They may need additional support to reach proficiency in the required content and skills.
1 – Below Current Expectations (69% and below)	This is a formal notification to a student indicating that their academic performance is below the institution’s required standards. This warning serves as an alert that immediate improvement is necessary to avoid future academic probation or grade level placement consideration.
NA	Indicates that the topic has not yet been covered.

Middle School Grading Policy – Grades 6 through 8

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

1 st Quarter	40%	3 rd Quarter	40%
2 nd Quarter	40%	4 th Quarter	40%
1 st Semester Exam	20%	2 nd Semester Exam	20%

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

RELATED ARTS — MUSIC, ART, TECHNOLOGY, AND PHYSICAL EDUCATION

Students will be assessed and graded according to the grading scale below.

GRADE LEVEL PERFORMANCE	
4 – Exceeding Current Expectations (97% plus)	This indicates that a student is performing beyond the expectations for their current grade at that specific time in the academic year. They have demonstrated advanced proficiency in content and skills at a higher level.
3 – Meeting Current Expectations (80 – 96%)	This means the student is meeting the expectations for their current grade. They are proficient in the content and skills that are expected at this level.
2 – Approaching Current Expectations (70 – 79%)	This shows that a student is not yet meeting the expectations for their current grade. They may need additional support to reach proficiency in the required content and skills.
1 – Below Current Expectations (69% and below)	This is a formal notification to a student indicating that their academic performance is below the institution's required standards. This warning serves as an alert that immediate improvement is necessary to avoid future academic probation or grade level placement consideration.
NA	Indicates that the topic has not yet been covered.

EFFORT GRADES

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

E=Excellent	G = Good	I - Improving	N – Not Improving
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.

SEMESTER EXAMS

Middle school students will take cumulative exams at the end of each semester. Students are not permitted to keep a semester examination, but parents may review the examinations with the Head of Middle School and teacher upon request. A student who has an excused absence on an examination date will be allowed a make-up day.

Students in 8th grade may be exempt from final exams (2nd semester) if a combined average (for the year) of 94.50 or higher is achieved in a particular subject. The average for each subject will be determined in May and will include 4th 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 (2nd semester) exams.

REPORT CARDS / PROGRESS REPORTS

Shortly after the end of each quarter, copies of report cards are distributed to the students. Report cards, progress reports, and transcripts may be shared with both natural parents regardless of who signs the enrollment contract. Report cards are official school records, but only the final grading period report card becomes part of the student's permanent school transcript. Report cards and school transcripts may be held if a parent is delinquent in making tuition payments.

Our report card system aims to provide a clearer picture or snapshot of a student's progress and areas where they might need remediation or enrichment depending upon their individual needs. This allows us to understand specific strengths and areas for improvement. In addition, the recorded progress helps guide us to create educational paths for each student.

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 Honor Roll — 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 have 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 and 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 have 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 and a minimum of "On Grade Level" status in all related arts classes.

HOMEWORK

Homework is an effective means for students to assimilate and practice concepts and material 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 assigned homework.

Teachers and students in grades 2-8 will use the student agenda to record assigned homework. As needed, students may be asked to present their agendas to their parents and/or teachers for 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 could result in 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 routine at 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 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, homework is not assigned during these times.

Recommended homework guidelines per grade are as follows (approximate time allotments per day). These 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

SCHOOLWORK MISSED / LATE DUE TO ILLNESS OR VACATION

Students are responsible for making up any schoolwork missed due to absence. To support continuity in learning, Royal Palm Academy strongly discourages family vacations during the academic year.

When absences are unavoidable, teachers may be able to provide assignments in advance, but this is not guaranteed. Upon returning, students are expected to speak with their teachers to determine what work must be completed.

Missed work should be submitted within a reasonable timeframe, typically no more than one school day for every two days absent. Extensions may be granted at the teacher's discretion based on the nature of the absence and the student's circumstances.

ACADEMIC HONESTY

Academic honesty is a cornerstone of intellectual growth and character development. Every student is expected to demonstrate integrity by completing their own work and giving proper credit to sources.

Submitting work that is not one's own, including copying from another student or using unauthorized assistance, violates academic honesty. Plagiarism, which includes using another person's words or ideas without proper citation, whether from print or online sources, is strictly prohibited.

Students who violate academic honesty may receive a zero on the assignment and face additional disciplinary consequences. Further action, up to and including expulsion, may be taken at the discretion of the Head of School or the Head of the Lower or Middle School.

Use of Artificial Intelligence (AI) Technology

Royal Palm Academy recognizes the importance of exploring technological advancements and preparing our students for the future. Artificial intelligence (AI) is a rapidly advancing technology and will become an integral part of our lives. A constructive use of AI technology can enhance student learning, and we must use AI responsibly and ethically.

The use of AI tools should be in line with Royal Palm Academy's Academic Honesty, Honor Code, and Responsible Use policies. Students are prohibited from providing personally identifiable information, school and organization names, and confidential information to AI tools. Work generated by AI tools must be identified as such and appropriately cited. Students using AI technologies are expected to abide by any additional guidelines set forth by the teacher.

