

Saint Anthony Catholic School



Family Handbook

(Updated 8/15)

2016 - 2017

**820 Northeast Third Street
Fort Lauderdale, FL 33301
(954) 467-7747**

INTRODUCTION

Welcome to Saint Anthony Catholic School. Our formula for success, year after year, has been the cooperation between parents and the school. We believe we must work together to motivate each child to reach his/her maximum level of spiritual, physical and academic potential.

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

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.

All our endeavors to instill the virtues of Christianity and the characteristics of a well-rounded individual with high standards of personal achievement must be supported by a similar atmosphere in the home. The greatest teaching tool available to parents in the upbringing of their children is setting a good example.

The children need our guidance. School rules and policies are important factors in the process of learning to live and work together. They must be understood and accepted by all of us in order to prepare the children for future participation in community life and to assume their responsibilities as Christians.

Keep this handbook and refer to it often. Cooperation will be the key to the happiness and fulfillment of every child at Saint Anthony Catholic School.

Title II of the Civil Rights Act of 1964, as amended and Title IX of the Education Amendment of 1972, prohibits discrimination on the basis of sex, race, color or national origin. Saint Anthony Catholic School adheres to this code.

ABOUT SAINT ANTHONY CATHOLIC SCHOOL HISTORY

Saint Anthony Catholic School opened its doors to the children of the parish in September of 1926 under the pastoral direction of Father Michael Mullaly and Sister Marguerite Cichansk, OP., Principal.

Father John J. O’Looney became pastor in 1929 and gave tremendous impetus to Catholic education in Fort Lauderdale. The original school building, facing Third Street, was designed by famed architect, Francis Abreu.

From its foundation and until 1982, Adrian Dominican sisters taught and administered the school. In 1982, the pastor, Father Timothy G. Hannon, secured the services of the Marist Brothers to administer the school. Brother Thomas Aquinas, FMS became the first brother principal. After the untimely death of Brother Thomas in 1986, Mrs. Elaine L. Patterson became the first lay principal. The current administration is Father Michael Grady and Mrs. Terry Maus.

Today, Saint Anthony Catholic School consists of 23 classes serving Pre K-3 year old students through grade 8 students. Our students are taught entirely by lay faculty in an environment of high academic achievement coupled with strong moral and religious values.

PHILOSOPHY

The fundamental goal of the administration and staff is to assist in the education of the whole Christian child. This shared responsibility between the parent and school community is essential in fostering the spiritual, moral, intellectual, physical and social growth of each individual.

Members of the faculty are committed to teach as Jesus did, with love, understanding and compassion. The Gospel values of peace and justice permeate our philosophy by guiding students to live with their neighbors in a spirit of harmony, respecting the diversity of race, religion and ethnic origins.

The recognition of each student’s God-given abilities is vital to the philosophy of Saint Anthony Catholic School. In a positive, secure environment, participation is encouraged through a broad spectrum of learning experiences. Skills are developed through a balanced program that reassures and challenges the students, allowing individual strengths to flourish.

As a Catholic institution of learning, our priority is the development of Catholic principles and values. In keeping with Vatican II, the school aims to “cultivate the intellect, ripen the capacity for right judgment, and promote a sense of values.” Saint Anthony Catholic School is dedicated to the education of the whole child. It strives to prepare the students to be life-long learners and productive citizens.

MISSION STATEMENT

Saint Anthony Catholic School provides a safe, nurturing, educationally challenging environment for all students, built upon the Catholic principles of prayer, community and service.

BELIEF STATEMENTS

Saint Anthony Catholic School holds to be true these statements and lives them out daily. We believe...

Catholic Education **affirms** Jesus' command to love God and neighbor

Catholic Education **exists** to spread the message of Jesus to the world

Catholic Education **teaches** prayer, reveals relationships, and connection with God

Catholic Education **follows** Jesus' example of serving others in word and action

Catholic Education **values** the uniqueness of every student

Catholic Education **serves** all students – catholic or non-catholic

Catholic Education **seeks** to develop the spiritual, moral, academic and social potential in each student

Catholic Education **upholds** diversity and **demands** inclusivity in all areas

Catholic Education **creates** environments that are secure and healthy for mind, body and spirit

Catholic Education **leads** families to celebrate Eucharist each Sunday

RELIGIOUS EDUCATION

Saint Anthony Catholic School joins with the parents in the religious education of their children. The study of religion is a process that is designed to be developmentally appropriate and sequentially ordered. Students in early years discover God and His love and care for us, while in the middle years they explore God's commandments, sacraments and Church. Junior High students develop a deeper understanding of God's Word in scripture.

The sacraments of First Reconciliation (Penance/Confession), Eucharist (Holy Communion), and Confirmation are celebrated at appropriate grade levels with parental participation.

Along with the formal study, students participate in liturgies, sacraments and community service activities that provide experiences of worship and living out the message of Jesus.

LITURGY AND THE SACRAMENTS

Each week on Friday, the children attend Mass at 8:15. The entire student body also attends Mass on Holy Days of Obligation. Parents are encouraged to join their children at these student body Masses. It is our goal that, with proper preparation and a more complete understanding of the Word of God and the world, each child will come to know and appreciate the Sacred Liturgy.

Saint Anthony Catholic School's mission is to provide a safe, nurturing, educationally challenging environment for all students built upon the Catholic principles of prayer, community and service. We evangelize and catechize our students in a Catholic school environment; and believe we should all be a strong faith witness and a teacher of the Catholic tradition, living a faith-based life. We ask you to partner with us in developing your child's Catholic faith.

It is your responsibility, as parents, to set the example in your home by encouraging attendance at Mass and the reception of the Eucharist on Sundays and Holy Days. Parents are reminded to provide the opportunity and encourage the reception of the Sacrament of Reconciliation. You are also reminded to take an active, meaningful part in your child's spiritual growth through daily prayer and other spiritual activities in order to foster the purpose for the existence of Catholic schools. We cannot do this job alone and we ask you to join us.

Our goal is to encourage family Mass attendance at our church. Weekly, a class will be assigned to Mass duties. Students will be readers, collectors, and presenters of the gifts. The class will sit together with their teacher and parents are encouraged to join them. We will be monitoring our student body's attendance at Mass.

ACADEMIC PROGRAM CURRICULUM

Saint Anthony Catholic School is committed to providing the best education possible to its students. The course of study follows the "Guide for Elementary Schools of the Archdiocese of Miami." The program includes the following subjects:

Religion	Language Arts	Art Integration
Social Studies	Science	Physical Ed
Mathematics	Spanish	Electives

SPECIAL PROGRAMS STREAM

STREAM stands for Science, Technology, Religion, Engineering, Arts and Math. Saint Anthony School is in process to evaluate and review the benefits of becoming a STREAM certified school. This will be an ongoing process that typically takes 3 years. We will begin with a focus and implementation of a new Science Lab and curriculum for all grade levels.

COMPUTER PROGRAM

Computer technology is integrated into the curriculum at all grade levels. Each classroom has computers with Internet access and a printer. Students in grades 3-5 will be given an iPad, and students in grades 6-8 will be given a Chromebook to use during the school year. A **T1** line and Fiber Optic wiring provides quick Internet access. Students and teachers work with Google Chrome to share documents with students, to monitor their activity and to ultimately enhance the learning and teaching experience. Students in grades Pre-K through 3 will have access to iPads in their classrooms.

