Saint Andrew
Catholic School

Parent/Student Handbook
2026-2027



Saint Andrew Catholic School
9990 NW 29 Street, Coral Springs, FL 33065
Phone: (954)753-1280 Fax: (954)753-1933
www.standrewscatholicschool.com

Mission Statement:
Saint Andrew Catholic School, as part of the parish community, prepares students in a spiritual, academic, and nurturing environment to become productive leaders rooted in the Catholic virtues of faith, hope, and love.

Accreditations:
Florida Catholic Conference
AdvancED-SACS
National Council for Private School Accreditation

Pastor: Monsignor Michael Souckar
Principal: Dr. Renee Sarmiento

PARENT/STUDENT HANDBOOK

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INTRODUCTION

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

A Message from the Pastor and Principal

Welcome to the 2026-2027 school year at Saint Andrew Catholic School. As a ministry of Saint Andrew Catholic Parish, our school is a community where the faith lives of our students are nurtured alongside a rigorous academic program. We invite you to see this handbook not merely as a set of rules, but as a guide for our shared journey in the vocation of Catholic education. Monsignor Michael Souckar, Pastor, and Dr. Renee Sarmiento, Principal, are dedicated to ensuring that every student experiences a personal encounter with Jesus Christ. We believe that by working in partnership with parents—the primary educators of their children—we can prepare our students to be both good Christians and good citizens. May this year be one of profound growth in knowledge, service, and love.

Mission of Catholic Education

The Catholic schools of the Archdiocese reflect the mission of the universal Catholic Church to evangelize all peoples. Catholic schools provide high-quality academic programs in communities of care and compassion. The faith lives of each student are nurtured as they grow in knowledge, service, and love of Jesus Christ.

SCHOOL MISSION STATEMENT

Saint Andrew Catholic School, as part of the parish community, prepares students in a spiritual, academic, and nurturing environment to become productive leaders rooted in the Catholic virtues of faith, hope, and love.

SCHOOL VISION STATEMENT

The vision of Saint Andrew Catholic School is to be the cornerstone in the development of the whole student who has been created in the image of God. Students deepen their relationship with Jesus Christ by living the Gospel and participating in the sacramental life of the Catholic Church and so become the next generation of Catholic leaders.

STATEMENT OF BELIEFS

- We believe every student is created in the image and likeness of God.
- We believe in providing a personal experience of Jesus Christ through the ministry of Catholic education.
- We believe in nurturing students to become good Christians and good citizens.
- We believe that Catholic identity is the top priority in all school planning and operations.
- We believe the school is a vital ministry of the parish community.**Canonical Status:** Saint Andrew Catholic School is a ministry of Saint Andrew Catholic Parish. The school is not owned and operated by the Archdiocese of Miami, but rather functions under the local canonical authority of the Pastor.

Administrative Discretion

The school administration reserves the right to exercise discretion in all duties and actions. The language in this handbook is intended to provide guidance; however, the school may take actions it deems necessary for the safety, well-being, or mission of the school community. The school reserves the right to amend policies at any time.

ADMISSIONS

Admissions and Enrollment

Non-Discrimination Policy

Saint Andrew Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school may admit students who are not Catholic, provided they do not displace Catholic students and that both students and parents understand that participation in religious instruction and school activities is required

School Age of Admissions

Grade,Age Requirement,Deadline

Pre-K 3,3 Years Old,On or before September 1
Pre-K 4,4 Years Old,On or before September 1
Kindergarten,5 Years Old,On or before September 1
First Grade,6 Years Old,On or before September 1

Pre-Kindergarten Capacity and Ratios

The Pre-K 3 program may limit class sizes to a maximum of 15 students. The school maintains a maximum student-to-staff ratio of 8:1 for Pre-K 3 to ensure appropriate supervision and instructional quality.

Probationary Admission and Undocumented Students

The Principal may admit students on a probationary basis due to prior academic or behavioral history. In such cases, an Agreement for Probationary Admission is required.The school may not inquire into immigration status during the application process. Enrollment or graduation does not confer legal status in the United States. The school reserves the right to issue I-20 certificates for students seeking F-1 Visas through the Office of Catholic Schools.

Attendance and Student Records

Attendance Requirements

Regular attendance is essential for academic success and spiritual formation. The school utilizes **PowerSchool** as the Student Information System (SIS) for tracking all attendance data. To be marked present for the day, a student must be in attendance for a minimum of 3.5 hours.

Absence Categories

Excused Absences	Unexcused Absences
Illness of the student,	Vacation or family trips
Confirmed family emergency	Babysitting or care for siblings
Confirmed court appearance	"Personal services (hair appointments, etc.)"
Approved school activity	Non-school events (club sports/arts)
Death in the immediate family	Any absence without a written explanation

Tardiness and Early Release

The school reserves the right to implement an attendance plan for students with excessive tardiness. Students who are released early and attend less than 3.5 hours of the school day will be marked absent for the full day.

Confidentiality and Transfer of Records

Student records are confidential and accessible only to authorized personnel and parents/legal guardians. In the event of a transfer, the school reserves the right to delay the transfer of permanent records until all financial obligations to the parish and school are satisfied.

Academic Policies

PowerSchool SIS

The school manages all grades, schedules, progress reports, and report cards through **PowerSchool** . Parents are expected to monitor student progress via the Parent Portal regularly.

Standardized Testing Program

The school participates in the required Archdiocesan Standardized Testing Program, which includes:

- **i-Ready Assessments:** Administered three times per year for Reading and Mathematics (Grades K-8).
- **Terra Nova:** Standardized achievement testing for Grades 2-8.
- **ARK (Assessment of Religious Knowledge):** Administered to students in Grades 2-8 to assess theological understanding.

Family Life and Safety Education

The school may provide a Family Life program approved by the Office of Catechesis. Additionally, the school provides annual **Teaching Touching Safety** courses. Parents may opt their children out of these specific courses via a written request.

Artificial Intelligence (AI) Guidelines

The use of AI tools must follow three mandatory steps:

1. **Consultation:** Students must consult the teacher prior to any use of AI.
2. **Documentation:** Students must document the AI interaction (e.g., providing a transcript of the prompts used).
3. **Citation:** All AI-assisted work must be properly cited. The school reserves the right to treat unauthorized AI use as academic dishonesty.

Grading Scales and Reporting

Primary Grading (Grades 1-2)

Early Childhood: PK3 and PK4

PK3 and PK4 report cards focus on developmental progress rather than traditional academic grades. Students are assessed using **"I Can" statements** that describe age-appropriate skills and development.

Developmental Domains

Students are assessed in the following areas:

- **Spiritual Development:** Prayer and understanding God's love
- **Language & Literacy:** Communication, listening, and early literacy skills
- **Mathematics:** Numbers, patterns, and spatial relationships
- **Social Studies:** Family, culture, and community
- **Science & Inquiry:** Exploration, observation, and prediction
- **Approaches to Learning:** Curiosity, persistence, and flexible thinking
- **Social & Emotional Development:** Managing emotions and developing relationships
- **Physical Development**
    - **Fine Motor:** Hand control, coordination, and use of tools
    - **Gross Motor:** Balance, coordination, and large-muscle movement
- **Creative Arts:** Art, music, movement, and creative expression

Developmental Rating Scale

Rating	Description
4 – Proficient	Consistently demonstrates the skill
3 – Progressing	Demonstrates the skill independently most of the time
2 – Developing	Demonstrates the skill sometimes or with assistance
1 – Emerging	Beginning to demonstrate the skill

Important: PK3 and PK4 do not receive a separate conduct grade. Social-emotional development and appropriate behavior are part of the developmental curriculum.

