

Saint Anthony Catholic School



Family Handbook

(Updated 8/11)

2018 - 2019

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



Saint Anthony Catholic School
has been designated a **STREAM** certified school
by the Florida Catholic Conference

INTRODUCTION	5
SAINT ANTHONY CATHOLIC SCHOOL	5
ACADEMIC PROGRAM	7
AFTER SCHOOL PROGRAM	9
ANTI-BULLYING POLICY	9
ARRIVAL AND DISMISSAL	10
ATHLETICS	12
ASBESTOS HAZARD EMERGENCY RESPONSE ACT	13
ATTENDANCE POLICY	14
CAFETERIA	14
CELL PHONES/ELECTRONIC DEVICE POLICY	15
CHEATING/PLAGIARISM	15
CHILD PROTECTIVE INVESTIGATIONS	16
COMPUTER USE	16
CONDUCT	19
CUSTODIAL/NON-CUSTODIAL PARENTS	19
DELIVERIES TO SCHOOL	20
DRUG AND ALCOHOL POLICY	20
EARLY DISMISSAL	20
EARLY RELEASE DAYS	21
ELECTRONIC ACKNOWLEDGEMENTS	21
EMERGENCY	21
FAMILY HOLIDAYS	22
FIELD TRIPS	22
FINANCIAL OBLIGATIONS	23
FUNDRAISING	23
GRADING SCALE	23

GRADUATION REQUIREMENTS	24
HARASSMENT AND DISCRIMINATION	25
HEAD LICE	25
HOMEMADE AND HOME BAKED FOODS	25
HOMEWORK	26
IMMUNIZATIONS	26
INSURANCE	26
LATE/ MAKE UP WORK POLICY	26
LOST & FOUND	27
MEDICATION GUIDELINES	27
NOTIFICATION OF RIGHTS UNDER FERPA	27
OPEN ADMISSION POLICY	28
PARENTAL COOPERATION	29
PARENTAL INVOLVEMENT	29
PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS	30
PRIVATE TUTORING, COACHING, OR LESSONS	30
PUBLIC DISPLAY OF AFFECTION	31
RELIGIOUS EDUCATION	31
REPORT CARDS	32
RESOURCES	32
SCHOOL LOGO	33
SCHOOL-SPONSORED EVENTS	33
SCHOOL STORE	33
SEARCH AND SEIZURE POLICY	34
SEXTING	34
SMOKING/VAPING	34
TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS	34

THREATS OF VIOLENCE	35
TRANSPORTATION ARRANGEMENTS	35
UNDOCUMENTED STUDENTS	35
UNIFORMS	35
USE OF PHOTOS	38
VISITORS	38
VOLUNTEERS	38
WEAPONS POLICY	39
ACKNOWLEDGEMENT FORM	40

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.

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.

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 21 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 lifelong learners and productive citizens.

MISSION STATEMENT

Saint Anthony Catholic School students receive a Christ-centered educational foundation that inspires them to be meaningful leaders and prepares them academically, emotionally and spiritually. Our educators are empowered with the freedom to create innovative techniques to reach and teach our students, providing them with opportunities to learn and to sustain our proud legacy.

STUDENT MISSION STATEMENT

As students of Saint Anthony Catholic School, we are anchored by our faith, strive to make good choices and are provided opportunities to seek knowledge. We honor the graduates before us and continue our traditions to set a standard for those that will follow.

BELIEF STATEMENTS

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

- Saint Anthony Catholic School incorporates unique academic experiences.
- Saint Anthony Catholic School empowers teachers to facilitate a student driven classroom environment that cultivates learning.

- Saint Anthony Catholic School is anchored in faith and compassion.
- Saint Anthony Catholic School prepares students to be servant minded leaders, persistent learners, and active contributors to their community.
- Saint Anthony Catholic School gives students the opportunity to take academic risks so they may grow from their experiences.
- Saint Anthony Catholic School entrusts teachers to use their God given talents to create a rich differentiated learning environment for each child.
- Saint Anthony Catholic School seeks to provide graduates with the means to be life-long practicing Catholics.
- Saint Anthony Catholic School develops students critical thinking skills necessary to become successful in high school, college, and future endeavors.
- Saint Anthony Catholic School strives to continue to expand and support our proud legacy and heritage.
- Saint Anthony Catholic School upholds diversity and implores inclusivity in all areas both within and outside of the classroom environment.
- Saint Anthony Catholic School creates responsible active citizens within the school, the community, and beyond.