COMPUTER USE

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and 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 password
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:

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

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

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 expulsion.

****See Acceptable Use Policy form attached to this handbook.**

Please complete and return to school.

RESOURCE ROOM

The resource room offers a comprehensive program of services for students and teachers. The collection is comprised of a large selection of books as well as audio-visual equipment and material. Students have access to the library Monday through Friday with a teacher or adult. Our resource room staff member will be on campus Monday through Friday.

ARTS AND LETTERS PROGRAM

St. Anthony Catholic School is excited to implement the Robert H. Gore, Sr. and Lorena Gore Endowment Arts and Letters Program. Our objective is to expose our students to

professional journalists, writers, poets and authors in combination with other unique opportunities to fuel the fires of civic duty within them.

CROSS CURRICULAR INTEGRATION FOR STREAM

STREAM is Science, Technology, Religion, Engineering, Arts and Mathematics Education. With an emphasis on the Arts, we aim at establishing a highly diverse student and staff population. We seek to draw from a wide range of academic and life experiences brought here by all school community members. We strive to build and design a unique learning community that addresses the needs of all students as they engage in Project & Problem based learning activities driven by the curriculum and standards of the ADOM, as well as the economic demands of the 21st Century. Our goal is to inspire and “ignite” the appreciation of the STREAM disciplines, while fostering innovative thinking, and to provide students with the Core knowledge and skill-sets necessary to explore potential professional opportunities in STREAM related fields.

CATAPULT PROGRAM

The primary goal of this program is to improve reading and math skills. Students in grades 3 through 8 may be referred if they have scored below 50% as a total score on a standardized test in reading and/or mathematics **and/or** the student received a grade of “D” or below on the last report card issued. Attendance eligible Title 1 primary students (kindergarten through 2nd grade) may be referred through standardized test scores as mentioned above, report card grades (D or lower) **or** by teacher observation. Catapult Program will be on campus, Tuesdays and Thursdays. Eligible students in K-5 will receive services during Spanish. Students in grades 5-8 may also take advantage of a before school opportunity to work in small groups from 7:00 – 7:45.

RENAISSANCE LEARNING

Renaissance Learning is the world’s leading provider of computer-based assessment technology for PreK - 12 schools. Adopted by more than 73,000 North American schools, Renaissance Learning’s tools provide daily formative assessment and periodic progress-monitoring technology to enhance the curriculum, support differentiated instruction, and personalize practice in reading, and math. Renaissance Learning products help educators make the practice component of their existing curriculum more effective by providing tools to personalize practice and easily manage the daily activities for student of all levels.

MATHLETICS

Mathletics is one of the most popular global math websites, with over 40,000 students using the site each day from around the world. There are over one thousand learning activities covering primary and secondary mathematics. The goal is to produce a learning resource that facilitates a teacher in providing a personalized, formative and motivational experience for all learners, through these key factors: Differentiation, Assessment for Learning, & Tangible Improvement & Motivation.

SCHOOL COUNSELOR

Saint Anthony Catholic School has a full-time counselor on staff. The counselor may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be notified immediately. The counselor is also available for teachers, staff and parents regarding behavioral problems, divorce, anxiety and a multitude of other issues.

HOMEWORK

Homework assignments are an ongoing extension of learning. Students should use homework to prepare for upcoming classes, quizzes and tests as well as reviewing the lessons discussed that day. Homework will not be criteria weighted in an academic grade. It will be used as a means of assessing student progress.

Homework assignments are posted on the Saint Anthony Catholic School Option C web site and through classroom assignments. Important notes, dates, reminders are also posted. Parents are invited to check regularly.

POSTING OF TESTS, PROJECTS, & OTHER INFORMATION

In order to assist students and their parents with keeping students organized and up to date, teachers will post information on what is happening within their classroom via the web. Teachers in grades PreK - Grade 8 will utilize Google Calendar to post project due dates, test dates, etc. Parents should encourage students to stay up to date and check their calendars, Google Classroom and Option C often for changes and updated information.

ELEMENTARY GRADING SCALE Pre-Kindergarten through Second Grade will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

- 4 Exceeding grade level standards
- 3 Proficient in meeting grade level standards
- 2 Development in meeting grade level standards
- 1 Emerging in the development of grade level standards

The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year.

The standards (under each subject) will be measured by:

- + Area of strength
- Area of weakness
- S Satisfactory
- NA Not assessed at this time

Grades Three through Eight will receive a percentage grade. The grading scale is:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 *An F is 59% nothing lower

The standards (under each subject) will be measured by:

- + Area of strength
- Area of weakness
- S Satisfactory
- NA Not assessed at this time

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music, Physical Education, and World Language).

The Active Learner Traits for K-8 will be measured by:

- + Area of strength
- Area of weakness

No mark indicates satisfactory performance

HONOR ROLL

Every quarter/semester students in Grades 6-8 who fulfill the requirements described below, receive a certificate attesting to this achievement.

PRINCIPAL'S LIST	95% or higher in all subjects All +'s & or S's under Active Learner
FIRST HONORS	All course grades are 90% or higher All +'s & or S's under Active Learner
SECOND HONORS	All course grades are 85% or high All + or S's in Active Learners

A student who has been **suspended, either in-school, or out of school**, may not make honor roll for the marking period in which he or she has been suspended.

Students who receive Principal Honors and First Honors will be recognized with a certificate at an Awards School Mass at the end of each quarter.

REPORT CARDS

Report cards are issued approximately every 9 weeks, at the end of each quarter. Each marking period will be approximately 45 days. Check school calendar for dates. Parents should check their children's grades online at least weekly.

Report cards are to be sent electronically through Option C. Parents will verify that they have reviewed the Report Card. If you need a hard copy of the Report Card sent home, please notify the Front Office.

OPTION C

Option C is our student/parent and teacher portal. Each parent receives a log-in to view student assignments, grades, behavior tracking, progress reports and report cards. All the information given at registration was transferred to Option C. Please be sure we have your updated information. Teachers will use this information to contact you. The school uses this information to monitor students with custodial issues and/or medical and allergy issues. This is the system we use for Emergency Contacts and School Information. All parents will receive their log-ins at the Back To School Night in September.

GRADUATION/PROMOTION REQUIREMENTS

The following requirements must be met before graduation from the eighth grade:

- All academic requirements must be fulfilled.
- All tuition and other financial obligations must be fulfilled.
- Required Home & School hours for service to the school must be fulfilled.
- Books and sports uniforms must be returned in good condition.

A student failing 2 major subjects will be retained.

PARENT 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 is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PHYSICAL EDUCATION

The Saint Anthony Catholic School physical education program offers students an opportunity to develop and improve their physical coordination, personal fitness, and to learn important lessons in teamwork, honor, and dignity. The teaching and promotion of the values of good sportsmanship and fair play are stressed at all levels. Emphasis is also placed on making students aware that they are responsible for their personal fitness and the positive impact physical activity can have on health.