3. Kindergarten

Kindergarten begins the transition from developmental assessment to subject-specific academic competencies.

Academic Competencies

Students are assessed on specific skills within each subject. Examples include:

Mathematics

- Composes and decomposes numbers in multiple ways
- Identifies, sorts, and compares shapes

English Language Arts

- Applies capitalization, punctuation, and spelling conventions
- Comprehends and responds to literary texts

Religion, Social Studies, and Science

- Applies concepts and skills
- Makes connections to personal experiences
- Demonstrates understanding through investigation and application

Two Grading Scales

Kindergarten uses two separate rating systems:

1. Academic Competencies – 1–4 Scale

- 4 – Proficient
- 3 – Progressing
- 2 – Developing
- 1 – Emerging

2. Effort and Conduct – 1–4 Scale

- 4 – Exemplary
- 3 – Consistent
- 2 – Inconsistent
- 1 – Needs Support

The two scales serve different purposes: **academic competencies measure what the student knows and can do, while effort and conduct reflect how the student approaches learning and school expectations.**

4. Grades 1–2: Progress-Based Assessment

Grades 1 and 2 use letter-based progress indicators to communicate student achievement.

Subjects

Report cards include:

- Religion
- Mathematics
- Reading

- Language
- Science
- Social Studies
- Special Area Subjects

Reading and Language

English Language Arts is divided into two strands:

- **Reading**
- **Language**

Teachers must evaluate **Effort and Conduct separately for Reading and Language**.

Academic Progress Scale

Code	Description
E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress

The **1–4 Effort and Conduct scale** is also used for each subject area.

5. Grades 3–8: Numerical Grading

Grades 3–8 use numerical grades to measure academic achievement and prepare students for the expectations of secondary education.

Academic Grading Scale

Grade	Percentage
A	90–100
B	80–89

C	70–79
D	60–69
F	0–59

Students are assessed in core academic subjects and Special Area Subjects.

Effort and Conduct

The **1–4 Effort and Conduct scale** remains in place for Grades 3–8:

- 4 – Exemplary
- 3 – Consistent
- 2 – Inconsistent
- 1 – Needs Support

Academic grades measure achievement; Effort and Conduct provide additional information about the student's approach to learning and school expectations.

Student Code of Conduct and Discipline

Discipline Philosophy

The Student Code of Conduct is educational and moral in nature, designed to ensure a safe environment and help students act responsibly as individuals created in the image of God. The administration reserves the right to determine consequences based on the severity of the infraction.

Student Activities and Field Trips

Moderators

All co-curricular activities, athletics, and field trips must be supervised by an approved school employee designated as the **Moderator** . The Moderator is responsible for the safety and spiritual/educational content of the activity.

Athletics and PLACT

All students and coaches participating in athletics must adhere to the **Play Like a Champion Today (PLACT)** program requirements, focusing on the spiritual and character-building aspects of sports.

ATHLETIC PROGRAM

Saint Andrew Catholic School offers a large sports program for both boys and girls including baseball, basketball, cheerleading, soccer, softball, track, and volleyball.

- Students desiring to participate in athletic activities are to maintain an overall "C" average in all major subjects and satisfactory average in conduct in all subjects on a quarterly basis.
- If a student has a "D" in any two subjects or an "F" in any one subject or has an "1" in Personal and Social Growth" he/she may not be eligible to tryout or play on a school team. Third quarter grades from the prior school year may be considered for beginning of the year teams. If a student receives quarterly grades midseason that would deem the student illegible, the student will be benched for the remainder of that season.
- Parents/guardians should complete the Pre-participation Physical Evaluation Form, the Athletic Consent and Release from Liability Certificate, and other required documents and submit them to the office within the specified time. Students will not be permitted to try out or participate without the proper documentation.
- An activity fee will be collected for the particular sport. Returned fee policy will be enforced for any returned checks.
- Uniforms are the property of the school and are loaned to players. All uniforms need to be returned one week after the last game or tournament, unless otherwise specified, or a fee may be assessed. Uniforms must be clean when returned.
- Participation in athletic events may be denied to students who demonstrate behavioral infractions during school hours, receive a detention, and or suspension.
- All students attending an athletic practice or event should be picked up promptly or may be sent to the After School Care Program and incur a fee.

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

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

Field Trip Requirements

- **Chaperone Ratio:** A minimum of 1:10 (Moderator/Chaperone to student).
- **Consent:** A signed Parental Consent Form is mandatory for every trip; verbal permission is not accepted.
- **Supervision:** Chaperones must be at least 21 years old and compliant with all Safe Environment policies.

Health and Medical Policies

Immunization Requirements

All students must comply with Florida Department of Health immunization requirements. **No religious exemptions are permitted.** Medical exemptions are considered only with authorized Form DH 680.

Administration of Medication

The school may administer prescription medication only if documentation from a licensed practitioner detailing the dosage and frequency is provided. All medication may be kept in a secured, central area.

Allergy Policy

Parents must notify the school in writing of any diagnosed allergies. The school may administer epinephrine auto-injectors (Epi-pens) if proper training and parental authorization are on file.

Communication and Parental Covenants

Code of Professional Communication

All communication between school stakeholders must be respectful, direct, and reflective of the school's Catholic mission. The school reserves the right to require that concerns be addressed at the lowest possible level (Teacher before Principal).

GENERAL SCHOOL INFORMATION

HOURS OF OPERATION

Kindergarten – 2	7:45 a.m. – 2:50 p.m.
Grades 3 – 8	7:45 a.m. – 3:00 p.m.
Office Hours	7:00 a.m. – 3:30 p.m.

All visitors, upon entering the school, are required to report to the front desk. Volunteers must sign in the volunteer book and wear the appropriate badge. Please see volunteer requirements. (Appendix A)

ARRIVAL/DISMISSAL SCHEDULE

7:00 a.m.	Early care grades K-8
7:30 a.m.	Students Arrive
7:50 a.m.	Tardy Bell Tardy
7:50 a.m.	Morning Prayers and Announcements
2:50 p.m.	Dismissal for K through Grade2
3:00 p.m.	Dismissal for Grade 3 through 8 with siblings
3:30 p.m.	End of teacher day

EARLY DISMISSAL DAYS

12:00 noon	Grades K – 8

After 7:50 a.m. students must be escorted by their parents to the reception for a late pass.

MASCOT: Crusaders

SCHOOL COLORS

The school colors are red, and navy.

