



RULES AND REGULATIONS

Secondary School

Respect yourself and others

Respect your property and that of others

Students must

- attend school daily. In case of tardiness or absence, upon arrival, report to administration with a note from parents.
- be on time and prepared for class with school supplies and P.E. gear.
- complete assignments on time.
- follow the dress code.
- help keep school property clean and neat.
- respect all Rose Marie Academy teachers, staff, and students.
- give full co-operation during any extra-curricular activities.
- turn off audio devices, mobile phones and games which must be left in lockers and not used during school hours except during break and lunch periods. (High School students are permitted to use audio devices during class time at the discretion of the teacher.)
- follow prescribed academic programs as specified by individual teachers.

Students must not

- interrupt others when they are working.
- run, push or shove in the school.
- drive any vehicle to school with an engine size greater than 50 cc except with parental permission and in accordance with applicable guidelines, regulations. (See Attachment)
- chew gum on school property, on outings, or on the school bus.
- leave school grounds without a valid reason approved by the school authorities.
- smoke on school property. (Rose Marie Academy is a non-smoking area.)
- use language which might be offensive to others while on school campus, on outings or on the school bus.
- use medication during school hours without the supervision of authorized personnel

Closed Campus Policy

No student may leave the school grounds during school hours without written permission in the form of the **Authorization to Leave Pass** from the Academic Director or her designate. Parents who wish their children to leave school early should send a letter of request to the Academic Administrator. Before leaving the school, the student must receive permission in the form of the abovementioned pass and notify the teacher concerned. The student must present the pass to the guard upon leaving the school.

Substance Abuse Policy

Rose Marie Academy strives for a drug free campus. We feel that we cannot educate a student whose interest is directed to chemical substances usage nor do we wish to put time and effort into trying to help someone who is not with us to learn. Consequently, the use, abuse, possession of, being under the influence of, buying or selling of, giving or trafficking in: narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana, alcohol, tobacco, non-prescribed or any other dangerous or illegal substances by any student is **prohibited**. This policy is in effect for all students while on campus, in transit to and from school, involved in school sponsored activities or trips, or while representing the school in any capacity. If it is determined that a student is in violation of this policy, disciplinary action culminating in expulsion will be applied. The Academy reserves the right to conduct breathalyzer tests, random and ad hoc urine and hair analysis, locker inspections and searches of the personal belongings of students as deemed necessary.

Serious Violations

Serious violations render a student liable to immediate suspension or expulsion at the discretion of the Academic Administrator if the violations are repeated. Serious violations include the following:

- possession of dangerous weapons
- possession or use of drugs or alcohol
- smoking or the possession of cigarettes on campus
- open defiance of authority
- fighting or actions endangering or threatening the safety of others
- willful damage or destruction of school property
- gambling, playing cards
- possession of pornographic pictures or books
- hazing—actions that persecute, harass, humiliate or coerce other students
- acts of academic dishonesty
- failure to comply with the Rose Marie Academy Dress Code
- public display of inappropriate affectionate behavior
- use of foul language
- stealing
- excessive unexcused absence or tardiness

Student Behavior

Teachers are responsible for enforcing school rules at all times and with all students regardless of their grade level or school section. Violations must be reported to the Academic Administrator or her designate.

Good conduct is based on respect and consideration for students themselves and for the rights of others as well as for school property. The students in Rose Marie Academy are expected to conduct themselves both on and off campus in such a way that the rights of others are not violated. The students will respect constituted authority, conform with school regulations, and accept directions from authorized personnel.

Failure to comply with all established school rules will result in the calling of parent-teacher conferences and in some form of disciplinary action including suspension and up to expulsion as deemed necessary. Any behavior on or off campus that brings the name of the school into disrepute will be considered a serious violation.

It is important that students understand the positive results of proper behavior and the negative consequences of improper behavior. Punitive measures are applied to those in violation of school rules. However, follow-up counseling and dialogue are available to assist students to better understand their responsibilities and the importance of making proper decisions for themselves.

Disciplinary Measures

Disciplinary measures are applied on a case-by-case basis. Infringement of school rules and regulations will result in one or more of the following actions depending on the circumstances:

- detention during lunch hour. Parents will not be notified.
- detention from 2 p.m. to 3 p.m. on a designated afternoon. Parents will be notified, and the parents of those children who require transportation will be responsible for providing it.
- written warning.
- in-school suspension without notation in permanent file.
- in-school suspension with notation in permanent file.
- suspension without notation in the permanent file.
- suspension with notation in the permanent file.
- expulsion with notation in the permanent file.

Note: The Academy reserves the right to withhold school records or transcripts if such action is warranted.

Excessive Absences or Tardiness

Three instances of unexcused tardiness will constitute one unexcused absence.

A Senior High School student who has 20 percent or more unexcused absences from a regularly scheduled class will receive no grade (“NG”) for that course. Consultation with a counselor and approval by the Academic Administrator should precede the recording of “NG”. Receiving a no grade (“NG”) in a core class can be a reason for repeating the course.

Transportation Regulations

- Students must bring a permission note signed by their parents if they do not plan to use school transportation to go home.
- Students must bring a permission note signed by their parents if they want to take a friend home with them on the bus.
- Students must bring a permission note signed by their parents if they want to go home with a friend using the friend’s mode of transportation. If it is a school bus, the student will be charged a transportation fee.
- Students should be at the pick-up place before or on time on the way to and from school for their designated bus.
- The bus driver will not wait for any student more than five minutes.
- Students should respect their peers, teachers, drivers, and monitors.
- Students should not use foul or abusive language while on the bus.
- Students should keep their seat belt fastened at all times.
- Students should not have aggressive physical contact with one another.
- Students must seek permission from the Executive Administrator if they wish to use school transportation other than their usual school bus.
- Students must not disembark from the school bus before reaching their destination unless a signed note by parents is presented to the Executive Administrator.

Disregard for the rules and regulations stipulated in this Rose Marie Academy rules and regulations document will result in action deemed appropriate by the Administration.

The school reserves the right to amend these rules and regulations at its discretion at any time deemed necessary. Parents and students will be notified accordingly.

I have read the Rose Marie Academy Rules and Regulations document updated August, 2022, and agree to abide by the rules and regulations stipulated in this document.

Student: _____ **Date:** _____

I have read the Rose Marie Academy Rules and Regulations document updated August, 2022, and I am willing to give the school my fullest cooperation in enforcing it and ensuring that my child adhere to these rules. I also confirm my willingness to make myself available upon school request should this be necessary.

Parent: _____ **Date:** _____



RMA/WF/Admissions/Rules and Regulations Secondary School/July 25, 2022

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