

# Parent/Student Handbook 2026-2027



**Saint Andrew Catholic School**  
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**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.*

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## Saint Andrew Catholic School Parent and Student Handbook 2026-2027

### 1. Introduction and Foundational Statements

#### **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 Mrs. Kristen B. Hughes, 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 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.

#### School Mission Statement

Saint Andrew Catholic School provides a high-quality academic education within a community of care and compassion. We nurture the faith lives of our students as they grow in knowledge, service, and love of Jesus Christ.

#### 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.

#### 2. 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.

### 3. 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.

### 4. 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

Illness of the student,  
Confirmed family emergency  
Confirmed court appearance  
Approved school activity  
Death in the immediate family

##### Unexcused Absences

Vacation or family trips  
Babysitting or care for siblings  
"Personal services (hair appointments, etc.)"  
, Non-school events (club sports/arts)  
, 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.

## 5. 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.

## 6. Grading Scales and Reporting

### Primary Grading (Grades 1-2)

Students in Grades 1-2 are evaluated on a progress-based scale. Numerical percentage grades are not used for these levels.

**E** | Excellent Progress

**G** | Good Progress

**S** | Satisfactory Progress

**N** | Needs Improvement

**U** | Unsatisfactory Progress

### Intermediate and Middle School Grading (Grades 3-8)

Letter Grade, Percentage Range

A, 90 - 100%

B, 80 - 89%

C, 70 - 79%

D, 60 - 69%

F, 59% or lower

### Effort and Conduct (Grades 1-8)

Score, Description

4, Exemplary

3, Consistent

2, Inconsistent

1, Needs Support

### Middle School Honor Roll

Honor Roll recognition is restricted to **Middle School (Grades 6-8)** only. To qualify, students must meet the following minimum percentage thresholds in all subjects and maintain a 3 or 4 in Conduct and Effort:

- **Principal's List:** 95% minimum in all subjects.
- **First Honors:** 90% minimum in all subjects.
- **Second Honors:** 85% minimum in all subjects.

## 7. 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.

### Serious Infractions

- **Harassment & Bullying:** The school prohibits all forms of bullying and may take disciplinary action up to administrative withdrawal.
- **Threats of Violence:** Any threat of serious bodily harm may result in immediate suspension, administrative withdrawal, and law enforcement contact.
- **Hazing:** Any act required for induction into a group that results in humiliation or harm is strictly prohibited.

### Administrative Withdrawal

The Principal reserves the right to administratively withdraw a student for serious or chronic violations of the Code of Conduct or if the parent/school partnership is determined to be irretrievably broken. This process is final, and there is no formal appeal.

### Saturday School

The school may require students to attend Saturday School as a consequence for conduct violations or to remediate academic deficiencies. Attendance is mandatory when assigned.

## 8. Safety and Security

### Mandatory Drills

The school maintains strict compliance with the following safety drill frequencies:

- **Fire Drills:** Conducted monthly.
- **Law Enforcement/Lockdown Drills:** Conducted six (6) times per year.

### Lockdown Procedures

- **Code Yellow:** Incidents in the area unrelated to the campus. The campus is secured; movement may continue inside the buildings.
- **Code Red:** Direct threat to the school. All doors are locked, and students/personnel shelter in place.

### Prohibited Technology

The use of **Smart Glasses** and other wearable technology (e.g., smartwatches with communication capabilities) is prohibited on campus without specific permission from the Principal.

### School Visitors

All visitors must enter through the main entrance, be processed via the security camera system, and wear a **Visitor's Badge** at all times. The school reserves the right to ask any visitor to leave if their presence is disruptive.

## 9. 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.

### 10. 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.

### 11. 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).

### Parent/School Partnership

The school recognizes parents as the primary educators. Enrollment is contingent upon the **Parent Covenant Agreement**, which outlines the expectation for parents to support the authority of school officials and comply with all policies.

### Digital Communications and Media Release

The school may take photos or videos of students for official reasons (website, social media, marketing) if the parent has signed the appropriate release forms.

## 12. Section XXIII: Verbatim Policies 2026-2027

### Parental Custody Agreements and Court Proceedings

The school reserves the right to remain neutral in parental timesharing arrangements. The school must have current legal documents on file regarding custody and access. School personnel are not permitted to participate in custody-related court proceedings or provide depositions without the express written permission of the Superintendent of Catholic Schools.