CAMPUS MINISTRY

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to the following:

- At 7:50 a.m. each school day, there is school-wide prayer and pledge of allegiance.
- Each class begins with a prayer or moment of spiritual reflection.
- School Masses are held weekly and all students are required to attend and participate.
- The Sacrament of Reconciliation is held school-wide during the liturgical year.
- During the school year there are various religious programs including class Masses, Stations of the Cross, and Respect Life presentations.
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ACADEMIC CALENDAR FOR 2026 – 2027 SCHOOL YEAR

School begins August 11, 2026 and ends June 2, 2027. For specific dates, refer to the school website www.standrewcatholicschool.com

PROMOTION

GRADE 8: Promotion Requirements

A diploma from Saint Andrew is granted to students who have successfully completed the course of studies, i.e. the student has failed no more than two core subjects. Secondary schools indicate that they accept a student pending the student's promotion and receipt of a diploma from the elementary school.

STUDENT SERVICE HOURS

Service hours are required in middle school grades. Service hours may be a combination of parish activity events, school activity events, and/or community service events. Requirements are:

- Grade 6 15 Hours
- Grade 7 30 Hours
- Grade 8 45 Hours

*8th Grade – 10 hours must be served through Saint Andrew Parish Middle School Youth Ministry.

TARDINESS

Please assure that you child arrives to school and is in their classroom by 7:45am. If you are late, please accompany your child into the lobby to sign them in. Do not send your child in after the bell has rung.

Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade. ***Please remember that punctuality is important. We are building the foundation for your child's future.***

It is the responsibility of the student to make up any work missed due to tardiness or absence.

ABSENCES DUE TO ILLNESS

- When a student is unable to attend school due to illness, the school should be notified by phone or phone message (954-753-1280) by 8:00 a.m.
- When the student returns to school, a medical note is required with an explanation of the absence. If a note is not provided, the absence is considered unexcused. Make up class work will only be accepted for excused absences.
- The school is required to report 'truancy' to the Department of Children and Families when there is an extended absence without notification from parent/guardian.

- A student who is absent 20 or more days in a school year may not be eligible for promotion to the next grade or may receive an incomplete for the course. A conference may be scheduled with the Principal to discuss extenuating circumstances.

ABSENCES NOT DUE TO ILLNESS

- If a parent/guardian must request a leave of absence for a student due to illness or other emergencies, the parent/guardian should contact school administration for authorization in advance.
- Absences not due to illness are discouraged and parents/guardians should take full responsibility for such absences.

EXCUSAL FROM PHYSICAL EDUCATION

- A student requiring an excuse from PE class should submit a written notification with a valid explanation from parent/guardian.
- A student requiring more than one excusal from PE class should submit a physician's note to the school office.

REQUESTS FOR MISSED WORK

- If a student is absent due to illness, parents/guardians may request work be made up upon returning.
- Parents are asked to use Power School information as a first resource and/or email the teacher directly for missed work.

MESSAGES/FORGOTTEN SCHOOL ITEMS

Classroom interruptions should be limited to emergencies.

- Students are not permitted to call home for forgotten items unless authorized by the teacher.
- Parents may leave school items with the receptionist's desk for the student to retrieve at an appropriate time.

USE OF SCHOOL GROUNDS

All extra-curricular activities that take place on Saint Andrew Catholic School campus must be approved by the Principal and must be sponsored by an employee.

PARENT/TEACHER CONFERENCES

Parents/guardians are encouraged to maintain open communication with their child's teacher regarding student progress and concerns. Parents/guardians are encouraged to e-mail teachers with questions or concerns regarding their child. Parent/teacher conferences should be scheduled, as needed, throughout the school year by contacting the guidance counselor. Impromptu conferences should not be held at pick-up time.

VISITOR POLICY

All visitors must sign in with the school receptionist and affix a badge upon entering the school.

SCHOOL REGULATIONS

SCHOOL RULES

ARRIVAL PROCEDURES

- After 7:30 a.m. all students will be dropped off via the carline (see traffic pattern at the end of this booklet). Students will walk into the school building following the arrival pattern assisted by designated staff, parent volunteers, and student safety patrol.
- After 7:45 a.m. parents should park and escort their child through the main lobby where students will be marked tardy and given a late slip.

RAINY DAY ARRIVAL/DISMISSAL

On rainy days or poor weather conditions, parents must park and escort their child to and from the school building.

DISMISSAL PROCEDURES

1. Students are released only to parents/guardians and/or authorized individuals listed on the Emergency Information Card. Exceptions may be granted with written authorization and parent/guardian signature. Proof of identity (drivers license) will be required of any person not listed on the Emergency Information Card to whom a student is released.
2. Any student who has not been picked up by 3:10 p.m. (12:00 noon on early release days) are brought to the Aftercare Program and charged accordingly.
3. Once a student is dismissed to the parent, he/she may not return to the building for any reason without permission from a staff member.

TRAFFIC PATTERN

A diagram of the school arrival and dismissal traffic pattern can be found at the end of this handbook. The pattern must be followed in order to maintain a safe arrival and dismissal pattern.

WALKERS

Walkers and bike riders are dismissed at the end of the dismissal routine and escorted off school grounds by a staff member.

RELEASE PRIOR TO REGULAR DISMISSAL

- Routine medical, dental, and other appointments should be made during non-school hours/days.
- No child may leave school before regular dismissal unless a request is made by the parent/guardian or authorized person. The parent/guardian or authorized person is to enter into the school lobby and sign the student out. The student will be summoned from class to meet in the lobby. **NO STUDENT WILL BE RELEASED AFTER 2:00pm FOR EARLY DISMISSAL.**

- Students who leave school early may not be eligible to participate in extra curricular activities.
- Students who return to school on the same day are to be escorted into the building and signed in by parent/guardian or authorized individual.
- Students are to make up all work missed. Students have two days, per days missed, to make up missed work, unless prior arrangements are made with the teacher.

CANCELLATION OF SCHOOL: If an emergency arises during school hours, parents should come to school and pick up their children. Saint Andrew School will observe the same regulations as Broward County Schools regarding weather. Parents please follow radio or television announcements and proceed accordingly. In addition, Saint Andrew will utilize the School Reach system whenever possible to notify parents of any school cancelations. **Please remember that Archdiocesan decisions will take priority over any Broward County ruling/decision.**

USE OF CELL PHONES

Students are not permitted to use cell phones on school grounds. Other personal electronics such as tablets, laser pens, smart watches or glases and other electronics are not permitted in school and are not to be used in the classroom. Any student using a cell phone or other electronic device without permission will result in having the device taken away by the school administration. Any such item will be kept in the school office and picked up by the parent or guardian.

LOST AND FOUND

Please mark your child's personal items with name tags/marker for identification. Lost items are held in the Lost and Found until the last day of the school year. School clothing
Not claimed will be sold at the used uniform sale. All other unclaimed items will be discarded at the end of the school year.