Royal Palm Academy teachers may utilize a green-yellow-red light framework to help students understand when AI may be utilized in particular assignments.

RPA AI Use Framework (Traffic Light)

Green Light Statement

Teacher Instructions: Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) on this assignment if that use is properly documented and credited. Failure to acknowledge the AI-generated contributions will be treated as an honor violation.

Student: I acknowledge and embrace the responsible use of Artificial Intelligence (AI) as a tool for assistance in this assignment. I commit to utilizing AI in a manner that upholds academic integrity and originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assignment may lead to academic consequences in accordance with RPA academic expectations and penalties.

Yellow Light Statement

Teacher Instructions: Students may use AI tools to help prepare for this assignment. Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge the AI-generated contributions will be treated as an honor violation.

Student: I understand and commit to using AI tools responsibly for this assignment. I will maintain academic integrity by ensuring that the content I produce reflects my own originality, while appropriately crediting and citing any AI-generated contributions. I recognize that any violation of these principles may result in academic consequences in accordance with RPA academic expectations and penalties.

Red Light Statement

Teacher Instructions: Students are not allowed to use advanced automated tools (AI or machine learning tools such as ChatGPT) on this assignment. Each student is expected to complete each part of this assignment without assistance from others, including automated tools. Any violation will be addressed as an honor violation with academic penalty.

Student: I affirm that I will not utilize an AI tool or applications for any aspect of this assignment. I understand that the use of AI in my assignment is strictly prohibited and that any violation of this policy may result in academic consequences. I commit to completing my assignment through my own efforts, ensuring academic integrity and the authenticity of my work.

ACADEMIC WARNING

To support student success, teachers will notify parents when a student's grade falls below a C- at any time during a grading period. A student will be placed on Academic Warning if they receive one or more grades of D or lower (numeric grade of 69.4 or below) on a report card.

Parents will receive notification from the Division Head when a student is placed on Academic Warning. The Heads of the Lower or Middle School, teachers, and family will collaborate to provide academic support and guidance to help the student improve their grades.

The student will have one full nine-week term to raise all grades to an acceptable level (C- or higher). If the student does not meet this goal, Academic Warning will continue.

Students on Academic Warning remain eligible to participate in many extracurricular activities and athletics. However, some academic competitions, such as Scholar Bowl, may require students on Academic Warning to sit out until their grades improve to 69.5 or higher in the relevant subjects.

ACADEMIC PROBATION

Academic Probation is a formal status assigned to students whose academic performance falls below the institution's required standards. This status serves as a serious warning that the student must improve their academic performance to continue their enrollment.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled at the end of the first and third quarters. These conferences provide an opportunity for parents to discuss their child's progress and address any concerns. Attendance at parent/teacher conferences is limited to natural or adoptive parents or legal guardians unless permission is granted by the Head of the Lower or Middle School.

If additional discussion is needed, either a teacher or parent may request a special conference with the Head of the Lower School or the Head of the Middle School.

SCHOOL/FAMILY COOPERATION

At Royal Palm Academy, the partnership between school and family is fundamental to the successful formation of each student. Positive, respectful, and constructive communication and collaboration between parents, students, and staff create the foundation for a supportive learning environment.

We expect all family members, including parents, guardians, and students, to engage with the school community in a manner that respects the school's mission, policies, and educational approach. Behavior or communication that is disruptive, intimidating, aggressive, or undermines confidence in the school's policies, safety procedures, or disciplinary methods interferes with this partnership.

The school reserves the right, at its sole discretion, to place reasonable restrictions on a family member's participation in school activities, presence on campus, or involvement in school events if their conduct jeopardizes the school's educational purpose or community wellbeing, or if parent behavior either on or off campus makes a positive working relationship impossible as determined in the sole discretion of the Head of School.

CONFLICT RESOLUTION POLICY

Royal Palm Academy values collaboration and encourages families to approach concerns through respectful dialogue and partnership, ensuring the best formation and educational experience for every student.

Royal Palm Academy exists as a covenant partnership between the School and the Christian home. This relationship is rooted in mutual trust, biblical principles, and a shared commitment to resolving concerns in a spirit of unity and reconciliation, consistent with the teachings of Scripture (Matthew 18:15–17; 1 Corinthians 6:1–8).

When conflicts arise between parents and the School, it is crucial to speak the truth in love (Ephesians 4:15). This involves expressing your feelings and thoughts honestly but with kindness and respect, avoiding harsh words that could cause further damage. James 1:19 reminds us, *"Everyone should be quick to listen, slow to speak and slow to become angry,"* which is essential advice for maintaining a positive and productive working relationship.

When conflicts arise, parents are expected to resort to biblical guidance rather than legal process. The goal of biblical conflict resolution is not merely to resolve the issue but to restore the relationship. Galatians 6:1 offers guidance on this: *"Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted."* This instruction encourages us to help others mend their ways but cautions us to remain humble and vigilant against our own faults.