GOALS

- The teachings of the Catholic Church become manifested in our daily lives to continue living as committed Catholics.
- Achieve and maintain a 21st century academic learning environment and a curriculum to demonstrate and support our Florida Catholic Conference STREAM certification.
- Provide opportunities for students to reflect on their social and academic experiences as they affect their well-being.
- Encourage faculty and staff to participate in the dynamic decision-making process as the school develops policies and programs to enrich curriculum, enhance school climate and deepen student learning.

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	STREAM
Social Studies	Science	Physical Ed
Mathematics	Spanish	

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.

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.

RENAISSANCE LEARNING

Renaissance Learning is the world's leading provider of computer-based assessment technology for Pre-K - 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. Renaissance learning products include STAR Read, STAR Math, and Accelerated Reader.

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.

STREAM

STREAM stands for Science, Technology, Religion, Engineering, Arts and Math. Saint Anthony School recently became a STREAM certified school through the Florida Catholic Conference. A STREAM certified school integrates science, technology, religion, engineering, the arts, and math education, through Catholic identity and a faith-filled curriculum that supports all aspects of learning in a natural way. Interdisciplinary project-based, inquiry-based learning and authentic use of technology are used to increase understanding of religious, scientific, artistic, technological, mathematical, and engineering concepts and processes for personal growth decision making and participation in religious, civic and cultural affairs.

TECHNOLOGY PROGRAM

Technology is integrated into the curriculum at all grade levels. Each classroom has iPads with internet access and a printer. Students in grades K-4 will have access to iPads in the classroom only. Students in grades 5-8 will be given an iPad that they may take home. A *TI* line and Fiber Optic wiring provide quick internet access. Students and teachers work with Apple and Google to share documents with students, to monitor their activity, and to ultimately enhance the learning and teaching experience.

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. 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 rules and guidelines set forth by Saint Anthony Catholic School. Parents will be notified of any inappropriate behavior. The After School Program will provide all students with at least 30 minutes to spend on homework, reading, and schoolwork.

ANTI-BULLYING POLICY

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

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a student's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

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

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;

- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to administration. Administration will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, 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.

ARRIVAL AND DISMISSAL

Each morning, the bell rings promptly at 7:45 am. Students assemble with their class for morning prayer and flag raising on Mondays and Wednesdays. 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.

School begins at 7:50 am and concludes at 2:50 pm. The gates open at 7:30 am, and there is supervision on the playground beginning at 7:30 am. 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 in the designated drop-off and pick-up areas on NE 2nd Street, westbound, between 8th and 9th Avenues, or on NE 3rd Street, eastbound, between 8th and 9th Avenues. 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 Fine Arts building with their parents. All doors/gates will be locked at 7:50 am. Any parents remaining on campus must exit through the main gate on 3rd Street. Cars must be parked in the school parking lot at the corner of 9th Avenue and 2nd 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 must do so from the Fine Arts building. Parents attempting to pick up their student from any other dismissal location will be redirected to the Fine Arts building.

All students in 6th through 8th grade will be picked up in the front of the school on 3rd Street. As you pull out, please exit to the east or north and avoid heading south on 9th Avenue. All students in Kindergarten through 5th grade will be dismissed through the gate on 2nd Street. When arriving on 2nd Street, please enter from 10th Avenue, not 9th Avenue to avoid traffic gridlock.

Pre-K parents must park and walk to the gate on NE 9th Avenue to pick-up Pre-K students and siblings.

Parents will be responsible for making any changes in dismissal through the new dismissal system called School Dismissal Manager.

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 am to 7:55 am, and from 2:30 pm to 3:15 pm on school days. Follow instruction from our crossing guards.

RAINY DAY DROP-OFF AND PICK-UP

On rainy days, all students are to be dropped off through the main school gates. Cars enter through the west gates and exit through the east gate. For safety issues, we prefer that all parents drive through the gates. Students may also be dropped off at the 2nd Street gate.