PARENTAL COOPERATION

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

RULES OF CONDUCT

DRESS CODE

- Hair styles should be traditional and conservative in style and color. No hair dye or color processing that alters normal hair color is permitted.
- Boys' hair should be one length above the ears and above the collar of the shirt. It should be neatly groomed. Hair may not have shaved lines, designs or be of uneven length..Hair may not be spiked or be fashioned to stand up with gels or sprays. Long hair or long sideburns are not permitted. Boys should be clean shaven
- Accessories – hats, hoodies or other types of head covers are not permitted in school or on campus during school hours, including lunch periods and assemblies unless approved by administration.
- Piercing – Boys may not wear piercings on any body part. Girls are permitted to wear one pair of post type earrings on the lower ear lobe. No hoop earrings are permitted. No other piercing may be worn on any other body parts.
- Students may wear a watch and one necklace with a small cross or other Catholic religious symbol.
- No make-up of any kind is permitted.
- Long nails or fake nails of any kind including acrylic and gel are not permitted.
- Clear nail polish may be worn. Colored nail polish or nail decoration is not permitted.
- No tattoos, branding or writing on the skin are permitted. This includes fake tattoos.
- Colored and/or patterned eye contacts are not permitted
- Skirt lengths should be no shorter than 2 inches above the center of the knee

The decision of the Principal / Principal's designee regarding appearance standards is final. Appearance violations are subject to disciplinary action.

OFFICIAL SCHOOL UNIFORM

Through the use of school uniforms, Saint Andrew Catholic School students demonstrate pride and dignity for their Catholic faith and education. Students are to be in complete uniform and well-groomed each day. Uniforms are to be clean and in good condition. Uniform shirts are expected to be tucked in. Boys must wear belts at all times. Shirts worn with P.E. uniform may be tucked in or worn out. School socks must cover the ankle and may be white, navy or black. Girls may wear white, black or navy tights or knee socks. If a student is demonstrating a uniform infraction, the parent/guardian is contacted to rectify the infraction, (bring appropriate clothes, etc). In the event an issue has developed in which proper uniform cannot be worn, a written notification should be provided to administration to explain the lack of adherence to the dress code.

Dress code violations are subject to disciplinary action and may affect the student's effort grade and honors recognition.

K-8 Grade Boys

5728-03 Performance S/S polo/Navy (Logo EMB) Left chest/Gold Thread

5728-05 Performance S/S polo/Red (Logo EMB) Left chest/Gold Thread

1328-03 Performance shorts/Navy (Blank)
1348-03 Performance pants/Navy (Blank)

Kinder Boys ONLY
1320-03 Pull on shorts/Navy (Blank)
1369-03 Pull on pants/Navy (Blank

K-8 Formal Day Boys (1 Day a week)
5015-00 Button down L/S oxford/White (Logo EMB) Left chest/Navy Thread
5115-00 Button down S/S oxford/White (Logo EMB) Left Chest/Navy Thread
1348-03 Performance pants/Navy (Blank)
601-37 Self banded tie/Plaid 37 (Blank)
604-37 4 in 1 tie/Plaid 37 (Blank)
Bow Tie/Plaid 37 (Blank)

Kinder Girls Only
1320-03 Pull on shorts/Navy (Blank)
1369-03 Pull on pants/Navy (Blank)

K-2 Girls Only
5740-05 Knit Dress/Red (Logo EMB) Left Chest/Gold Thread

K-8 Grade Girls
7728-03 Performance female S/S polo/Navy (Logo EMB) Left Chest/Gold Thread
7728-05 Performance female S/S/ polo/Red (Logo EMB) Left Chest/Gold Thread
2668-37 Inverted pleat skort (Blank)

K-2 Formal day Girls (1 Day a week)
194-37 Drop waist jumper/Plaid 37 (Blank)
5530-00 Peter pan/White (Logo EMB) Left Collar/Navy Thread

3-8 Grade Formal day (1 Day a week)
5515-00 Button down female S/S oxford/White (Logo EMB) Left Chest/Navy Thread
5415-00 Button down female L/S oxford/White (Logo EMB) Left Chest/Navy Thread
2668-37 Inverted pleat skort (Blank)

Prek-8 grade All Students
1026-03 Performance full zip jacket/Navy (Logo EMB) Left Chest/Gold Thread
9001-03 Crew neck sweatshirt/Navy (Logo EMB) Left Chest/Gold Thread (School Crest)
700-03 Micro mesh gym shorts/Navy (Logo Silk Screen) Lower left leg
ST350-05 Performance gym shirt/Red (Logo Silk Screen) Left Chest
St350-03 Performance gym shirt/Navy (Logo Silk Screen) Left Chest
KJF14-03 Full Zip Fleece Jacket/Navy (Logo EMB) Left Chest/Gold Thread

Shoe Policy to Dress code
Girls-Mary Janes shoes (Black) and appropriate snickers worn on PE days or Jean days ONLY. (White or Black)

Boys-Solid black tie Dress Shoe or loafers (Black) and appropriate snickers worn on PE Days or Jean Days ONLY. (White or Black)

PHYSICAL EDUCATION UNIFORM

- Saint Andrew School Micro mesh gym shorts/Navy (Logo Silk Screen) Lower left leg with Performance gym shirt/Red (Logo Silk Screen) Left Chest.
- On various days school fundraising tee shirts or spirit shirts may be worn with administration approval (i.e. Field Day tee-shirts, Earth Day tee-shirts).
- Athletic shoes with laces or velcro closure. No slip-on shoes are to be worn.
- High top sneakers must be laced completely
- No rollerblade sneakers, cleats, or light up sneakers are to be worn in the school building.

FOOT WEAR – ALL GRADES

- Black leather school appropriate shoes. No sneakers, high heels, open-toed, or open-toed high heels.
- White, navy or black crew socks that cover the ankle.
- Appropriate athletic shoes are worn on PE days or jeans days only.
- Girls may wear knee socks in white, cranberry or navy and may also wear navy, black or opaque white tights.
- Administration will have final approval of all clothing worn to school or school events.

JEANS DAY

On days designated as 'Jeans Day', students may come to school wearing jeans and a school spirit shirt. If the 'Jeans Day' is designated as a fundraising activity, the student is required to pay the appropriate fee. All clothing must be Catholic School appropriate. All students must adhere to the following guidelines:

- Blue or black jeans or capris are allowed.
- Regular shoes/sneakers should be worn. High top sneakers must be laced completely.
- Socks must be worn.
- Pants or jeans must be loose fitting. No leggings or jeggings are permitted.
- No holes or rips in jeans
- Sleeveless shirts, tank tops or low-cut shirts may not be worn
- No high-waist shirts/blouses which expose stomach skin when raising hands or bending over
- No open-toe, heels, backless shoes, or crocs may be worn.
- Inappropriate slogans, messages, or advertising on clothing is not permitted.

If a student comes dressed inappropriately, his/her parents/guardians will be contacted. Parents will be required to bring a student a school uniform. If a student does not adhere to the specified guidelines, he/she may not be permitted to participate in future free dress day.

COLD WEATHER ATTIRE

- Only school uniform jackets, sweatshirts, and sweaters may be worn during school hours.
- Girls may wear white, black, or navy opaque tights.
- School approved sweatpants are permitted on PE days.
- Only navy sweat pants may be worn under skorts, skirts, and jumpers on very cold days.

BACKPACK & LOCKER POLICIES

BACKPACKS

Students are to use a backpack to carry their books to and from school. Students are not permitted to carry their backpack from class to class. Students in grades K-3 will be provided with personal storage in their classroom. Students in grades 4-8 will be provided with a locker and with classroom storage. Students may not use rolling backpacks.