ATHLETICS

Saint Anthony Catholic School is a member of the All Broward Catholic Conference, (ABCC). The ABCC provides athletic programs with an emphasis on Christian principles and good sportsmanship. All athletes participating in interscholastic sports must follow all ABCC rules of eligibility regarding age, participation, academic and behavioral standards.

Saint Anthony Catholic School recognizes the following inter-scholastic sports:

Season	Sport	Girls	Boys	Grade
Aug/Oct	Basketball	J.V./Varsity	J.V./Varsity	5-8
	Cheerleading			5-8
	Soccer	1 team		6-8
Nov/Dec	Soccer		1 team	6-8
	Basketball	J.V./Varsity		5-8
Jan/Feb	Volleyball		J.V./Varsity	5-8
	Softball	1 team		6-8
Feb/ Mar	Track & Field	1 team	1 team	5-8
	Flag Football	1 team	1 team	6-8
April/ May	Baseball		1 team	6-8
	Volleyball	J.V./Varsity		5-8

Junior Varsity sports are available for 5th and 6th grade; students in grades 7th and 8th participate on the Varsity level. In order to be eligible to play sports or participate in athletic activities, students must maintain a C or above in all subjects and have less than 15 infraction points for that season. **Students who receive two or more D's or one F in academic subjects, and/or have 15 infraction points are put on an athletic probation and must complete the Eligibility Program requirements in order to be eligible to return to play.** Students who have been suspended for one or more days during the marking period or received two or more "F's" in academic subjects are ineligible to play sports. Please see below for more information about the probation program for sports.

If a student is absent or sent home sick from school, he/she may not participate in tryouts, practices and/or games that day. The opportunity to participate in sports activities is a privilege, not a right.

Student athletes will pick up their siblings from their homeroom classes and report to the 2nd street gate (club room) for dismissal.

All students are required to submit a completed Archdiocese of Miami Athletic Pre-Participation Physical Exam and Athletic Consent/Release from Liability Certification for the current school year 2016-2017 prior to participation. These forms may be downloaded from the Saint Anthony Catholic School athletic website.

An athletic fee of \$75.00 will be required for each interscholastic sport a student participates. This fee will help defray the costs of officials, equipment and supplies, awards and conference fees.

Uniforms will be distributed upon receipt of the athletic fee and are to be returned at the end of season. The student accepts full responsibility for the care and return of the same uniform distributed to him/her at the end of the season. A student that loses or destroys his/her uniform through carelessness is responsible for its replacement.

The Athletic Program requires each participant to have a physical exam/school entry exam on file in the School Office at the beginning of the school year.

ELIGIBILITY PROGRAM FOR SPORTS

Being an athlete at Saint Anthony Catholic School is a privilege, not a right. Athletes are expected to conduct themselves in a manner in which Saint Anthony Catholic School is always seen in a positive light. The following program has been developed in order to assist those athletes who are having difficulty academically and or socially in order to encourage those athletes to keep up with their schoolwork and monitor their own behavior. The program has three phases: *probation, redshirt status, suspended*. Any student who has two or more D's or one F in academic subjects and/or have 15 infraction points will be entered into the first phase of the program, or probation for a period of one academic week. During this time the athlete may practice and play in games while the coaches, athletic director, and teachers encourage the student to get extra work and submit missing assignments. After one week, the Athletic Eligibility Program team will meet to evaluate the student's grades that were placed on probation. If improvements are made, the probation status is terminated. If no improvement has been made and or grades continue to fall, the athlete is placed on red shirt status. These athletes are permitted to practice, but are not game eligible for another academic week. After one week, Athletic Eligibility Program team will meet again to evaluate the student's grades once more. If the grades/conduct are improved, the red shirt status is terminated. If the athlete's grades/conduct remain below the Saint Anthony Athletic Standard of C's in all academic areas, the athlete will be immediately suspended. These Athletes are not permitted to practice, nor eligible for games until their grades and/or conduct improve. Any student with 20 or more infractions is subject to immediate suspension. Any adjustments made to the program during the course of the year are at the discretion of the administration.

ATTENDING SCHOOL ATHLETIC GAMES

The school encourages all members of our community to attend our home and away athletic games to cheer on our Archdiocese of Miami student athletes. The members of the community viewing these games are held to the same policies, guidelines, and expectations regarding their conduct while attending these school sponsored events while representing St. Anthony Catholic School. The school's administration team has the right to ask those who do not meet this criteria to leave the grounds at their discretion.

Any unsupervised student at a home athletic game will be immediately brought to aftercare and will be signed in at that time. If a student wishes to attend a game with another guardian other than a family member, notification in the form of an email or letter must be turned in to the office in addition to the Athletic Director prior to event(s) starting time.

If a student wishes to attend a game without supervision, a written letter releasing 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 attending these events, regardless of where they occur must be turned into the front office and will be kept on file for the remainder of the academic year.

PARTICIPATION in SCHOOL ATHLETICS or ORGANIZATIONS

The school recognizes the following sports, activities and clubs:

School Clubs: Chess, Student Council, Choir, The Arts, Ballet, Dance, Altar Service, Surf rider, Zumba, Golf, Mind Lab, Tennis, Band, Sewing & Embroidery, & Kids-nastics, Baseball, Basketball, Cheerleading, Soccer, Volleyball, Softball, Track & Field, & Flag Football, Field Day, School Sponsored Dances

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 parent 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 preseason conditioning, open gym, tryouts and practice.

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

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

PRIVATE TUTORING, COACHING or LESSON

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.**

GENERAL RULES OF CONDUCT

STUDENT CONDUCT

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

CELL PHONES/ELECTRONIC DEVICES

The use of electronic devices, other than a school issued Chromebook or iPad, by a student from 7:30am through the end of dismissal is not allowed unless teacher approved. Students who bring handheld games that are not teacher approved will have them confiscated, unless authorized by Administration. The use of Kindles and Nooks are permitted for reading purposes only. If any of these items are brought to school, and then damaged; lost or stolen, the school is not responsible for the loss. Wearable devices such as the Apple Watch, Galaxy Gear Watch, etc. are strictly prohibited and should not be worn while on campus at all times. Students who come to school wearing such a device will have them confiscated immediately. Students are permitted to use their personal electronic devices during aftercare hours following the homework period and under the discretion of the aftercare director.

If a student possesses a cellular telephone, it should be turned off and kept out of sight and may not emit any ring tone or other noise on school grounds during school hours. Consequences are as follows:

- **First Offense:** The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form and the student receives a detention.
- **Third Offense:** Parent must sign paperwork that acknowledges that the cell phone will be returned at the end of the academic year.

Failure to surrender items will result in other disciplinary consequences.

CHEATING/PLAGIARISM

Cheating/plagiarism is a serious violation of academic standards. Any student who cheats on a test or other assignments or violates normal testing procedures will receive

a deduction in points for that assignment or assessment and will meet with the SACS administrative team. The teacher will inform the student that they are being accused of cheating, and that their case is being sent to the administrative team. Parents will be notified via email after the case is reviewed. Students violations will be noted in the discipline file and this behavior may also result in a detention, suspension or possibly expulsion at administration's discretion.

E-MAIL

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- Inappropriate e-mail will not be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

CHATTING AND BLOGGING

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

AUDIO AND VIDEO

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of DEVICES to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.

- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

GAMES

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school DEVICE that is considered inappropriate or impedes the educational purpose of the program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the DEVICES.
- Screensavers that include gaming components are not allowed.
- Faculty and staff may relax the gaming policy at their discretion.

DEVICES

- Student DEVICES must not be left unattended at any time. If a DEVICE is found to be unattended, it will be turned in to the Technology Office and the student will need to pay the fine assigned based on number of offenses.
- DEVICES must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your DEVICE to other students.
- Do not borrow a DEVICE from another student.
- DEVICES must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued DEVICES must be in the school-issued DEVICE case.

- Do not consume food or beverages near the DEVICES.
- DEVICES should be handled with care. Inappropriate treatment of school DEVICES is not acceptable.
- No writing or stickers will be allowed on the DEVICE and DEVICE cases (iPads), and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your DEVICE.
- Students are not allowed to create any administrative passwords on their DEVICES.
- Students are expected to come to school with a fully charged battery on a daily basis.
- If a student is missing their device, the student can go to the front office to request a loaner device and charger. Loaned items must be returned by the end of the day or is subject disciplinary action.

NETWORK ACCESS

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida IPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The school is not responsible for damaged or lost data transferred through our network or stored on DEVICES or our file servers.

FILE SHARING

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the DEVICES. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

DELETING FILES

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in DEVICE failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

DOWNLOADING AND LOADING OF SOFTWARE

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the DEVICE that impedes the educational purpose of the DEVICE program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the DEVICES nor may copyrighted movies be downloaded to the DEVICES from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the DEVICES
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open

connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that DEVICE, but they also slow down the operation of the DEVICE and the network connection.

- There is a \$25 re-imaging charge to remove any unapproved software or files.

SCREENSAVERS & WALLPAPERS

- Inappropriate or copyrighted media may not be used as a screensaver and or wallpaper.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

INTERNET USE

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Executive Director of Technology, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access.
- ***This is not merely a request; it is a responsibility.***

PRIVACY, USE, AND SAFETY

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.

- Students must secure and maintain private passwords for network and DEVICE access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into e-mail accounts and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- DEVICES that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP (Acceptable Use Policy) including: the right to view the content of the device at any time; the right to

remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

COPYRIGHT

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

CONSEQUENCES FOR VIOLATION OF AUP

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Consequences are as follows, but not limited to:

First Offense: Infraction(s) applied under *self-regulation* and a student meeting with teacher and the School Counselor.

Second Offense: Infraction(s) applied under *self-regulation*, phone meeting with parent by Administration, and student is required to complete an online remediation course with the School Counselor.

Third Offense: Student receives a detention, has infraction(s) applied under *self-regulation*, device lockdown, and a parent conference with Administration, School Counselor, and teacher(s).

Extreme cases of AUP violations could face possible legal actions

- These consequences apply to students participating in the DEVICE program at the School as well as to students who are using the school's DEVICES and on campus.
- Any DEVICE with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated DEVICE abuse and/or damages, the school has the right to revoke the use of the school's DEVICE and the student will be restricted to using it only on-campus. Repeated AUP offenses or DEVICE abuses may lead to the loss of a student's privilege of using a DEVICE on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student DEVICES will be conducted throughout the year to ensure that these policies are being followed.
- The school takes no responsibility for activities conducted on the DEVICES or materials stored on the DEVICES, or the school's network.

TECHNOLOGY REPAIR COSTS

A DNS representative will pick up any student device for inspection and repair, only after a repair ticket has been submitted by their homeroom teacher. If needed, a student may take a loaner device for the day, but must return the device prior to the beginning of dismissal. If it is determined that the device has been damaged and requires repairs and or replacement, the following fees will apply:

Chromebook fees

- \$25 non refundable fee for insurance to cover all damages.

iPad fees

- Ipad Repair / Screen Replacement
 - Up to 2 incidents: \$50
 - 3rd incident and beyond: \$150
 - Lost iPad: \$200

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, namecalling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyberbullying or other verbal or written conduct. Cyberbullying 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.

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

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's administrative team and or the school counselor. Saint Anthony Catholic School provides its students the ability to report such bullying cases via a bullying complaint form which can be accessed on the school counselor's website and or the school's main web page. The complaining party must sign, date, and complete the entire form 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, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also 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.

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: 180096-ABUSE (18009622873).

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.

HARASSMENT & 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.

DRUG & ALCOHOL POLICY

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

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

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

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

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

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

PUBLIC DISPLAYS of AFFECTION

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

USE OF SCHOOL LOGO/FUNDRAISING

Use of the school's logo without authorization is strictly prohibited.

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

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, bookbags, 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.

WEAPONS POLICY

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

DISCIPLINARY ACTIONS

The following transgressions are considered most serious and could be cause for suspension or dismissal from Saint Anthony Catholic School:

1. Substance abuse – Saint Anthony Catholic School is committed to a drug-free environment. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, 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 any time the student is wearing a school uniform, is strictly forbidden. Any student selling

drugs on school property or at school functions may be immediately expelled. Saint Anthony Catholic School may conduct random searches of student lockers, desks or possessions, and may conduct random drug testing if circumstances require it.

2. Weapons – Weapons are not permitted anywhere on school grounds. Any student who is in possession of a weapon on school grounds or who threatens others with a weapon may be immediately expelled. Any item used to threaten or cause bodily harm may be considered a weapon.
3. Cheating/stealing/lying/forging of any signatures.
4. Use of foul or abusive language.
5. Fighting—a physical conflict between two or more individual or deliberate injury to another individual.
6. Disrespect for teachers, school personnel or other students.
7. Wanton destruction and/or defacing of school property.
8. Behavior that is harmful to the welfare, safety or morals of oneself or other students.
9. Any violation of the Acceptable Use Policy.

Those who violate these rules will be subject to the disciplinary measures of the school, including detention, suspension, or dismissal. The administration reserves the right to determine what is considered appropriate behavior in a Catholic school.

The rules and regulations of the school will be enforced at the discretion of the principal and pastor in the spirit of Catholic education. The principal and pastor are the final recourse in all disciplinary situations.

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.

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
202025920

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. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;

The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

OPERATIONAL POLICIES & PROCEDURES

DAILY OPENING ROUTINE

Each morning the bell rings promptly at 7:45 a.m. Students assemble for Morning Prayer and flag raising on Mondays and Wednesdays and are to stand with their class, not with their parents under the overhangs. Following announcements, students are to proceed with their homeroom teachers to their classrooms. Students will report directly to their homerooms on Tuesday, Thursday and Fridays. On Fridays, the homeroom teachers will meet the students in their homerooms, take attendance and then walk students to the Church for 8:15 Mass. Students are expected to be on time. Parents are invited to join us for Mass.

ARRIVAL & DEPARTURE

School begins at 7:45 a.m. and concludes at 2:50 p.m. The gates open at 7:30 a.m. and there is supervision on the playground beginning at 7:30 a.m. It is a serious

violation of safety to have the children in the schoolyard before or after the designated supervision periods.

Students on school grounds after hours are not the responsibility of the school, unless they are enrolled and participating in the After School Program. Unsupervised students on school grounds after hours, including times when there are home athletic games will be automatically taken to and enrolled in the After School Program.