In alignment with these principles, Royal Palm Academy requires that all concerns or grievances be addressed through the school's established communication channels and this conflict resolution policy. The school is committed to working with families in good faith to resolve disputes in a manner that upholds Christ's teachings and the integrity of the school community.

To resolve any dispute arising out of attendance at Royal Palm Academy, parents or guardians are required to schedule a meeting with the following individuals in a good-faith attempt at reconciliation, in line with biblical teachings:

Meet with the Classroom Teacher
Meet with the Division Head
Meet with the Head of School

It will be a violation of this policy to use social media, news media outlets, blogs, websites, online groups, GroupMe groups, or other means of electronic communication to bring about policy changes, air disputes, or garner support for changes sought to school policies or decisions. Failure to follow the dispute resolution policy may result in the termination of enrollment in the Head of School's sole discretion. Such enrollment decisions are final and are not subject to appeal.

GUIDING STUDENT GROWTH AND BEHAVIOR

A disciplined environment is essential to Royal Palm Academy's educational and formation goals. Our discipline philosophy follows the Saint John Bosco Preventative Method, emphasizing reason, religion, and love. Teachers guide students with care, focusing on character formation rather than punishment alone.

Formative discipline motivates students to internalize expectations based on virtue, habits, and sound principles of life. Students learn the reasons behind rules and the benefits of following them for themselves and others. This approach requires personal attention and time to help students consistently make right choices.

For formative discipline to succeed, teachers and families must work together in mutual trust. When teachers raise behavior concerns, they do so out of love and a commitment to student growth. We ask families to embrace this partnership, viewing discipline as an opportunity for learning and formation, not confrontation.

Success depends on ongoing cooperation among faculty, students, and families. Timely, respectful communication fosters positive outcomes.

The Head of School holds ultimate responsibility for discipline, while teachers and Division Heads manage formative discipline within classrooms and related areas.

Royal Palm Academy fosters a community of respect and kindness. All community members are expected to communicate to support a positive learning environment. Concerns about communication or conduct should be addressed to the Head of the Lower School, Head of the Middle School, or Head of School.

STUDENT BEHAVIOR EXPECTATIONS

Royal Palm Academy is committed to forming Christian leaders rooted in respect, charity, honesty, justice, and stewardship. We expect students to conduct themselves maturely and kindly, on and off campus.

General Conduct

Students are expected to:

- Arrive on time in full, clean, properly worn uniform reflecting a modest, neat, and clean demeanor.
- Be prepared and attentive in class, following teacher directions.
- Maintain respectful posture and behavior, greeting adults courteously and speaking appropriately.
- Keep personal belongings and school spaces clean and orderly.
- Move quietly and respectfully between classes.
- Treat peers, faculty, staff, parents, and visitors with kindness and respect.
- Conduct themselves responsibly during lunch and recreation, demonstrating good manners.
- Consume food and beverages only in designated areas; chewing gum is not permitted.
- Keep belongings free of inappropriate markings or decorations.

Off-Campus Conduct

Student formation extends beyond campus. Students are expected to uphold school values and integrity at all times. Off-campus behavior damaging the school's reputation or community safety may result in disciplinary action. This includes social media and public events. The Student Code of conduct applies to Royal Palm Students both on and off campus, whether at school or at home, when interacting with school community members.

SERIOUS MISCONDUCT

Serious misconduct disrupts the community's safety and learning. Examples include but are not limited to:

- Profanity, disrespect, or defiance toward staff or peers
- Physical aggression, bullying, threats, or harassment
- Cyberbullying or inappropriate social media use
- Theft, vandalism, or property damage
- Academic dishonesty including cheating and plagiarism
- Truancy or unauthorized absences
- Possession or use of tobacco, alcohol, drugs, weapons, or pornographic material
- Sexual misconduct or harassment; exchange or possession of pornography or nude images
- Falsification or forgery of documents
- Off-campus behavior harming the school's reputation or safety
- Other outrageous behavior as determined in the discretion of the Head of School

The definition of what behavior constitutes "serious misconduct" shall be determined in the sole discretion of the Head of School, considering the totality of the circumstances. The school reserves the right to investigate and assign consequences for misconduct at its discretion. Searches of students and belongings may be conducted at any time. Disciplinary decisions by the Head of School are final; there are no "appeals" of disciplinary decisions.

Bullying and Harassment

At Royal Palm Academy, we recognize that children sometimes make poor choices or have conflicts as part of growing and learning how to navigate relationships. Not every mean or unkind action is bullying.

Bullying is defined as repeated harmful behavior that includes a power imbalance and causes significant harm. Bullying may take physical, verbal, or relational forms and is unacceptable in our community.

Royal Palm Academy does not tolerate bullying and harassment. Every student has the right to a safe, respectful, and supportive learning environment.

Students who experience or witness bullying are encouraged to report it promptly to a trusted adult or school administrator. All reports will be taken seriously, thoroughly investigated, and addressed with appropriate consequences. False accusations may also lead to disciplinary action.

Our formative discipline approach supports students in learning from mistakes and making better choices, while protecting all students from harmful behavior.