LOCKERS

Students in grades 4-8 will be assigned a locker where books and personal belongings may be stored. Students are permitted to go to their lockers at designated times. Students should abide by the following guidelines:

- Students may keep belongings only in the locker assigned to him/her.
- Lockers should be locked at all times with a combination lock. Only combination locks are permitted.
- Students must provide his/her own lock. Students are responsible for replacing any lost or missing locks.
- It is the student's responsibility to ensure his/her locker is locked at all times. The school is not responsible for any lost or missing items from the locker.
- The Principal or his/her designee reserves the right to inspect student lockers at their discretion. This inspection may result in the damage of a lock. The student is responsible for the replacement of the lock.

PERSONAL PROPERTY NOT PERMITTED

- Personal electronic equipment of any kind, such as phones, smart phones, tablets, smart glasses, etc. and handheld games, are not permitted in school. This includes items that are on premises but turned off. These items may be confiscated by the teacher and retrieved by the parent in the Administrative Office.
- Saint Andrew Catholic School is not responsible for any lost or personal items on the school campus.

DISCIPLINARY PROCEDURES

Disciplinary Policies as Guidelines: The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may in its discretion employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of school administration. The school administration maintains the right to change a specific policy or rule in individual cases for exceptional circumstances.

STUDENT CONDUCT

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic Faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to enforce disciplinary action against any behavior that violates this policy, even if not specifically stated in this handbook.

Appropriate consequences are enforced when any rule or policy is not followed. The Pastor and/or Principal are the final recourse in all disciplinary maters. Normal course of action for dealing with improper behavior are:

- Verbal correction and warning from a teacher
- Loss of student privileges.
- Parent notification
- Detention
- Three detentions may result in a Student Intervention Report and Plan, suspension etc.
- Student Intervention Reports will result in a parent conference with the Principal and his/her designee.
- Internal or external suspension
- Continued violations may result in a disciplinary report, suspension, or expulsion.

STUDENT INTERVENTION REPORTS

- Student Intervention Reports are signed by the parents and returned to the school administration the next school day.
- Depending on the severity and degree of the infraction, one or more of the following disciplinary actions may be assigned:
    - Detention
    - Parent Conference
    - Referral to Guidance
    - Suspension
    - Disciplinary Report

DISCIPLINARY REPORTS

- Disciplinary Reports are signed by parents and returned to school administration the next school day.

- A conference will be held with administration, parents/guardians, and student to discuss appropriate consequences and intervention. The ultimate decision regarding consequences and intervention is at the discretion of the Principal and Pastor.
- Repeated Disciplinary Reports during the school year may result in expulsion from the school.
- Students whose conduct is inappropriate will be placed on Behavioral Probation.

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CONSEQUENCES

DETENTION

- Detentions are held on school grounds generally after school and students are supervised by a teacher.
- Students serving a detention may not be permitted to participate in after school activities that day.
- Parents are responsible to arrange pick-up of students serving detention by 4:00 p.m. or the student will be brought to after care and be assessed a fee.
- If a student does not serve an assigned detention, he/she will be issued two detentions (the original plus one additional).

SATURDAY DETENTION

- At the discretion of the principal and his/her designee, a student may be assigned a Saturday detention.

IN SCHOOL SUSPENSION

- Students who receive an In School Suspension will attend school, but will be assigned to complete school work in a location other than their regular classroom.
- The student is responsible for and must complete all work assigned by their classroom teacher.
- The student will be marked absent from class but listed as ISS (In School Suspension) on school attendance records.
- The student will not be permitted to attend extra curricular activities during the next five class days.
- The student will receive a written indication on the report card where applicable.

OUT OF SCHOOL SUSPENSION

- Students who are assigned an out of school suspension are not permitted on the school campus for any reason on the date of the suspension.
- Students who receive an out of school suspension are responsible for and must complete all work assigned by their teacher.
- The student will be marked absent for the date of the suspension.
- The student will not be permitted to attend extra curricular activities during the next five class days.
- The student will receive a written indication on the report card where applicable.

EXPULSION

The following infractions, whether committed before, during or after school hours, committed on school campus, committed at a school sponsored activity, and/or while wearing a school uniform, may result in immediate expulsion at the discretion of the Principal and Pastor. A student who is expelled from one Catholic school in the Archdiocese may not be accepted by another Catholic school within the Archdiocese, unless the principal of the first school supports the application of the student and reveals all pertinent information regarding the infraction. Expulsions are for serious infractions such as:

- Possession or use of illegal drugs
- Consumption of alcoholic beverages or giving alcohol to other students.
- Illegal activities.
- Amoral behavior.
- Endangering the lives of others.
- Any association with gang activities or relating to gangs.
- Any weapon brought on the school grounds or to a school sponsored activity.
- Internet misuse as described in the Acceptable Use for Technology policy or other offenses determined to be beyond reasonable school behavior expected at Saint Andrew Catholic School.

GUIDANCE

Saint Andrew Catholic School provides guidance services in order to better serve the student body and their families.

- Students may be referred to Guidance Counselor by the faculty or administration.
- Students may seek counseling without prior notification to parents.

LIBRARY/MEDIA CENTER

Saint Andrew Catholic School Library/Media Center serves the total school community: students, parents, faculty, staff, and administration. Students are permitted to borrow books. Lost and damaged books must be paid for or quarterly Report Card may be withheld until all fines or fees are paid. Book fines may be levied for overdue books.

CLINIC SERVICES

- If a student is exhibiting signs of a fever, cough, stomach ailments, or any other illness that may be communicable, should not come to school.
- Any student who becomes ill or is injured during school hours should report to the teacher.
- Upon teacher assessment, a student will be issued a clinic pass and report to the office to assess the situation and determine course of action.
- The clinic personnel or school representative will determine if the student should return to class, remain in the clinic, return home, or be transported to the hospital.
- Attempts will be made to contact the parents/guardians by utilizing the student information provided on the Emergency Contact Form.

- In the event the parent cannot be reached, additional persons listed on the Emergency Contact Form will be contacted.

ELEVATOR USAGE

- If it is medically necessary for a student to use the elevator, a note from a physician must be provided to the office and an elevator pass will be issued.
- Specific elevator guidelines will be explained to the student.
- The student is required to have the elevator pass with him/her at all times.

SCHOOL LUNCH PROGRAM

Students are directed to say Grace Before & After Meals. Students must be escorted to the Social Hall by their teacher. Students are expected to walk single file and in silence when near the Parish Offices and when directed by the teacher. Students are encouraged to exhibit proper behavior to and from the Social Hall and during the lunch period.

A hot lunch and other items are offered each full day of school. Students are issued an I.D. number to charge lunches. Students are encouraged not to bring cash to the school cafeteria. Students are expected to exhibit good manners while eating in the Social Hall. Students should speak quietly, walk rather than run, sit at assigned tables and clean up after themselves. Parents are to check balance of funds for school lunches on a regular basis.

CAFETERIA VOLUNTEERS AND VISITORS

- All cafeteria volunteers and visitors must sign in with the school receptionist and affix a badge before coming to the cafeteria.
- Parents/guardians are not to drop off lunches/money/tokens/items to their children during lunch.