For rainy day pick-up, all cars should line at their designated location on 2nd or 3rd Street. The 3rd Street gate will be opened and all cars will pull into the school through the west gates and exit through the east gates. The 2nd Street gate will be opened to drive up to pick up your child(ren) as usual. 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 on 9th Avenue on regular and rainy day dismissals.

ATHLETICS

Saint Anthony Catholic School offers the following Junior Varsity (grades 5 & 6) and Varsity (grades 7 & 8) interscholastic athletic activities throughout the school year:

SEASON	SPORT	GIRLS/BOYS/GRADES
Aug. – Oct.	Basketball	Boys J.V. & Varsity
	Cheerleading	Girls J.V. & Varsity
	Soccer	Girls (grades 6 – 8)
Nov. – Dec.	Soccer	Boys (grades 6 – 8)
	Basketball	Girls J.V. & Varsity
Jan. – Feb.	Volleyball	Boys J.V. & Varsity
	Flag Football	Boys & Girls (6 – 8)
	Track & Field	Boys & Girls (5 – 8)
March - May	Baseball	Boys (grades 6 - 8)
	Volleyball	Girls J.V. & Varsity

Information on tryout dates and times will be distributed prior to each season and will be determined by the athletic director and coach. Saint Anthony Catholic School is a member of the All Broward Catholic Conference (ABCC). All athletes participating in interscholastic sports must follow all ABCC and Saint Anthony Catholic School rules of eligibility regarding age, participation, academic and behavioral requirements. The following general information is provided:

- A. **Physical Examinations:** Prior to participation all students are required to submit a completed Athletic Pre-participation Physical Evaluation and Athletic Consent/Release Liability Certificate to be performed **after June 1, 2018**. These forms may be downloaded from the Saint Anthony Catholic School website. ***The blue and yellow school health forms are not the proper forms and will not be accepted.***
- B. **Athletic Fee:** An athletic fee of **\$100.00 per sport** (Cheerleading Athletic Fee - \$125.00) will be required of all students participating in interscholastic athletics. This

fee will help defray the costs of equipment, supplies, awards, officials, conference fees, and field rental. All checks should be made payable to Saint Anthony Catholic School.

- C. **Uniforms:** The Saint Anthony Catholic School program provides uniforms required for participation. The student accepts full responsibility for the care of this uniform and for the return of the same uniform at the end of the season. A student that loses or destroys their uniform through carelessness is responsible for its replacement. Uniforms will be distributed upon receipt of the athletic fee.
- D. **Transportation:** Parents are responsible for transportation. Directions/maps will be sent home prior to each away athletic contest and/or posted to the athletic website.
- E. **Postponement of Practices/Games:** Decisions to postpone athletic games due to inclement weather will be made by 2:00 pm the day of the game. In the event Saint Anthony Catholic School is closed due to bad weather, all sporting events will be postponed.
- F. **Schedules:** Although every effort will be made to keep you informed about changes to the schedule, it is sometimes necessary to alter the schedule (i.e., inclement weather, team illness, etc.). Any changes will be posted on the athletic bulletin board and the coach will inform the team members as soon as possible. If a schedule is changed, the student athlete is expected to make the adjustment and be present for the game.
- G. **Dismissal for Away Games:** Student athletes will pick up their siblings from their homeroom classes and report to the 2nd Street gate for dismissal. Dismissal times listed on game schedule is the time an announcement will be made to dismiss students.

ATTENDING SCHOOL ATHLETIC GAMES

The school encourages all members of our community to attend our home and away athletic games to cheer on our 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. 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 the event(s) starting time. Students may not leave the grounds to go to surrounding stores or restaurants without adult supervision and written permission if the adult is not the student's legal guardian.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Prior to the end of 1988, all schools of the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

As required by federal law, the three year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2018 school year by the

firm of ARS Environmental, Inc.. St. Anthony Catholic School was found to be in full compliance with federal standards.

In further accordance with AHERA 40 CRF 763.93 (g), the asbestos related documentation is available without restriction for your inspection at the school's administrative office or at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, FL.