Discipline Procedures and Consequences

Discipline at Royal Palm Academy is formative, designed to guide students toward growth, self-control, and positive decision-making in partnership with families. Consequences are not punishments but essential responses to misbehavior that serve two purposes: supporting the student's growth and preserving the integrity of the learning environment for the entire community.

Teachers use developmentally appropriate interventions to encourage positive behavior and help students learn from mistakes. When behaviors are more serious or persistent, Division Heads may assign formal consequences such as detention, suspension, or recommend expulsion to the Head of School.

Detentions may occur before school, during recess, or after school and are intended to promote reflection, responsibility, and positive choices.

Suspensions may last from part of a day up to five full school days. Students on suspension are expected to complete missed academic work and may be ineligible for extracurricular participation during this time.

Expulsion is reserved for cases of severe misconduct, ongoing disregard for school policies, or when the partnership between the family and school is no longer mutually respectful and constructive. The Head of School holds sole authority to make expulsion decisions to protect the well-being of the school community and uphold the school's mission.

Because behavior and consequences involve many complex factors, the school cannot guarantee identical responses in every situation. The school retains discretion to assign consequences in ways that best serve both the individual student and the community.

Royal Palm Academy communicates clearly and promptly with families about disciplinary matters and remains committed to maintaining a safe, respectful, and supportive learning environment for all students.

DRUG-FREE AND ALCOHOL-FREE SCHOOL ENVIRONMENT

Royal Palm Academy is committed to providing a safe, healthy, and supportive environment for all students, staff, and visitors. The possession, use, or distribution of alcohol, nicotine, tobacco, vaping, illegal drugs, or unauthorized prescription substances is strictly prohibited on school property and at all school-related events.

Policy Highlights

- Students found selling, promoting, or trafficking alcohol, prescription drugs, or illegal substances will face immediate expulsion. Parents and law enforcement will be notified.
- Possession or use of these substances, including being under the influence, will result in serious disciplinary action, which may include suspension or expulsion.
- The school reserves the right to conduct searches of students and their belongings at any time to ensure campus safety.
- Drug testing may be required for students suspected of involvement with drugs or alcohol. Testing will be conducted by an approved third party with parent notification and cooperation.
- Refusal to participate in a required drug test may lead to expulsion.

Consequences and Support

Students who violate this policy may face suspension, extended detention, and a ban from extracurricular activities for 60 school days. Failure to comply with disciplinary consequences may result in immediate expulsion. Return to school after a violation may include a probationary period.

Royal Palm Academy works closely with local authorities as necessary and takes all reasonable steps to maintain a drug- and alcohol-free campus consistent with its mission and commitment to student formation.

ADMINISTRATIVE PROCEDURES

School Communication

Effective communication and collaboration between parents and the school are essential to fulfilling Royal Palm Academy's mission. The school uses various channels to keep families informed about their child's progress and school life, including scheduled meetings, FACTS, report cards, student assignment books, newsletters, weekly notices, emails, and phone calls.

Royal Palm Academy encourages families to follow a respectful and thoughtful approach to communication that reflects the Catholic principle of subsidiarity—addressing concerns at the most immediate level capable of resolving them. Parents are encouraged to begin by speaking with their child's teacher, who has the closest understanding of the student's day-to-day experience.

If further support is needed, parents may then contact the Head of the Lower School or Head of the Middle School. The Head of School is available for concerns that require additional attention or remain unresolved.

To minimize classroom disruptions, teachers and students cannot be called out of class during school hours. Parents should leave messages with the school office or send emails for non-emergency matters. Teachers typically respond to parent inquiries within two business days.

Royal Palm Academy values open, respectful communication and looks forward to working collaboratively to support every student's success.

Notification of Contact Information Changes

To ensure timely communication and student safety, Royal Palm Academy requires families to keep their contact information current. Parents must promptly notify the school of any changes to home address, phone numbers (including work and cell), email addresses, or other relevant contact details during the school year.

Accurate contact information helps the school send important updates and reach families quickly in case of emergencies.

Visitors

All visitors, including parents, must register at the main office upon arrival and receive a temporary visitor's badge. This badge must be worn visibly at all times while on campus.

For safety and to minimize classroom disruptions, parents and visitors are not permitted to go directly to classrooms. Forgotten items, such as lunches, PE uniforms, or books, should be left with the receptionist in the main office for staff to deliver.

Parking Lot Use

For the safety of all, driveways and access lanes must remain clear at all times to allow passage for buses and emergency vehicles. Vehicles that are not properly registered, are parked incorrectly, or are parked in unauthorized areas may be towed at the owner's expense.

Royal Palm Academy reserves the right to search any vehicle on school property if there is reasonable suspicion that it contains dangerous, illegal, or prohibited items or substances. Searches will be conducted by at least two members of the school administration or by law enforcement officers at the request of the Head of School.

Distribution of Printed Materials

Royal Palm Academy is a private school and not a public forum. In support of our school-family partnership and community values, no individual may distribute printed materials on school grounds without prior approval from the Head of School, or using electronic distribution lists. Mass emails to promote individual concerns are prohibited.