BIRTHDAYS

- Students' birthdays are not celebrated in the classroom.
- Birthday gifts, banners, balloons and other materials are not permitted and will not be delivered to the student on school grounds.
- Only nut free and store bought items may be brought in to share during lunch, unless otherwise specified by classroom teachers.

RAINY DAY AND BROWN BAG LUNCH

- On rainy days students will be served lunch in their classrooms.
- Several times throughout the year necessities may arise in which the lunch room is not available. These days are designated, in advance, as brown bag lunch days. Students should bring in a lunch from home to eat in his/her classroom.
- Parents already assigned to volunteer for lunch, will be assigned to a classroom.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Academic enrichment and developmentally appropriate interventions to meet specific learning needs is available through the ESE Program. This program encompasses the student with special needs including students with learning difficulties/challenges and students who need enrichment.

SPEECH AND LANGUAGE SERVICES
Speech and language services are available at Saint Andrew Catholic School for students who demonstrate speech and language delays or disorders.

TITLE I
A federally funded government program administered through Broward County Schools Saint Andrew is able to offer students a program of supplemental services. The criterion for eligibility for students is their residential zone and educational status. Please contact the school for additional information.

MORNING CARE
- Parents may drop off students for Early Arrival between 7:00 – 7:30 a.m. at an additional charge. Students are to be dropped off in the Multipurpose room by the parent/guardian.
- Students are not permitted to wait outside the school unsupervised prior to the start of the school day.

AFTER SCHOOL CARE PROGRAM
- An After School Care Program is available until 6:00 p.m. on most school days.
- Any student still on the grounds after 3:10 p.m. will be escorted to the After School Care Program and charged the appropriate fee.
- Aftercare will begin at 12:30 p.m. on days of early dismissal.
- There will be a charge for students who are not picked up on time on the days that the school does not provide aftercare.

STUDENT RECOGNITION
Students are routinely recognized for Christian Witness, academics and athletics.

FIELD TRIPS
- Some academic and social enrichment activities may be experienced by students outside of the school building. Field trips are limited to no more than two per academic year.
- Parent permission slips must be signed and on file with the school on assigned due dates.
- Only the school's field trip form will be accepted. Verbal consent will not be accepted. The form should be completed in its entirety as all information is pertinent.
- If proper consent and/or documentation has not been provided to the school, the student will remain at the school for the duration of the trip with another class.
- Any student demonstrating behavioral concerns may be withdrawn from attending the field trip.
- Students should wear appropriate school uniform on field trip unless otherwise directed by the teacher and/or administration.

- Students and chaperones may be transported by bus for distant events or walk to local events and returned to the school upon completion of the field trip.
- Students and/or siblings who are not members of the class may not attend the field trip.
- Parent chaperones are required to provide completion of appropriate documents as well as have appropriate volunteer documents such Virtus certification and fingerprints and background check completed through the Archdiocese of Miami.
- Overnight field trips are not permitted.
- Field trips should be no longer than the regular school day hours.

ATHLETIC PROGRAM

Saint Andrew Catholic School offers a large sports program for both boys and girls including baseball, basketball, cheerleading, soccer, softball, track, and volleyball, when coaches are available

- Students desiring to participate in athletic activities are to maintain an overall "C" average in all major subjects and satisfactory average in conduct in all subjects on a quarterly basis.
- If a student has a "D" in any two subjects or an "F" in any one subject or has an "2" in conduct and effort" he/she may not be eligible to tryout or play on a school team. Third quarter grades from the prior school year may be considered for beginning of the year teams. If a student receives quarterly grades midseason that would deem the student illegible, the student will be benched for the remainder of that season.
- Parents/guardians should complete the Pre-participation Physical Evaluation Form, the Athletic Consent and Release from Liability Certificate, and other required documents and submit them to the office within the specified time. Students will not be permitted to try out or participate without the proper documentation.
- An activity fee will be collected for the particular sport. Returned fee policy will be enforced for any returned checks.
- Uniforms are the property of the school and are loaned to players. All uniforms need to be returned one week after the last game or tournament, unless otherwise specified, or a fee may be assessed. Uniforms must be clean when returned.
- Participation in athletic events may be denied to students who demonstrate behavioral infractions during school hours, receive a detention, and or suspension.
- All students attending an athletic practice or event should be picked up promptly or may be sent to the After School Care Program and incur a fee.

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

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

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

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

ADDITIONAL POLICIES

STUDENT RECORDS

EMERGENCY PROCEDURES

At the start of the school year, students are issued an emergency form that is to be completed by the parents/guardians. The information will be kept in the school clinic to be accessed in the event of an emergency. It is the parents'/guardians' responsibility to keep the school informed of any changes and update the information as needed to include:

- All known allergies
- Medications being taken by the student
- Student's change of address or telephone number
- Change of parents'/guardians' work or cellular number
- Change of authorized persons who may or may not be able to pick up the student

EMERGENCY INFORMATION

In order to expedite the dissemination of information during emergency situations in a timely, efficient manner, Saint Andrew Catholic School provides a structured means of reaching the school community by Option C Parent Alert. Families will be sent text messages, email, phone messages as appropriate.

SEVERE WEATHER

- Saint Andrew Catholic School will observe the same regulations as the Archdiocese of Miami regarding weather conditions (tropical storm, hurricane, tornado, and flood warnings/watches).
- If there is not an announcement from the Archdiocese of Miami, then follow the Broward County Public Schools alerts.
- Parents should follow radio, television announcements and school reach communications.

NON-MEDICAL EMERGENCIES
In the event of severe weather or other emergency conditions, the school will implement an appropriate response to the situation. If such an emergency arises during the school hours, parents should come to the school and pick up their children.

IMMUNIZATION RECORDS
All students are required to have completed blue (Form 680) and yellow (DH3040) State of Florida Department of Health forms on file in order to attend class. On the card shall be noted all poliomyelitis, diphtheria, tetanus, pertussis, measles, mumps, and rubella immunizations, hepatitis B series, chicken pox (varicella) as well as other pertinent information. State law requires these immunizations for each student unless such immunization is contrary to his or her beliefs or medical condition. Students entering seventh grade must a tetanus booster. It is the policy of Saint Andrew Catholic School to follow all updated guidelines from the Florida Department of Health and the Centers for Disease Control. The Archdiocese of Miami does not permit schools to accept religious exemptions for students. Medical exemptions are accepted with proper documentation from a physician or health department.

FINANCIAL POLICIES

TUITION & FEES
All tuition and fees are listed in the registration packet.

WITHDRAWALS
If a student is being withdrawn from the school, the registrar must be notified in writing. In order to have student records released to another school, the parent or guardian must complete the "Request for Records/Withdrawal Form", which may be obtained from the registrar's office. All books and materials belonging to the school need to be returned and all financial obligations must be fulfilled. Records will not be forwarded until these requirements have been fulfilled. Registration fees may not be refunded once a student is registered for the following school year. Once the registration fee and enrollment contract are signed the obligation to pay all fees and tuition for the full academic year is unconditional and binding, even if the child is withdrawn at any time after registration, or dismissed for disciplinary reasons from school at anytime during the school year.