STUDENT DROP-OFF & PICK-UP

Students must be dropped off and picked up on NE Second Street westbound between Eighth and Ninth Avenues, or on NE Third Street eastbound between Eighth and Ninth Avenues. This is the designated drop-off and pick-up area. Parking or leaving a car unattended in these lanes is not permitted. As soon as the student(s) have disembarked or boarded the car, it must leave the lane so that others may pull up.

Students may be accompanied onto the campus from the Second Street gate or the Fine Arts building with their parents, but the gate and door to Fine Arts are locked at 7:50 a.m. and parents will have to leave from the main gate on Third Street. Cars must be parked in the school parking lot at the corner of Ninth Avenue and Second Street. For the safety of all, you are asked to use this school parking lot whenever you drop off, pick up or visit the school.

Children whose parent's regularly walk up to pick up their children from NE 3rd street are to pick up their children from the Fine Arts building student walker post located on NE 9th Avenue – not in the classrooms or the halls outside the classrooms. Parents attempting to pick up their student in person from the 3rd street gates will be redirected to the student walker post during regular or rainy day dismissal.

All students in kindergarten, and 6th through 8th grade will be picked up in the front of the school on Third Street. All students in 1st through 2nd grade will be dismissed through the Clubroom gate on Second Street. All students in 3rd through 5th grade will be dismissed through the gate on the playground on Second Street. **If a student(s) has a sibling in Kindergarten, or 6th through 8th grade they are to meet their sibling in the front of the school and exit out the main gate on Third Street, unless they are designated a walker by their family via a written letter to the front office.**

For parents that car-pool: You must inform your child who they are going home with and they must go to the correct side. If a child is not on the correct side, you will be asked to pull away or park.

Students are to remain on campus until their parents pick them up. Students are not permitted to wait outside at the corner or outside the gym, or any other non-designated area, unless they are designated a walker by their family member via a written letter. Failure to follow this procedure will result in your child being sent to the After School Program and you will be assessed a fee.

Please do not park in the drop off/pick up line. Do not pull across the street from the school and have your child run across the street between cars. Do not be discourteous to our neighbors by blocking their driveways, their dumpster, or taking their designated parking spots.

There are school zone signs surrounding our school posting a “15-mile-per-hour” speed limit during school hours. This speed limit is to be observed from 7:25 to 7:55 a.m. and from 2:45 to 3:15 p.m. on school days. Follow instruction from our Crossing Guards.

RAINY DAY DROP-OFF & PICK-UP

On rainy days, all students are to be dropped off through the main school gates. Enter through the first double gate and exit through the 2nd double gate. For safety issues, we prefer that all parents drive through the gates. They may also be dropped off at the double gates on Second Street.

For rainy day pick-up, all cars should line up on Second or Third Street. The Third Street gate will be opened and all cars will pull into the school through the west gates and pick up students from kindergarten, and 6th through 8th grade and leave through the east gates. The Second Street clubroom gates will be opened to drive up to pick up your child from grades 1st through 5th, unless they normally dismiss from 3rd street with their sibling. Please do not park and try to walk through the line of cars. Please be aware that rainy day dismissals take a bit longer and your patience is greatly appreciated.

WALKERS

If your child will walk to and from school, please send a written note to put on file that allows us to release them from the school grounds to walk home. This would include students who walk to public transportation. Walkers will be dismissed from the Fine Arts building exit at 9th Avenue.

TARDINESS AND ABSENCES

Regular school attendance is imperative. Each day of absence is detrimental to the pupil’s progress. Students should be in attendance from the beginning of the day (7:45) until dismissal (2:45). When a student is absent, the parent/guardian must send a signed note to school with the child upon return, stating the dates and reason for the absence. After 3 days of absence, a doctor’s note must be sent to the school along with the parent/guardian’s note. In compliance with Diocesan regulations, excessive absence may require that the student be retained in that grade. A parent conference will be scheduled with the principal to inform parents of appropriate corrective measures. A student who is absent from school for more than 20 days in a year will not be promoted to the next grade unless the principal grants an exception and determines a way in which the student may receive additional instruction. When a student is absent, it is up to the student to follow the late/make up work policy below. Consideration for an extended illness or hospitalization will be given. Proper medical documents are required.

Tardiness is a serious matter as it affects not only the tardy student, but also the students whose learning may be interrupted by late arrivals. Seeing that all children arrive on time for school is the responsibility of each parent. **Tardy arrival at St. Anthony Catholic School is unacceptable and will not be tolerated.**

Any child not in class by 7:50 am is considered late and must report to the office with the parent to sign in as tardy. The parent or driver must come in with the student and sign him/her in with an explanation. Anything over 5 tardy arrivals for the school year is considered to be excessive.

The back gate closes at 7:50 am. Tardy students AND their parents must enter the front gate after 7:50 am and go to the office for a tardy slip and sign in.

- If a parent/guardian does not come into the office with her or his student, the student will remain in the office until the parent/guardian returns to the office. The parent/guardian will be called at phone numbers given to the office and informed that their student cannot attend class until the parent returns to the office.
- When a student receives his/her tenth unexcused tardy, he/she will be required to serve an after school detention. Every subsequent tardy will also result in an automatic detention. If a child accumulates fifteen unexcused tardies he/she will be issued a 7am detention and will be suspended from sports and extracurricular activities until the tardies are resolved. If a student does not appear for a morning detention he/she will receive an in-school suspension. Parents must meet with administration to resolve the tardiness problem. Additional tardies may result in an out-of-school suspension. Parents with excessive tardiness will be contacted by administration to attend mandatory parent workshops. The purpose of the workshop is to reinforce our shared purpose and commitment to getting your child to reach our shared goals.

LATE/MAKE UP WORK POLICY

All work will be accepted up to 5 days after an assignment is due. After that the grade will go from missing and a 0 to the final grade as a 50. If handed in within the 5 days, student will receive a 10% off penalty for being late. Teachers have 1 week to post their grades from when an assignment is due. Teachers will make an attempt to email a parent if a student has 3 missing assignments.

If a child is absent, he/she will have a day for each absence to make up their work. The student is responsible to communicate with the teacher to arrange test or project makeup work.

FAMILY HOLIDAYS

Parents who wish to take their children with them on a trip for several days are advised to discuss this with the administration to determine what effect such absence will have on the student's schoolwork. A written note is required indicating how long the student will be out of school. These days count against the set limit of 20 days permitted during a school year. Make-up work will be issued at the discretion of the homeroom teacher.

EARLY DISMISSAL

The school, **upon a written request of the parents**, grants early dismissal. The principal will release the child **only** to the person who has placed the child in the school. Any other person seeking the release of the child must have the approval of the parent with legal custody, which shall be in writing. Photo ID is also required. The child must be picked up from the School Office and NOT from the classroom. The parent/designee must sign the student out. **There will be no early dismissals on early release days or after 1:00 pm each school day.**

FIRST FRIDAY and THIRD WEDNESDAY DISMISSALS

The Archdiocese has implemented a second monthly early release to allow the teachers to work on Professional Development and PLCs (Professional Learning Communities) to enhance our school curriculum. Students are dismissed at 1:00 p.m. on the first Friday and the Third Wednesday of each month. Please arrange for the prompt pick up of your children, unless they are staying in the After School Program. **There are no early dismissals on First Fridays, Third Wednesday or other early release days.**

TUITION AND 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 disallow the student if any financial obligations are not met.