Conflict of Interest

To maintain a professional and transparent relationship between families and school staff, parents are asked not to offer teachers or staff substantive gifts, employment opportunities, or money. Modest contributions toward group gifts for teachers or staff are considered appropriate and appreciated.

School personnel may not give personal gifts to individual students. Gifts to groups of students are given only with prior approval from the Division Head or Head of School.

Abuse Allegations

To protect the rights, reputation, and integrity of all individuals involved and to ensure a thorough and fair investigation, any allegations or incidents of abuse will be handled with the utmost confidentiality. Access to information regarding such allegations is strictly limited consistent with Florida law.

The school will withhold public statements concerning any allegations, ongoing investigations, or administrative actions until the investigation is complete. If an allegation becomes public knowledge, the school's communication office will only confirm receipt of the allegation, that a report has been filed with the appropriate civil authorities, and that the matter is under investigation in accordance with school procedures and Florida law.

The school will provide timely and relevant updates to those directly involved as the process progresses.

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 to adhere to the standards of the school.

Re-enrollment contracts are typically sent out in the third quarter 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 published deadline, registration will be opened to the general public.

Transfer/Withdrawal

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

Transcripts

Parents are entitled to have an official transcript of their student(s)'s records sent wherever desired. They may request transcripts through the Admissions Office. Transcripts are sent only when tuition payment is current and all outstanding fees are paid, or when an acceptable agreement for payment has been reached with the proper authorities.

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

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 must 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.

Allergy Aware 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 due to the sensitivity some children present toward those foods. Depending on the severity of allergy a 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 currently used to determine a building's nut-handling level:

Lower Exposure Risk: Nut Awareness level (i.e. a nut-free table in the eating area, a nut-free classroom/building if necessary, extra handwashing)

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

A determination will be made at the start of each year, and during the year 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 cannot guarantee that nut products will not be brought onto campus. However, when a Nut Restricted classroom/building/area has been determined as necessary, RPA staff will take precautions to minimize risks.

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 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 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 not collected by the parent or legal guardian will be disposed of.

Immunizations and 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 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 and physical examination.

Many students must have medication available at school for certain illnesses and/or 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 that a student must receive medicine at school. The medicine, in its original container, labeled with the student's name, medicine name, dose, time to be administered, doctor's name, and possible side effects must be provided together with the signed permission form. All medication must be turned in at the office. Students are not permitted to carry medications except for epi pens, and then only with specific physician instructions and a signed release from the parent/guardian.

Students who return to school after an extended illness or surgery or who may not participate in sports or physical education class following an extended illness or surgery require a physician's statement confirming the student's ability to return to school and including any necessary limitations/restrictions.

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

Guidelines for Student Recovery Off-Campus

Indicators used to assist the school in determining when a student needs to recover off campus:

- Oral temperature of 100.0 degrees or higher
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, and/or persistent cough
- Red, inflamed, and/or discharging eyes
- Earache
- Acute skin rashes and/or eruptions
- Swollen glands around jaws, ears, and/or neck
- Suspected scabies and/or impetigo
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
- Pediculosis (head lice)
- Other symptoms suggestive of acute illness

Students with Fever

All faculty, staff, and students feeling ill will stay home for at least 24 hours fever free without the need of fever reducing medication prior to returning to school. For example, if your child presents a fever at 11am on Monday, the earliest he/she can return to school is Wednesday, assuming he/she is fever free all of Tuesday without the need for fever reducing medication. According to the American Academy of Pediatrics, a temperature above 100.0F is considered a fever.

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 necessary to protect the safety and health of members of the school community. These measures 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 being or can be used, and public health guidance on the risk to exposure.

Responses may include, without limitation:

- A determination that no risk exists or that no action is required
- Immunization program(s)
- Mandatory health screening
- Mitigation steps such as refraining from activities, utilizing bandages/barriers, enhanced housekeeping, cancellation of field trips
- Medical exam and release
- 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(ren) upon return. School closure may be necessary, or the school may need to modify its curriculum, schedules, length of school year, and/or means of learning/teaching.

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 coronavirus (COVID-19). Also covered under this policy are lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand/foot/mouth disease, mononucleosis, and other similar childhood illnesses. 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 and should remain at home in an environment where proper care may be provided. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to visit the office. If a student asks to go home, he/she will be released only with the permission of the parent/guardian or from the person designated on the student's emergency card. A student who presents symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parent/guardian, or an emergency contact if the parent/guardian 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 at the front office. Teachers will be informed of the student's dismissal due to illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing items, etc.), students must be asymptomatic without the aid of medication(s) prior to returning 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, and/or the public should immediately contact their health provider. Parents/students have a reasonable belief that a student has a communicable disease when they show or feel signs of illness such as coughing, sneezing, fever, joint aches, a feeling of illness, or when they know they have been exposed to someone with a known or suspected communicable disease.

For the health and safety of the school community, parents should report to the school if their child(ren) 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 due to 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.