RETURNED CHECKS
Any returned checks may be assessed an additional $35 fee. Reimbursement for returned checks should be paid by cash or money order for the amount of the returned check, plus the additional $35 fee. After receiving 3 returned checks during the school year, all payments may be required

to be paid in cash or by money order. Users of the Smart Tuition payment plan may be charged fees according to their guidelines.

CUSTODIAL RIGHTS

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, tardiness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and records and information pertaining to a minor child, including, but not limited to, school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order. The school administration is not obligated to include any other persons in conferences other than the parents and/or legal guardian.

ETHICS IN EDUCATION POLICY

Every school that accepts scholarship students under the John McKay Scholarship for Students with Disabilities (Fla. Stat. 1002.39) or Corporate Income Tax Credit Scholarship program (Fla. Stat. 220.187) must comply with the terms of Florida's Ethics in Education Act. Among other requirements, every regulated school will adopt a Code of Ethics for Instructional Personnel and School Administrators and will ensure that all instructional personnel and school administrators receive training on the Code and its reporting requirements. In addition, every regulated school will promptly post its Code of Ethics on its campus and on its website.

NEW STUDENT POLICY/PROBATION

All new students will be admitted subject to a ninety day probationary period. All returning students are also subject to probationary requirements regarding behavior, attendance and passing grades. The administration reserves the right to dismiss students from school for non-compliance with school policies and procedures.

PARENT INFORMATION

COMMUNICATION TO PARENTS

1. All students are to have a communication folder. Information (forms, notices, etc) will be sent home with the students via the communication folder. All information for parents is available on the school website and via Option C Parent Portal. Paper copies will be made available to parents without internet access by calling the school office.

2. The school website address is www.standrewcatholicschool.com. The website contains valuable information including:

- School calendar
- Lunch menu

- School events and fundraisers
- Contact information

3. "Option C" is a telephone/text/email communication tool used to keep parents updated and informed.

4. Various classroom activities and events will be communicated via e-mail through the Homeroom Parents. All parents should provide teachers with their email information in order to receive current information.

PARENTAL COMMUNICATON WITH THE SCHOOL

Parents/guardians who have concerns with a teacher should first attempt to address their concern with the teacher by setting up a designated conference. If the concerns are not able to be resolved, the Principal should be contacted. If not resolved with the Principal, the Pastor should be contacted. Only in the event that a resolution cannot be reached, should the Department of Schools be contacted.

HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association (HSA) is the parent organization of the school, which supports administration and teachers. All parents of Saint Andrew Catholic School are expected to be active members, attend HSA meetings, and take part in school affairs. The aim of the organization is to cooperate with teachers and administration so that the spiritual growth and academic excellence of the student body may be preserved and fostered. The HSA organizes fundraising efforts to help meet the needs of the school and helps coordinate social functions throughout the school year. Scheduled meetings are held throughout the year and posted on the school calendar.

SCHOOL FUNDRAISERS

School fundraisers are coordinated through the HSA and Carnival committee, with the approval of administration. All families are expected to participate and support school fundraising efforts.

SCHOOL ADVISORY COUNCIL

The purpose of the School Advisory Council is to advise and support the Pastor and Principal concerning school policies. The Saint Andrew Catholic School Advisory council consists of the Pastor, Principal, and appointed members. The Pastor, in consultation with the Principal, appoints the members.

PARISH MIDDLE SCHOOL YOUTH GROUP

Students in Grades 6-8 are encouraged to participate in the Parish Middle School Youth Group meetings as well as other events. Parents may volunteer within the Youth Ministry to earn service hours.

PASTORAL AND STEWARDSHIP REQUIREMENTS/FAMILY MASS ATTENDANCE

- Parents and children are expected to attend Mass on weekends and Holy Days of Obligation throughout the year.
- Student Mass attendance is monitored by homeroom teachers. Students who do not attend Mass on a regular basis may not be eligible for stewardship awards.
- Parents must submit an envelope to be marked as attending Mass.
- Registration information has additional information regarding financial requirements and commitments.

SACRAMENTAL MEETINGS

When special meetings are scheduled for First Holy Communion, Reconciliation, and Confirmation, all parents/guardians concerned are expected to attend all schedule meetings.

FAMILY SERVICE HOURS

Saint Andrew Parish is a Stewardship Parish and relies heavily on the donation of time and talent form its parishioners to fulfill many of the needs of the parish and of those outside of the parish in need. Each family is asked to contribute a minimum of 20 hours in any of the many areas of the school and parish.

There are many opportunities to contribute service hours. Information on suggested service hur opportunities are communicated through school emails, bulletins etc. Serving at the family carnival is strongly recommended

- The school is unable to run a cafeteria of its magnitude without the assistance of volunteers. Parents are to sign up for specific dates with the cafeteria coordinator. .
- Service hours are recorded in the service hour book, located in the front office, as they are served. Receipts may be attached into the volunteer receipt book.
- A donation to the school or classroom to assist with any of the activities in the amount of $25 constitutes as one service hour. Please staple receipts to the Parent Service Hour Volunteer form with an explanation of the purchase.
- Families will be assessed $25.00 for each service hour not completed. Service hours will be assessed in May. If a family cannot volunteer they may choose to be assessed for their hours at the beginning of the school year.
- Failure of any family to complete the fingerprinting process or VIRTUS will not dismiss obligation to complete service volunteer hours.
- Eight service hours must be completed during carnival.

REQUIREMENTS FOR PARENT VOLUNTEERS

VIRTUS & FINGERPRINTING

In order to protect the safety of students, the following requirements must be met by all Saint Andrew Catholic School staff, service providers, and volunteers:

- A Volunteer Application form must be on file in the school office.
- Digital fingerprinting with the Archdiocese of Miami must be completed every five (5) years. See the Saint Andrew Catholic School Registrar for options on how to complete the fingerprinting process.
- Complete a VIRTUS training workshop and submit a copy of the certificate to the administration. Training dates are available on-line at www.virtus.org.
- Prior to volunteering, verification that fingerprinting and VIRTUS are completed is to be completed or the volunteer opportunity will be denied. (See Appendix)

PARENT ATTIRE
Parents should dress in an appropriate manner when on school campus or attending school sponsored activities. Overly casual clothing or revealing clothing is inappropriate.

CELL PHONES
Parents should not be using cellular phones when in the school building or while volunteering as a chaperone/lunch duty servicer. When driving in the school parking lot, use of cellular phones is prohibited for the safety of the students and adults.

Verbatim Policies for Parent-Student Handbook
(in alphabetic order)

Verbatim Policies for Student/Parent Handbook

2026/27 School Year

This document provides schools with Verbatim Policies that must be placed in each school's Student/Parent Handbook. Policy language may not be changed, although fonts and layout may be modified as needed.