FUNDRAISING

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

TEXTBOOKS

All non-consumable books are rented and must be returned in good condition at the end of the school year. Hardbound books must be covered at all times in order to keep them in good condition. Books that are lost, disfigured, torn, etc. must be paid for in full. Consumable books are the property of each student. Students are responsible for all textbooks and the care of these books.

SCHOOL UNIFORMS

Uniforms are worn by Saint Anthony students to foster a sense of pride in oneself and unity amongst peers. A child out of uniform will not be allowed to attend class. The parents will be called to bring the child the proper school uniform. Appropriate dress for these days is imperative, according to our Catholic environment.

Girls in Pre-K, Kindergarten and Grades 1-4 wear blue plaid scooter skorts (Pre-K girls size 2 or 3 wear navy scooter skirts), navy shorts or navy pants with school

monogram. These are to be worn with blue polo shirt with school monogram, tucked in at all times. All girls must wear a brown or black belt when wearing uniform shorts/pants with loops. White, black, baby blue, or navy blue socks must be visible above the top of the shoe. Knee high socks are not permitted. Socks may have a small colored logo such as a Nike swoosh or Polo horse in a different color. No Neon colors or animal prints are permitted.

Girls in grades 5-8 may wear navy shorts or navy pants with school monogram or the uniform skirt. These are to be worn with the blue polo shirt with school monogram, tucked in at all times. All girls must wear a brown or black belt when wearing uniform shorts/pants with loops. White, black, baby blue, or navy blue socks must be visible above the top of the shoe. Knee high socks are not permitted. Socks may have a small colored logo such as a Nike swoosh or Polo horse in a different color. No Neon colors or animal prints are permitted.

Students are required to wear the appropriate footwear at all times while on campus. The required footwear is to be black, grey, navy blue, or dark/light brown, closed-in, leather or canvas and should be the required brands or similar style. No other colors, decorations such as glitter or animal prints are permitted. Boots are not permitted and heels higher than one inch are not permitted. Laces should be tied at all times and should be the original or same color. No neon colored laces on athletic sneakers are permitted. Students may not push the back of the shoe down and wear the shoe with the heel of the foot exposed. Flip flops may never be worn. Students can wear Sperry boat shoes, Sketchers style 60488 or style 46071, or Vans Classic style, or similar style shoes

Athletic sneakers, in any solid color, must be worn on physical education days only.

CHURCH DAY UNIFORMS

Girls in grades Pre-K – 3 may wear their white oxford button down shirt with school monogrammed bottoms (unless they have PE).

Girls in grades 4 – 8 may wear their white oxford button down shirt and skirts.

Pre-K and Kindergarten students may wear solid color athletic sneakers all year.

Girls' hair must be neatly styled. Fad cuts, beaded braids or chemicals are not acceptable and hair must be a natural color. A bow, or hair clip can be worn.

Make-up and nail polish are not permitted. The 1-1-1 rule will be enforced. Girls may wear one set of small earrings, one bracelet, one thin necklace, one ring, etc. Charms or emblems, which are judged inappropriate for a Catholic school, are not permitted. If a student wears more jewelry other than stated above he/she will be asked to remove it.

During times of cold weather students in grades PreK through grade 7 may only wear the current Saint Anthony Catholic School sweatshirt, jacket, or a navy blue sweater. Only students in grade 8 are permitted to wear a Cardinal Gibbons High School or Saint Thomas Aquinas High School sweatshirt or jacket. No other color is acceptable and the appropriate clothing should not have neon coloring or advertisements. The Saint Anthony Catholic School sweatpants may also be worn. Turtleneck or long-sleeved shirts (white or navy) are permitted under the school blouse. Colored advertisements or logos should not be seen through the school blouse.

SCHOOL UNIFORMS/BOYS

Boys in Pre-K, Kindergarten and Grades 1-8 must wear navy pants or shorts with the school monogram and the blue polo shirt with school monogram on Monday through Thursday. On Friday, students must wear the white oxford shirt. Boys are required to wear belts and have their shirts tucked in at all times. Only plain white t-shirts are allowed under uniform shirts, but no coloring and or advertisement should be visible underneath. White, black, baby blue, or navy blue socks must be visible above the top of the shoe. Knee high socks are not permitted. Socks may have a small colored logo such as a Nike swoosh or Polo horse in a different color. No Neon colors or animal prints are permitted.

Students are required to wear the appropriate footwear at all times while on campus. The required footwear is to be black, grey, navy blue, or dark/light brown, closed-in, leather or canvas and should be the required brands or similar style. No other colors, decorations such as glitter or animal prints are permitted. Boots are not permitted and heels higher than one inch are not permitted. Laces should be tied at all times and should be the original or same color. No neon colored laces on athletic sneakers are permitted. Students may not push the back of the shoe down and wear the shoe with the heel of the foot exposed. Flip flops may never be worn. Students are required to wear Sperry boat shoes, Sketchers style 60488 or style 46071, Vans Classic style or similar style shoes.

Athletic sneakers, in any solid color, must be worn on physical education days only.

Pre-K and Kindergarten students may wear any solid color athletic sneaker all year.

CHURCH DAY UNIFORMS

Boys in grades Pre-K – 3 may wear their white oxford button down shirt with school monogrammed bottoms (unless they have PE).

Boys in grades 4 – 8 may wear their white oxford button down shirt and monogrammed navy blue **pants, not shorts.**

Pre-K and Kindergarten students may wear black/white athletic sneakers all year.

Boys' hair must be neatly styled. It should be layered and tapered so that it gradually decreases from top to bottom. Shaved sides, etchings, fade cuts, long hair, or chemicals (dyes, etc.) are not acceptable.

Boys may not wear earrings, hats or any other type of head cover. Rubber bracelets or extremes in neck wear are also prohibited. The only jewelry allowed is a one thin chain, one ring, and or a watch. If a student wears jewelry other than stated above he/she will be asked to remove it.

During times of cold weather students in grades pre-K through grade 7 may only wear the current Saint Anthony Catholic School sweatshirt, jacket, or a navy blue sweater. Only students in grade 8 are permitted to wear a Cardinal Gibbons High School or Saint Thomas Aquinas High School sweatshirt or jacket. No other color is acceptable and the appropriate clothing should not have neon coloring or advertisements. The Saint Anthony Catholic School sweatpants may also be worn. Turtleneck or long-sleeved shirts (white or navy) are permitted under the school blouse. Colored advertisements or logos should not be seen through the school blouse.

STUDENT BACKPACKS

Due to safety concerns and issues, SACS will no longer permit rolling backpacks. Rolling backpacks can become a tripping hazard within the corridors and classrooms of our campus. Documentation from the child's doctor must be provided each academic year and held on file if there is a health concern requiring the student to have such a backpack.

SCHOOL ID BADGES

All students, faculty, staff and volunteers are required to wear Photo ID badges at all times during the school day. The badges must be visibly displayed on lanyards.