The school generally will not identify an infected student to school employees or to other students or their parent/guardian, although public health guidance will guide school communications. It may be necessary to alert others in the community who were present in certain areas and/or at certain times that exposure could have occurred. The school will disclose sensitive medical information regarding 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 regarding confidentiality and privacy.

IN CASE OF EMERGENCY

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 and glass doorways and must 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.

Inclement Weather Notification

Unusual weather may cause Royal Palm Academy to be closed, open late, or have early dismissal. Details will be shared as quickly as possible via Parent Alert emails and text messages.

Parent Alert System

During emergency situations, RPA will use Parent Alert to provide accurate and instantaneous notifications via:

- Text messages to cell phones or
- Voice calls to work, home, and cell phones or
- Emails to multiple addresses

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 individuals 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 make the radio announcement 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 that it is recommended they wait until the All Clear signal has been announced before entering through the gate.

If a Red Alert warning sounds during afternoon dismissal, all students and personnel will be directed indoors as mentioned above. Parents will be notified via Parent Alert that normal dismissal operations have ceased and that it is recommended 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.

CAMPUS SECURITY

Royal Palm Academy has full-time, armed, licensed security officer on-site during the school day. The security officer will:

- Be familiar with all Royal Palm Academy administrative policies that impact safety, security, and emergency management, including all procedures 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, Dean of Lower School, and Dean of Upper School /Security Director in relation to security needs.
- 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 in accordance with 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.

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 PVO is to assist and support the school in organizing and implementing school activities, events, and fundraising projects that promote the mission of the school.

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

The success of the PVO is only as strong as our parent volunteers. It is necessary for the good of the school and of 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 to offset our need for additional operating expenses. Each volunteer must attend “Safe Environment Training” before volunteering. Records of attendance are kept in the Development Office. Please see your local parish bulletin or the Diocese of Venice web site for details on when and where trainings are offered. Royal Palm Academy will coordinate an onsite training in early Fall if there is interest.

FUNDRAISING

Royal Palm Academy strives to provide a quality Catholic education for every student while keeping tuition affordable. Tuition alone does not cover the total cost of the educational and spiritual environment we value so highly at Royal Palm Academy. In fact, tuition and fees cover only 85% of the cost of educating a Royal Palm Academy student. The remaining 15% comes from voluntary, tax-deductible donations.

Royal Palm Academy parents are encouraged to make a statement of financial support for the school. 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 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.

PARENT PROGRAMS

Throughout the year, Royal Palm Academy offers a range of programs for parents: 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.

EXTRACURRICULAR PROGRAMS AND CLUBS

Extracurricular programs and cultural clubs offer a means of developing positive interests and qualities in students, supporting integral formation. These programs and clubs provide healthy recreation and a constructive use of free time; they foster the students' 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 of 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 regarding obligations. In such a case, activity sponsors can help students with the appropriate resolution.

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:

- Promote the integral formation of students through their participation in a safe, high-quality athletic program
- Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students
- 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 and games 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 and/or parents is grounds for disciplinary measures, including possible suspension or expulsion from the school.

REQUIREMENTS FOR PARTICIPATING IN CLUBS OR ATHLETICS

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. Student eligibility will be based on the following standards:

Signed permission on file from parents/guardians for participation in extracurricular activities.

Students on academic probation are ineligible to participate in any extracurricular activities or athletics, including practice (students on academic warning may or may not be ineligible, depending on the activity).

Students on suspension are ineligible to participate during the time of their suspension.

Students who represent Royal Palm Academy in extracurricular activities or athletics 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 Lower/Upper School, are considered ineligible students.

Students who miss class without an excused absence from the Dean of Lower/Upper School will not be eligible to participate in any activities or athletics that day.

To be eligible for participation in inter-scholastic athletics, including practices, a student must have on file with the athletic director 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 for one month prior to the first practice of the specified sport. This will allow time for correction of deficiencies and for the 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 are 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.

APPENDIX A: HISTORY OF ROYAL PALM ACADEMY

Royal Palm Academy was established in 1998 in Naples, FL. Patrick Moore was inspired to pursue the foundation of the school after visiting schools in Dallas, TX, and Atlanta, GA. These schools, run by the religious order the Legionaries of Christ, delivered quality Catholic education. After witnessing a young student in Atlanta who knelt deep in prayer prior to the start of the school day, Patrick knew God wanted him to bring this type of Catholic education to the Naples community. Planning meetings began and strategies were organized, but nothing came to fruition until several years had passed. Patrick's wife, Carol, was attending a Catholic Women's Convention in Orlando, FL, when a group of ladies gathered to discuss the possibility of realizing a project of the magnitude of starting a school. On her drive home to Naples that afternoon, Carol successfully completed the official incorporation of the school by telephone. The following Monday morning, all necessary paperwork and contracts were finalized. Within several weeks, the Moores and fellow collaborator Mr. Lou DePrisco began organizing events at local neighborhood country clubs to present the new school and to begin recruiting 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 dusty five-acre field off Golden Gate Parkway on 68th Ave SW in Naples. This was the only available location suitable for a school, evidenced in that it previously belonged to a local charter school that closed a few weeks earlier that July. Many diligent hours were spent recruiting, and Royal Palm Academy opened its doors with six students spanning three grades (two of whom were the founders' children), three teachers, one receptionist, and a Head of School.