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I. Anti-Bullying Policy

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

(1) physically, emotionally, or mentally harming a student;

(2) damaging, extorting or taking a student's personal property;

(3) placing a student in reasonable fear of emotional or mental harm;

(4) placing a student in reasonable fear of damage to or loss of personal property; or

(5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

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

2. Scope

a. This policy prohibits bullying that occurs either:

i. on school premises before, during, or after school hours;

ii. on any bus or vehicle as part of any school activity; or

iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the

student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

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

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

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

II. Artificial Intelligence

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

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

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

III. Child Protective Investigations

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

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

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

IV. Community Service Activities

Community service activities are not school activities and [SCHOOL NAME] does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. [SCHOOL NAME] does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

V. Conduct

[SCHOOL NAME] is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

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

VI. Communicable Diseases and Related Items

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

VII. Confidentiality Statement

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

VIII. Drug and Alcohol Policy

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

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

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

IX. Electrocardiogram Screening Requirement (SECONDARY ONLY)

Consistent with its responsibility to protect the health and safety of student-athletes, [SCHOOL NAME] requires all student-athletes subject to the FHSAA Electrocardiogram screening requirement to provide satisfactory documentation of a completed ECG screening before participating in any tryout, practice, workout, conditioning activity, scrimmage, game, or other school-sponsored athletic activity. The School has adopted this requirement as a condition of participation in its athletic program. Accordingly, the School will not waive its ECG screening requirement based on a religious objection.

X. Electronic Acknowledgments

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding

and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

XI. Financial Obligations

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

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

XII. Fundraising

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

XIII. Harassment and Discrimination

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

XIV. Immunizations

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

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

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

XV. Intellectual Property Protections (ELEMENTARY ONLY)

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks of [SCHOOL NAME] are valuable property of the School. These marks are used to identify the School, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name, logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

XVI. Intellectual Property Protections (SECONDARY ONLY)

[SCHOOL NAME] takes great pride in its name, logos, mascot, and other identifying marks that represent our institution. These are also trademarks that provide great value to our school and that contribute to the identity, reputation, and recognition of our school community. To further protect these assets, we have registered the trademarks for our school's name and logos. Please note the following policies concerning the use of school trademarks.

1. The name, logos, and other identifying marks of [SCHOOL NAME] are registered trademarks owned exclusively by the school. These trademarks are legally protected and may not be used without express written authorization.
2. Parents/Guardians, students, and third parties are strictly prohibited from using the school's trademarks, including its name and logos, for any purpose without the express written consent of the school. This includes, but is not limited to, the creation or sale of merchandise, promotional materials, and digital or printed publications.
3. Parents/Guardians and students must ensure that any merchandise bearing the school's name and/or logos is purchased only from vendors who are officially licensed and authorized by the school to use the school's trademarks. Before making any purchases, parents and students should verify with the school administration that the vendor is properly authorized.
4. Unauthorized use of the school's trademarks may result in disciplinary action, legal consequences, or both. Any suspected misuse should be reported to the school administration immediately.

By respecting and protecting our trademarks, we help preserve the religious identity and reputation of _____ High School. For any questions regarding the use of our trademarks or authorized vendors, please contact the school administration.

XVII. Introduction to Handbook

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

XVIII. Medication Guidelines

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

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.

3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

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

XIX. Name, Image, and Likeness (SECONDARY ONLY)

[SCHOOL NAME], as a member of the Florida High School Athletic Association (FHSAA), adheres to FHSAA regulations governing athletic competition. Pursuant to FHSAA rules, student-athletes must, with the limited exception of permissible NIL activities, maintain amateur status in order to participate in FHSAA-regulated athletic activities. Consequently, student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation.

Student-athletes are permitted to benefit from their name, image, and likeness in accordance with FHSAA rules. This includes the ability to receive compensation for endorsements, appearances, and other activities related to NIL. No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that they should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students.

All NIL agreements must be disclosed in writing to the school administration within seven days of signing. Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student-athletes are prohibited from making any reference to any school of the Archdiocese of Miami when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display an Archdiocesan school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the Archdiocese of Miami. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity. The names, mascots, and logos of Archdiocese of Miami schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. In addition to compliance with FHSAA rules, student-athletes may not endorse products or services that are inconsistent with the values of [SCHOOL NAME] and must at all times comport with the Conduct provision in this handbook and the policies and mission of [SCHOOL NAME] and the Archdiocese of Miami.

XX. Notification of Rights under FERPA

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

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

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

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

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

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

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

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

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

   Family Policy Compliance Office
   U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5920

XXI. Open Admission Policy

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

XXII. Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

XXIII. Parental Custody Agreements and Court Proceedings

[SCHOOL NAME] is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

A. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

B. Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

- Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.
- Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:
    - "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day;
    - Refuse a child's release to a parent based on an alleged schedule violation;
    - Serve as intermediaries, messengers, or "record-keepers" for family court matters; or
    - Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.
- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

C. School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

1. **Equal parental access absent restriction**. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.
2. **Verification and safety procedures still apply.** All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).
3. **Authorized pickup procedures.** For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).
4. The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.
5. High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

D. Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school

receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the address(es) where student records should be sent.

E. Testifying in Divorce or Custody Proceedings

In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. A violation of this policy will constitute a breach of the parental cooperation requirement.

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

F. Conduct Expectations and Campus Safety

Saint Andrew Catholic School expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

XXIV. Participation in Co-Curricular and Extra-Curricular Activities

The school recognizes the following co-curricular and extra-curricular activities (including official athletics activities and school dances):

[INSERT BULLET POINT LIST]

Parents acknowledge that participation in these co-curricular and extra-curricular activities may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any athletic activity, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any co-curricular or extra-curricular activities, including all athletics activities and school dances.**

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

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity.

XXV. Private Tutoring, Coaching or Lessons

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

XXVI. Public Display of Affection

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

XXVII. Safety in Private Spaces

(Name) School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as stablished by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

XXVIII. School-Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

XXIX. Search and Seizure Policy

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

XXX. Section 504 – Policy Statement

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

The school's designated 504 Coordinator and contact information are as follows: Dr. Jaclyn Don Caceres, 305-762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

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

XXXI. Sexting

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

XXXII Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

XXXIII. Technology Use

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

1. Respect and protect the privacy of others:
    a. Use only assigned accounts and passwords;
    b. Do not share assigned accounts or passwords with others;
    c. Do not view, use or copy passwords, data or networks to which you are not authorized;
    d. Do not share or distribute private information about yourself or others.

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

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

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

XXXIV. Text Messaging/Telephone Calls

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

XXXV. Threats of Violence

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

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

XXXVI. Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based rideshare transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

XXXVII. Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

XXXVIII. Use of Photos

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

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

XXXIX. Video Surveillance

[SCHOOL NAME] uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

XXXX. Weapons

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

APPENDIX: Parent-Student Handbook Acknowledgment Forms

Saint Andrew Catholic School

9990 NW 29th Street
Coral Springs, Florida 33065

Phone (954) 753-1280 Fax (954) 753-1933
Msgr. Michael Souckar, Pastor Dr. Renee Sarmiento, Principal

Saint Andrew Catholic School Elementary School Name
Parent-Student Handbook Acknowledgment Form

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

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

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

_____ _____
(Print Parent/Legal Guardian Name) (Date)

_____
(Signature Parent/Legal Guardian)

_____ _____
(Print Student Name) (Grade)