SACS students have been issued their ID badges and lanyards for security and identification purposes at the school's expense. Students must have their current SACS ID badge attached to the lanyard around their necks at all times during school hours. This includes lunch. During PE, the ID should be tucked into their shirt. ID must be clearly visible, other than when participating in PE. A student without a proper identification will be sent to the front office by their homeroom teacher, after being marked present and the front office will issue a temporary ID that will only be valid for that day. If a student fails to have their proper ID for more than 2 days, they will be issued a new ID and will be held responsible for purchasing the replacement. The first replacement ID badge will be \$2 and may be purchased at the front office. Additional replacement ID badges will be \$5 each. The student will also have to meet with the assistant principal to discuss this and possible further consequences. Students may not trade or switch ID's. Any attempt to deceive school officials, by wearing a badge that is not one's own, will result in the student having to go before administration. Students may not modify, alter, draw on, or place stickers on their badges in any way.

Significantly damaged ID's must be reported to the office and replaced immediately. The administration reserves the right to determine when a student's ID is damaged enough to warrant replacement. Students are not to touch or grab another student's ID. An ID may be taken by a staff member, and brought to the front office in the event of a disciplinary issue. The appropriate administrator will call that student to the office to deal with the infraction. The administrator will then return the ID to the student.

Student ID's will be used for, but not limited to tardy slips, checking out resource room materials, checking in and out of after care, and identifying medical conditions.

IDENTIFICATION OF PERSONAL ITEMS

Since the school cannot be responsible for any items such as money, clothing, lunch boxes, jewelry, or books that are lost or stolen, such items should be adequately marked with the child's name and address in a visible place. Large sums of money should not be brought to school.

LOST & FOUND

All lost articles are placed in the Lost and Found area in the Cafeteria. Students are requested to claim their belongings as soon as they realize they are missing. All articles left in the Lost & Found at the end of each quarter will be displayed for claim. Unclaimed articles will be donated to the underprivileged.

PEANUT ALLERGY POLICY

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy. All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

TELEPHONE

The School Office phone is not to be used by the students except for very urgent reasons such as illness or other special circumstance. Students requesting to use the front office phone for other reasons will be sent back to their class.

CALLS TO SCHOOL OFFICE

If a parent has designated someone else to pick up a student, a signed note must be provided to the teacher in the morning. We cannot accept verbal permission or instructions over the phone, fax, or email and will not disrupt classes. The School Office is a busy place. The School Office cannot give messages to your child, except in a real emergency situation. Please do not call us to arrange for your child to go to After School Program, to inform your child of a play date, or for us to tell your child he is

going home with another parent. Do this before your child comes to school and again, send a signed note if changing pick up.

VISITORS

The School Office is open from 7:35 a.m. – 3:15 p.m. daily. The principal is available to you by appointment only. All visitors to the school during school hours, including parents, must enter the school at the main gate on N.E. Third Street, sign the Visitor Log at the front office and obtain a visitor **badge**. Volunteers involved with students must be fingerprinted and also have completed Virtus training as required by the Archdiocese of Miami. At no time should a parent go directly to a classroom.

Saint Anthony Catholic School has a zero tolerance policy for trespassers on school grounds. Visitors may not wander the facility nor be on campus without authorization. Appropriate signs are posted at all entrances to the school.

**For the security of the students, school gates are all
locked at 7:50 a.m. until 2:50 p.m.**

DELIVERIES TO SCHOOL

We strongly encourage parents to NOT drop off items left at home (i.e. homework, projects, books, athletics clothes, etc.). Parents may not deliver items directly to classrooms at any time. If a student forgets their lunch, parents may deliver lunches (**labeled with name and grade**) to the table outside the Front Office. Homeroom teachers will assure students will not go without lunch. We will not interrupt a class to have a student come to the Front Office to get their lunch or any other item.

VOLUNTEERS

Saint Anthony Catholic School welcomes and encourages parents to participate in school events. Siblings are not permitted to accompany parents during these times. All visitors and volunteers must enter the school through the main gate, check in at the School Office and wear a photo ID badge at all times during the school day. The badges must be visibly displayed on a lanyard. To receive an ID badge, you must be a qualified volunteer and have on file a signed Volunteer Pledge to Promote Safe Environment form, a Virtus certificate and current online training report, and a fingerprint letter from the ADOM showing you were fingerprinted within the past 5 years (please see below). Please refrain from using cell phones and silence them while on campus and volunteering.

FINGERPRINTS

All Saint Anthony Catholic School volunteers must be fingerprinted. Fingerprint clearance is good for 5 years. If you are new to our school or your fingerprints are going to expire and you wish to volunteer, you must follow the directions below. Please note that there is NO FEE for this process.

General Fingerprinting Procedure

Covered Volunteers must register online by accessing www.fieldprintflorida.com and following these instructions:

- Click “Schedule an appointment” (registration can be done in English or Spanish)

- Create a secure username/password and enter the Fieldprint scheduling system
- In the “Reason why you need to be fingerprinted” screen, select the web link: “I know my Fieldprint Code”. Please note that the access code is case sensitive. Code for School Volunteer: FPAOMSchoolVol
- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.
- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
- If additional questions or problems arise, please contact Fieldprint customer service at: 1-800-799-1067 or email: CustomerService@fieldprint.com. Or select the “Contact Us” link on the website.

Results of the screening will be provided to the Archdiocese of Miami Background Check Department. These results will be forwarded to Saint Anthony Catholic School.

VIRTUS

All volunteers must complete a 3 hour Virtus program sponsored by the Archdiocese of Miami. There is no fee for this class. You may register for any class at www.virtus.org. When your class is completed, please be sure to print a copy of your certificate and bring it to the School Office. You only need to attend one 3 hour session; however, you must register online, and there are “continuing education” bulletins that you will receive periodically that you will need to complete to keep your training active.

SERVICE HOURS

Each family is requested to contribute 12 hours of service to the school. Service hours may be obtained by working on various activities. Logging and tracking service hours is now through [Track it Forward](#). Each family is responsible for downloading the app and logging their hours. All service hours must be submitted via Track it Forward by May 1st. Hours received after this date will be applied to the following year. The following can be counted as service hours: all major school functions and events, Auction, Community Fair, Men’s Dinner, etc. This includes sales, set-up, tear-downs. Volunteering in classrooms, field trip chaperones, etc. may also be counted.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child’s picture or video to be used accordingly must notify the school’s principal in writing prior to the beginning of the school year. **By executing this 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.

CUSTODIAL/NON-CUSTODIAL PARENTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is the policy of the Archdiocese to have school personnel whose presence is required to attend legal proceedings represented by an attorney. Whenever school personnel are compelled to participate in divorce or custody issues, any and all legal fees or costs incurred by the school will be charged and become the responsibility of the parents.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of 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.

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.

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 I20 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.

EMERGENCY/MEDICAL MANAGEMENT IMMUNIZATIONS

The Archdiocese requires that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.

INSURANCE

School insurance is MANDATORY for all students. Only students entering the school for the first time are required to complete the insurance application form and pay the required fees. Information on insurance is sent home with the students in the first few weeks of school. For all returning students, the insurance fee is included in registration charges.

EMERGENCY / ACCIDENTS / ILLNESS

In the event a child becomes ill or is injured in school, the child will go to the School Office and the School Office will contact the parents immediately.