ATTENDANCE POLICY

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 (7:50 am) until dismissal (2:50 pm). 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 absences, a doctor's note must be sent to the school along with the parent/guardian's note.

In compliance with Diocesan regulations, excessive absences 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/makeup work policy below.

TARDINESS

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 Saint 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.

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 restaurants are not allowed to be delivered to the school.**

Lunch money can be put into your child's account through the SLA lunch program. If you're child's account reaches a negative balance over \$10, we will provide your child with a cheese sandwich in lieu of the lunch. Please check your child's balance frequently.

If your child forgets their lunch at home and you bring it to the school, please leave it on the table outside the front office.

CELL PHONES/ELECTRONIC DEVICE POLICY

The use of electronic devices, other than a school issued iPad, by a student from 7:30 am through the end of dismissal is not allowed unless teacher approved. 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. 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 cell phone, it should be turned off and kept in a student's backpack throughout the day (7:50 am-2:50 pm), and may not emit any ringtone or other noise on school grounds during school hours. Apple Watches and Fitbits may be worn, but used as a timepiece only. Consequences are as follows if a student misuses a cell phone, Fitbit, Apple Watch, or similar electronic device:

- **First Offense:** The electronic device will be returned to the parent/guardian of the student after signing the electronic device policy form.
- **Second Offense:** The electronic device will be returned to the parent/guardian of the student after signing the electronic device policy form and the student receives a detention.
- **Third Offense:** Parent must sign paperwork that acknowledges that the electronic device 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. The teacher will inform the student that they are being accused of cheating. 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.

CHILD PROTECTIVE INVESTIGATIONS

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

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.

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 passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;

- b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like 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 AND MONITORING

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

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. If it is determined that the device has been damaged and requires repairs and or replacement, the following fees will apply:

iPAD REPAIR/REPLACEMENT COSTS

- First incident: \$50
- Second incident: \$150
- Lost iPad: Cost of the device

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,

indecenty, 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 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.

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 and a student meeting with teacher and/or the School Counselor.

Second Offense: Infraction(s) applied, phone meeting with parent by Administration.

Third Offense: Student receives a detention, has infraction(s) applied, device lockdown, and/or a parent conference with Administration, School Counselor, and/or teacher(s).

Extreme cases of AUP violations could face possible legal actions

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

CONDUCT

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.

The principal and pastor are the final recourse in all disciplinary situations.

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.

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. **Food from restaurants will not be permitted to be dropped off to students.**

We will not interrupt a class to have a student come to the Front Office to get their lunch or any other item.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include 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 parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

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

EARLY DISMISSAL

The school, **upon a written request of the parents**, grants early dismissal. The school will **ONLY** release students to their legal guardian(s) or those designated in writing by the legal guardian(s). Photo ID is required at the time of pick-up, and the parent/designee must sign the student out. **There will be no early dismissals on early release days, or after 2:30 pm each school day.**

EARLY RELEASE DAYS

Students are dismissed at 1:00 pm on the first Friday and the third Wednesday of each month. The Archdiocese has implemented these early release days to allow the teachers to work on Professional Development and PLCs (Professional Learning Communities) to enhance our school curriculum.. Please arrange for the prompt pick-up of your children, unless they are staying in the After School Program. Please check the school website for dates. **There are no early dismissals on early release days.**

ELECTRONIC ACKNOWLEDGEMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

EMERGENCY

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. Saint Anthony will use the student information system 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.

STUDENT ACCIDENTS/ILLNESS

In the event a child becomes ill or is injured in school, the child will go to the clinic coordinator to be evaluated. If deemed appropriate, the clinic coordinator will contact the parents.

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)

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 student information system will also notify the parent/ guardian through phone and email. Please be sure your account has all the correct and updated information**

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

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.

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.

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. All parent chaperones or volunteers must be fingerprinted, Virtus trained, current on their training bulletins, and have a signed Volunteer Pledge to Promote Safe Environment on file. Letters of clearance and the signed pledge must be on file in the school prior to parent's participation.

Siblings may not accompany chaperones on a field trip.

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 disenroll the student if any financial obligations are not met. Financial assistance is available. Please refer to the school's website or contact the registrar.