### Video Surveillance

The school utilizes security cameras at main entrances and throughout the campus for the safety of students and staff. Cameras may be present in classrooms for security purposes; however, audio recording is deactivated. Cameras are not permitted in bathrooms, locker rooms, or other areas where a reasonable expectation of privacy exists.

### Section 504 Coordinator

The designated Section 504 Coordinator for Saint Andrew Catholic School is **Dr. Jaclyn Don Caceres**.

## 13. Appendices and Acknowledgments

### Appendix A..

### Appendix B.: Parent/Student Handbook Acknowledgement Form

We, the undersigned, have read and understood the Saint Andrew Catholic School Parent and Student Handbook for the 2026-2027 school year. We agree to be governed by these policies and recognize the school's right to exercise administrative discretion in their application. Parent/Guardian Signature (Date) Student Signature (Grades 6-8) (Date)

### Appendix C: Parent Covenant Agreement

**MANDATORY REQUIREMENT:** Signing the Parent Covenant Agreement is a mandatory requirement for enrollment at Saint Andrew Catholic School. I/We, the parents/guardians of the student(s) named below, acknowledge that our child's enrollment is a privilege and not a right. I/We agree to:

1. Support the Catholic mission of the school and the authority of the administration.
2. Communicate professionally and respectfully with all school and parish personnel.

3. Comply with all financial, academic, and behavioral policies as outlined in the Handbook.
4. Model Christian behavior at all school-sponsored events, both on and off campus. I/We understand that if the school determines, at its sole discretion, that the partnership between the home and the school is irretrievably broken, the school reserves the right to administratively withdraw our child(ren). Parent/Guardian Signature (Date)

#### Appendix D. Volunteer information

**2026-2027**

**APPENDIX: Parent-Student Handbook Acknowledgement Forms**

**Saint Andrew Catholic School Name**

**Parent-Student Handbook Acknowledgement Form**

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

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

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

---

(Print Parent/Legal Guardian Name)

---

(Date)

---

(Signature Parent/Legal Guardian)

---

(Print Student Name)

---

(Grade)

# Saint Andrew Catholic School

9990 NW 29<sup>th</sup> Street  
Coral Springs, Florida 33065

## PARENT COVENANT

**We are blessed to have your family** as part of Saint Andrew Catholic School and are humbled by your trust in us. As a parent or guardian, you have an essential and irreplaceable role in the education of your child. **Catholic education works best** when parents and educators work together in a relationship of open communication, trust, and mutual respect. **We need you** as an essential partner to support your child while partnering with us in a Catholic community of faith. Building this community of faith is a primary mission of our school requiring a cooperative and supportive relationship with all members of its community including students and parents.

As such, this **Parent Covenant** has been developed to communicate our expectations as to how you can best partner with us in a manner reflective of our Catholic mission.

*PLEASE INITIAL EACH OF THE STATEMENTS BELOW:*

**As a Parent or Guardian, I affirm that will:**

\_\_\_\_\_ Understand and support the Catholic mission of Saint Andrew Catholic School

\_\_\_\_\_ Read, support, and follow school policies and procedures, embracing my role in promoting a harmonious school environment.

\_\_\_\_\_ Ensure that my child arrives on time to school every day unless there is a real emergency.

\_\_\_\_\_ Communicate and treat all others in the school community (students, teachers, staff, and other parents) with respect, professionalism, and Christian care.

\_\_\_\_\_ Address questions and concerns at the lowest possible level, escalating to the next level when necessary.

\_\_\_\_\_ Assume positive intentions when addressing any concerns, working through concerns in a manner that is professional and solution-oriented.

\_\_\_\_\_ Refrain from unnecessary and negative gossip, including participation in harmful texts, chats, and social media interactions.

I understand that the school views the education of its students as a partnership between the parents and the school and that parents are required to comply with these expectations. I further understand that all enrollment and disenrollment decisions remain at all times at the discretion of the school. In addition, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership is irretrievably broken.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Parent/Guardian #2 (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**LIST NAMES OF ALL ENROLLED STUDENTS BELOW (WITH GRADE):**

1. \_\_\_\_\_

2. \_\_\_\_\_