The school grew over the next few years, eventually outgrowing 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 also the plans for growth. Mr. Patrick Kirk and Mr. Lou DePrisco, currently in the process of purchasing a 172-acre site on what is now Livingston Road, redirected their goal from economic to apostolic, aiding Royal Palm Academy in securing its current location. As the economy diminished in 2008, RPA was not spared from the negative effect experienced by many schools across the country. 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 enabled the school to eliminate all debt at that time.

Also in 2010, the RPA Board of Directors became independent, eliminating direction from and breaking ties with the Legionaries of Christ. This change in leadership affected the school, primarily as relating to 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. This reduction resulted in decreased enrollment, a drop of approximately 60 students; however, 48 new students were added the next year, very few requiring 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 on 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 confirmation that the Holy Spirit has been the guiding force behind our school's growth as part of Catholic education 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 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.

APPENDIX B: 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 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, and/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 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 as follows:

- Be a positive role model 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 such as booing, taunting, or using profane language or gestures, etc. toward any official, coach, player, parent, or spectator.
- Not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- Teach student athletes to play by the spirit of the rules and to resolve conflicts without resorting to hostility and/or violence, or causing property damage to fields or facilities.
- Demand that student athletes treat other players, coaches, officials, and spectators with respect regardless of race, sex, or ability.
- Never ridicule or yell at my child or other participants for making a mistake or for 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 never question, discuss, or confront coaches and/or officials at the game field. Instead, 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, verbal warning by official, head coach, and/or member of league organization, removal from the event, loss of the privilege to attend athletic events, or additional discipline up to and including termination of enrollment.

APPENDIX C: 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 for membership by a 5-member Faculty Council appointed by the Head of School.

Students in the second semester of sixth grade or in 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 of 84.5 (B) in those honors classes, 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 to or above such standards may be eligible for membership. Students who meet this criterion will be invited to complete a Student Activity Information Form, which will assist the Faculty Council in selecting the NJHS candidates.

A history of leadership experiences and participation in school or community service also are 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)

APPENDIX D: END OF YEAR 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:

Award	Criteria
Friendship Award (LS) Outstanding Athlete Award (MS)	Granted to students who have distinguished themselves with exceptional charity and sportsmanship and athletic ability when interacting with classmates (participating in the classroom and on the playground) in school or athletic activities
Semper Altius Award	Granted to students who have demonstrated diligence and perseverance, by significantly improving their performance in some aspect of integral formation during the year, or by living the teachings of Integral Formation throughout the year
Leadership Award	Granted to students who have lived the spirit of leadership espoused by the school, demonstrated by their daily contribution in conduct and effort to the good of the school community
Apostleship Award	Granted to the students who have distinguished themselves by actively and constantly working to bring Christ's message to others, both in school and out
Head of School's Award for Academic Excellence	Granted to the top three students in grades 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 th grade who have attended Royal Palm Academy for five years or more.

APPENDIX E: SCHOOL UNIFORM

The school uniform can be ordered from Lands' End and should conform to the following requirements. How to order uniforms:

- Visit <http://landsend.com/myschool>
- Create an account or sign in with your existing account
- Search for Royal Palm Academy or by our school ID number: 900135625
- Use the True Fit tool to find your child(ren)'s right size(s)
- Place your order
- You can also place an order by calling Lands' End: 6am-12am (CST) at 1-800-469-2222

Pre-Kindergarten 3 & Pre-Kindergarten 4			
	Formal Uniform	Informal (daily) Uniform	Outerwear
Girls	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <u>required</u> with polo dress	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <u>required</u> with polo dress	Lands' End Uniform Cardigan sweater or Fleece jacket for cold weather
Boys	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki pants	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts	V-neck sweater or Fleece jacket for cold weather
Shoes	<u>Any</u> closed toe sneaker or athletic shoe. No lights or sounds. White ankle socks		

Kindergarten – 5 th Grade			
	Formal Uniform	Informal (daily) Uniform	Outerwear
Girls	Lands' End Uniform plaid jumper with Lands' End Uniform white polo shirt Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <u>required</u> with plaid jumper	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <u>required</u> with polo dress	Lands' End Uniform navy-blue fleece jacket (required) Lands' End Uniform navy-blue cardigan sweater (optional)
Boys	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki pants with solid brown belt (required starting in 3 rd grade) Mid-calf white socks (optional in lieu of ankle socks)	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts with solid brown belt (required starting in 3 rd grade)	Lands' End Uniform navy-blue fleece jacket (required) Lands' End Uniform navy-blue cardigan sweater (optional)
Shoes	<u>Any</u> closed toe sneaker or athletic shoe. No lights or sounds.		