FUNDRAISING

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

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 or lower

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

- + Area of strength
- S Satisfactory
- Area of weakness
- 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 (Physical Education, and Spanish).

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

- + Area of strength
- S Satisfactory
- Area of weakness

HONOR ROLL

Every quarter, students in grades 7-8 who fulfill the requirements described below, receive a certificate attesting to this achievement at a mass at the end of each quarter.

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

Students in grades 5-8 will receive an Academic Achievement Award for maintaining an 85% or above in all classes, and all S's or +'s under Active Learner Traits and STREAM. This award will be presented in the classroom by the homeroom teacher.

A student who has been **suspended, either in-school, or out of school**, may not make Honor Roll or receive an Academic Achievement Award for the marking period in which he or she has been suspended.

GRADUATION REQUIREMENTS

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

- All academic requirements must be fulfilled.
- All tuition and other financial obligations must be fulfilled.
- Books, technology, and sports uniforms must be returned in good condition.

A student failing 2 major subjects may be retained.

HARASSMENT AND DISCRIMINATION

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

HEAD LICE

Head lice, on occasion, does present itself in the school environment. Head lice are passed from person to person by direct contact or through shared objects (brushes, combs, hair clips, etc.). If your child is found to have head lice or the nits, a parent will be notified immediately and requested to pick the student up from campus. The student may not return to school unless ALL NITS ARE REMOVED.

On the day of their return, parents must accompany their child to the clinic coordinator to be checked. The clinic coordinator will give the child a pass to return to class.

By following this policy, we can prevent continuing infestations caused by the surviving and hatching of nits.

HOMEMADE AND HOME BAKED FOODS

Saint Anthony Catholic School recognizes that the health and safety of our students is of the utmost importance. We continually strive to maintain a healthy school atmosphere for all individuals. To meet this goal, no homemade or home baked food items are to be served to students for class parties and or birthday celebrations. All foods and snacks provided to students

as a shared snack during school hours and aftercare must be store bought and display an ingredient label for food allergen verification.

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.

IMMUNIZATIONS

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

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. 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.

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 will be entered as a 50% in the gradebook. If handed in within the 5 days, student will receive a 10% off penalty for being late. 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.

LOST & FOUND

All lost articles are placed in the Lost & 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.

MEDICATION GUIDELINES

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

1. An "Authorization 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 dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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.

PARENTAL COOPERATION

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

PARENTAL INVOLVEMENT

Each year Saint Anthony Catholic School stages several fundraisers to benefit the school and improve its margin of excellence through enhancements to the school's programs. We ask all families to actively participate in, and contribute to these fundraisers. Information about fundraisers and other events can be found on the school's web site and through the school weekly email.

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.

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. Each family is responsible to log in to Track It Forward at www.trackitforward.com to submit your service hours. All hours must be submitted by May 1st for the current school 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. Saint Anthony Catholic School cannot be successful without the active participation of parents in its many activities.

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 FRIENDS FOR EDUCATION

The Saint Anthony Friends 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.

PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

The school recognizes the following sports, activities and clubs:

1. School Clubs: Chess, Student Council, Choir, Ballet, International Thespian Society, Altar Servers, Band, National Junior Honor Society, Sewing
2. Major School Activities: Drama Production, Field Day, Band
3. Dances: Junior High Dances
4. Athletics: Baseball, Basketball, Cheerleading, Soccer, Volleyball, Track & Field, & Flag Football

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

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

The school is not responsible for student participation in any sports, leagues or clubs not 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 LESSONS

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

from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

PUBLIC DISPLAY 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.

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. Students in the upper grades 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 am. 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.

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. Classes will be assigned to Mass duties. Students will be readers, collectors, and presenters of the gifts. The class will sit together with their teacher. We will be monitoring our student body's attendance at Mass.

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 the school calendar for dates. Parents should check their children's grades online at least weekly.

Report cards are sent electronically through the Student Information System. 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.

RESOURCES

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 50th percentile 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.

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.

SET (Student Enrichment Team)

The goal for the Student Enrichment Team is to provide academic, emotional, behavioral and independent functioning support to maximize the opportunity for learning and a positive school experience.