In case of a serious accident or illness where the parents cannot be reached, the School Office will call 911 and place the matter in the hands of the police/emergency authorities.

Children will not be allowed to attend school unless an emergency phone number is registered with the school. In the event of changes to the emergency contact and numbers, it is the responsibility of parents to notify the school at once.

Any information regarding health-related issues for your child should be on file in the School Office. (Example: asthma, diabetes or allergies)

MEDICATIONS

Students are not permitted to carry or distribute any prescription or nonprescription 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 not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be

labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.

3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine autoinjection (Epipen).

EMERGENCY SCHOOL CLOSING

It is sometimes necessary to close the school due to an emergency (i.e., power failure, bad weather, etc.). When the decision is made to close the school, announcements will be made periodically on local television channels 4, 6, 7 and 10. **Our Option C system will also notify the parent/ guardian through phone and email. Please be sure your Option C account has all the correct and updated information**

If Broward County Schools close due to emergency situations, Saint Anthony Catholic School will also close.

LOCK DOWN

In the event of an emergency, Saint Anthony Catholic School may be forced to have a lock down. Lock down means that students and faculty will not be permitted to leave the school until local government officials and administration indicate that it is safe to do so. St Anthony will use OptionC to communicate with parents throughout the situation. Each classroom will be equipped with an emergency kit containing water and a non-perishable snack for each student.

AFTER SCHOOL PROGRAM

The After School Program is available every school day. Pre-K through 8th grade are allowed to attend the After School program.

Any children remaining on the playground after 3:00 p.m. are the responsibility of parents or guardians, and should be supervised by them. Unsupervised children, who remain on school grounds after hours, will be enrolled in the After School Program and parents will be required to pay the appropriate fees.

All students participating in the After School Program are to adhere to acceptable Saint Anthony Catholic School behavior. Parents will be notified of any inappropriate behavior. The After School Program will provide all students at least 30 minutes to spend on homework, reading, and schoolwork.

EXTRA-CURRICULAR PROGRAMS

Saint Anthony Catholic School sponsors student activities in the following areas:

Student Council	Choir	Sewing & Embroidery
Cheerleading Club	Ballet	Drama Club
Altar Servers	Varsity/ JV Sport	Soccer Club
Basketball Club	Surfrider Club	Band
Mind Lab	Tennis Club	Golf Club
Dance Team	Kidnastics	Junior High Dances

Participation is based on a strict eligibility policy determined by academics and behavior. The requirements vary by activity and grade level.

FIELD TRIPS

In order for a student to participate in a school field trip, a completed and signed permission form from his/her parents must be submitted. If this form is not received at the school prior to the field trip, the student will not be allowed to participate. Verbal permission will not be accepted in lieu of written permission. If the form is faxed to the school, the student may go on the trip; however, after the trip, the original must be submitted. A faxed form does not take the place of an original signature. Only the original of this form satisfies the requirement of parental permission. It is the parent's responsibility to come in and sign the faxed copy.

Some field trips involve a fee for admission or transportation. Applicable fees are listed on the permission form and must be paid prior to the field trip.

School field trips are a privilege. A student may be denied participation if he/she fails to meet academic or behavioral standards.

Field trips are usually within the normal school day. Exceptions are granted by the principal. Normally, there are two outside field trips per year. All parent chaperones or volunteers must be fingerprinted and cleared by the Archdiocese. Cleared fingerprints are good for 5 years. Letters of clearance must be on file in the school prior to parent's participation.

ELECTRONIC ACKNOWLEDGMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, student progress reports and report cards, 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**

acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

We would like to have school parents physically execute the handbook acknowledgment page and request that this page be retained by schools for a period of five years.

Field trip consent/releases and other communications requesting electronic signatures should still be sufficiently detailed to fully describe the particular activity. We want to avoid an argument that any aspect of the activity was outside the scope of the consent.

Students and parents are required to read the Weekly School Email & Weekly Community Email as both messages contain important information and dates throughout the school year. The Weekly School Email is sent out on every Tuesday and the Weekly Community Email is sent out every Thursday.

SCHOOL AMENITIES

CAFETERIA

Saint Anthony Catholic School provides and maintains cafeteria services for its students. Each day, a variety of healthful and moderately priced food items are provided for lunch. Students may also opt to bring their own lunch from home. Meals from places such as Burger King, McDonalds, or any fast food restaurant are not allowed nor should be directly delivered to the cafeteria. Please see school delivery policy regarding lunches for more information.

**Parents of PreK - 2nd grade only are welcome to join the students for lunch in the Cafeteria. Lunches for visiting parents can be purchased for a nominal fee.

SCHOOL STORE

The school operates a School Store located near the Cafeteria. For the convenience of the parents and students, it is generally open every morning from 7:30 a.m. until 7:50 a.m. and Monday through Thursday from 2:45 until 3 p.m. Check the schedule on the door. School uniforms and other supplies may be purchased from the school store. If you need assistance and the school store is closed, please check with the School Office.

PARENT INVOLVEMENT

HOME & SCHOOL ASSOCIATION

Saint Anthony Catholic School sponsors a Home & School Association. The association provides spiritual and economic support to the children and faculty of the school and raises funds to provide the financing necessary to cover the costs of education not supported by tuition and other sources.

Parents or guardians of children registered at Saint Anthony Catholic School are automatically members of the Home & School Association. There is a Board of Directors of the Association, which is responsible for managing the affairs of the Association and is vested with the authority to act on behalf of the Association.

Saint Anthony Catholic School cannot be successful without the active participation of parents in its many activities. Therefore, each school family is requested to provide 12 hours of volunteer services.

Each year Saint Anthony Catholic School stages several major fund-raisers to benefit the school and improve its margin of excellence through enhancements to the school's programs. Most events take place in the fall and in the spring. We ask all families to actively participate in and contribute to these fund-raisers. Information about fund raisers and other events can be found on the school's web site.

SCHOOL ADVISORY COUNCIL

Saint Anthony Catholic Advisory Council consists of a group of parents, parish members, the pastor and principal. This group advises the principal and pastor on school policy issues.

SAINT ANTHONY FOUNDATION FOR EDUCATION

The Saint Anthony Foundation for Education Board (S.A.F.E.) serves as a management strategy that enables Saint Anthony Catholic School to implement its goals through a program of planning, public relations and charitable giving concepts.



Saint Anthony Catholic School **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.

Parent/ Legal Guardian Name

Signature & Date

Student First & Last Name, Grade



FLORIDA LAWS

Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

- No student should be alone in a classroom using a personal and or school issued device.
- E-mail and or instant messaging correspondence is allowed only when permission is granted by a teacher.

As a student of Saint Anthony Catholic School I take full responsibility for my own actions. I promise to use this valuable resource as a tool to enhance my education. I have read and agreed to abide by the above rules.

Student First & Last Name

Signature & Date

As a parent, I grant permission for use of the Internet for my child. I also realize the Internet has the potential to be abused. I support Saint Anthony Catholic School in its challenge to expand the student's areas of knowledge through the Internet. I endorse the rules outlined in this policy and agree to allow my child to participate in the Internet access program with adult supervision.

Parent First & Last Name

Signature & Date