	White ankle socks
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Middle School: 6 th Grade – 8 th Grade			
	Formal Uniform	Informal (daily) Uniform	Outerwear
Girls	Lands' End Uniform plaid skort Lands' End Uniform button-down shirt Lands' End Uniform navy-blue cross-over tie Lands' End Uniform navy-blue cardigan sweater (required during winter) Navy-blue tights or navy-blue leggings are optional in cold weather	Lands' End Uniform plaid skort Lands' End Uniform white or navy-blue polo Navy-blue tights or navy-blue leggings are optional in cold weather	Lands' End Uniform navy-blue fleece jacket (required)
Boys	Lands' End Uniform plaid tie Lands' End Uniform white short-sleeve button-down shirt Lands' End Uniform khaki pants Solid brown belt (required) Mid-calf white socks (optional in lieu of ankle socks) Lands' End Uniform navy-blue v-neck sweater (required during winter)	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts Solid brown belt (required)	Lands' End Uniform navy-blue fleece jacket (required)
Shoes	Any closed toe sneaker or athletic shoe. No lights or sounds. White ankle socks		

PE Uniform: ALL STUDENTS Pre K – 8 th Grade	
Girls & Boys	Warm days: Lands' End Uniform red dry-fit PE shirt & Lands' End Uniform navy-blue PE shorts Cold days: Lands' End Uniform navy-blue sweatshirt top & Lands' End Uniform navy-blue sweatpants bottom <u>over top</u> of PE shirt and PE shorts. <i>Students may choose to wear "cold day" PE Uniform but may not mix-and-match; sweatpants must be worn with sweatshirt. If it gets warmer, students may remove both sweatpants and sweatshirt with standard PE uniform underneath. Girls may not wear tights or leggings in lieu of PE shorts.</i>
Shoes	Any closed-toe athletic shoe and white ankle socks

Lands' End Uniform Shoes K-8

Sperry brand shoes are required for all students in grades K-8.

Available online at: <https://www.sperry.com/en/kids-features-Lands' End Uniform>

May be purchased anywhere but must conform to Sperry Lands' End Uniform shoe style:

Colors must be tan or brown, solid or two-tone

No beige, other colors, color highlights, or patterns

No slip-ons, no slippers, no moccasins

APPENDIX F: DRESS CODE

The school dress code and uniform policy contribute 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 designated school hours. The Royal Palm Academy uniform is only to be worn for designated school-related activities outside school hours.

The school dress code is maintained throughout the day. A breach of dress code includes:

- Incomplete or mismatched uniform. This includes uniform pieces not purchased from our supplier.
- Use of makeup, hair, jewelry, or accessories beyond the criteria below
- Unwashed, unkempt, or inappropriately styled hair according to the criteria below
- Unclean or inappropriate dress including but not limited to untied shoes, untucked shirts, rolled skirts, non-uniform socks, tattered/ripped/dirty/ill-fitting clothing and/or shoes

	Girls	Boys
Hair, Make up, Tattoos and other body markings	<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 not permitted: Eye shadow, mascara, eyeliner, and lipstick. *Note: Discreet (as determined by MS faculty) use of foundation/cover-up for MS girls is allowed.</p> <p>Only clear Nail Polish will be allowed.</p> <p>Artificial nails are not permissible.</p> <p>Tattoos are not 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 not permissible.</p> <p>Ear and/or body piercing and other styles of markings are not permissible.</p>

<p>Dress Down Days/Spirit Days</p>	<p>These may be announced for special occasions. Dress Down Days will always 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: Clothing that is deemed offensive in RPA Administration's sole discretion (depicts violence, alcohol, etc.) Tops that leave midriff bare Skirts or dresses that are shorter than uniform Short shorts Immodest tops (spaghetti straps or immodest neckline) No Ripped Jeans/No Leggings</p>	<p>These may be announced for special occasions. Dress Down Days will always 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: Clothing that is deemed offensive in RPA Administration's sole discretion (depicts violence, alcohol, drugs etc.)</p>
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APPENDIX G: SCHOOL TRADITIONS

SCHOOL MOTTO

Semper Altius

This is a Latin phrase meaning “always higher.” It challenges students to strive for excellence in all areas of their integral formation. The corresponding phrase “Live, Learn, Lead” encapsulates the components of our school’s roots in integral formation.

COAT OF ARMS

BOOK: Represents Holy Scripture and that all truth comes from God.

RPA aspires to teach that truth to all students.

CROSS: Represents RPA’s desire to teach God’s love and forgiveness and the salvation won for us through Christ’s death and resurrection.

CROWN: Represents Christ being the King of Kings. RPA aspires to live for our King each and every day.

SHIELD: Symbolizes courage and a fighting spirit.



SCHOOL MASCOT

Royal Palm Academy Kings

SCHOOL COLORS

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

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

APPENDIX H: SCHOOL PRAYERS

Prayer is the heart of Christian life and of 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 A MEAL

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 AT THE CONCLUSION OF A MEAL

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! Amen.

ANIMA CHRISTI (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 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.