The Student Enrichment Team (SET) consists of 5 staff members who provide supports for children and staff in a variety of ways. These supports may include but are not limited to academic support for students who may be struggling or working above grade level, study skills, diagnostic screenings for academic or behavioral concerns, speech/ language screenings and

therapy, academic intervention through small group instruction or co-teaching, consultation with parents and staff to address students needs, behavior/ emotional support through counseling or behavior intervention plans and accommodation support for students with documented disabilities

SCHOOL LOGO

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

SCHOOL-SPONSORED EVENTS

The school does not sponsor, or 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.

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 am until 7:50 am. and Monday through Thursday from 2:45 pm until 3:00 pm. 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.

SEARCH AND SEIZURE POLICY

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

SEXTING

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

SMOKING/VAPING

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

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.

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

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

UNDOCUMENTED STUDENTS

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

UNIFORMS

Uniforms are worn by Saint Anthony students to foster a sense of pride in oneself and unity amongst peers. School uniforms must be purchased through the school store.

Boys in PK-8 (Monday through Thursday)

- Navy pants or shorts with school monogram
- Blue polo shirt with school monogram (Monday through Thursday)
- Only 8th grade students will be allowed to wear an alternate polo shirt provided in the school store
- Solid brown or black belt must be worn at all times (1st through 8th)

Girls in PK-8 (Monday through Thursday)

- Plaid skort (May not be more than 2 inches above the knee)
- PK students may wear a solid blue skirt or plaid skort provided in the school uniform store
- Navy shorts or pants with school monogram
- Solid brown or black belt must be worn with the shorts or pants (1st through 8th)
- Blue polo shirt with school monogram (Monday through Thursday)
- Only 8th grade students will be allowed to wear an alternate polo shirt provided in the school store

SOCKS AND SHOES to be worn with the school uniform

- Socks must be solid white or black with NO logo
- Shoes are to be solid brown/tan style or black dress shoe. (For example, Sperry, Sketcher or Mary Jane) (Kindergarten through 8th grade)
 - No vans, No sneakers, No ballet style shoes, No glitter
- Students in PK may wear sneakers (Monday through Friday)
 - No lights

PE UNIFORM

- Must be worn to school on PE days
- Navy blue PE shorts with school logo
 - May not be rolled at the waist
- Navy blue PE shirt with school logo
- Solid white or black socks with NO logo
- Students are required to wear athletic sneakers
 - No vans or converse style sneakers
- Sneakers may be any color
 - No lights this includes PK through 8th grade

CHURCH UNIFORM

- Must be worn on Friday and every mass day
- White oxford button down shirt with school monogram
- Boys:
 - Navy shorts may be worn by students in PK-3
 - Navy pants must be worn by students in 4-8
- Girls:
 - Must wear a skort

HAIR

- Girls: Must be neatly styled
 - No hair dye
 - No extreme hairstyles
- Boys: Must be neatly styled and **above the collar**
 - Must be out of the eyes

- No hair dye
- No shaved sides or etchings

SACS spirit shirts are allowed on designated days throughout the year.

OUTERWEAR

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 shirt. Colored advertisements or logos should not be seen through the school shirt.

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.

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.

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.

VISITORS

The School Office is open from 7:35 am–3:15 pm daily. The principal is available by appointment only. All visitors to the school during school hours, including parents, must enter the school at the main gate on NE Third Street and obtain a **visitor badge**. Volunteers involved with students must be fingerprinted and have completed and stayed up-to-date with Virtus training and bulletins, 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, all school gates are locked at 7:50 am until 2:50 pm.

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. To receive an ID badge, you must:

- be a qualified volunteer
- have a signed Volunteer Pledge to Promote Safe Environment form on file
- have a Virtus certificate on file
- be current on all Virtus online training bulletins
- have a fingerprint letter on file from the ADOM showing you were fingerprinted within the past 5 years (please see below).

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: FPAOMSchooIVol

- 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.

WEAPONS POLICY

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



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.

(Print Parent/Legal Guardian Name)	Date
(Signature Parent/Legal Guardian)	
Student Name	Grade
Student Name	Grade
Student Name	Grade