

Parent and Student Handbook

Teamwork leads us to our goals!

Our Mission

St. Andrew Catholic School is committed to academic excellence and to developing our students' spirituality and creativity in order to be Disciples of Christ in the 21st Century.

St. Andrew Catholic School
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Orlando, Florida 328078
Phone: 407-295-4230

www.standrewcatholicschool.org

Dear Parent(s) or Guardian(s):

This handbook is your guide for understanding the policies, regulations, and procedures of St. Andrew Catholic School (SACS). Please review this handbook and discuss its contents with your child.

At St. Andrew, we consider it a privilege to partner with you in the education of your children. We firmly believe that parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life academically, creatively, and spiritually. Your choice of St. Andrew Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life.

At St. Andrew, our mission statement makes clear that our goals for students are unique. While leadership is important, we boast that our students are learning to be disciples, or rather followers, of Jesus Christ. At the conclusion of St. Matthew's Gospel, our Lord invites us to "go therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit." Over the last 2,000 years, that call has not changed. What has changed is the world into which we have been sent. It is our mission, together with you, to prepare these children to answer our Lord's call in their particular time.

A good example is the strongest teacher. Your personal relationship with God, with your family, and with the Church community will affect the way your child relates to God and others. Ideals taught in school will only become rooted in the child if they are nurtured by the example of an honest relationship with God in your family life.

Disciples are not perfect, but they are open to correction. If a student's behavior at school is in need of correction, we as a school intend to correct as our Lord does, lovingly and clearly. This discipline is aimed at forming students in behaviors and attitudes that will help them grow into the young men and women God created them to be.

St. Paul gives us another trait of a disciple when he says, "What you have heard from me before many witnesses, entrust to faithful men, who will be able to teach others also." Fidelity implies responsibility. In learning to be a disciple, it is essential that a child take responsibility for grades he or she has earned and be accountable for homework, assignments, tests, service projects, and all other activities. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become a follower of Christ empowered to engage the 21st Century. We are most happy to share in the God-given responsibility of educating your children.

May God bless you always!

Latrina Peters-Gipson
Principal



HISTORY OF ST. ANDREW CATHOLIC SCHOOL

St. Andrew Catholic School has a long and celebrated history of serving the children and families of North Orlando. Guided by our mission, *“A commitment to academic excellence and to developing the students’ spirituality and creativity in order to be Disciples of Christ in the 21st century,”* St. Andrew Catholic School has been helping children grow in spirit, mind, and body for nearly 60 years.

The school was built in response to the parish community’s desire for a Catholic education for their children. St. Andrew Catholic School opened its doors in 1960 to 51 kindergarten students, who attended classes in the church hall. Less than a year later, on June 11, 1961, parishioners broke ground on a permanent school building.

During the first three months of the 1961-1962 academic year, the school grew to include students in grades 1-6, with classes being held in the completed portions of the new building and the church hall. With much pride, St. Andrew Catholic School was dedicated on Jan. 15, 1962, with 385 students enrolled. Seventh and 8th grade classrooms were added during the next two school years, completing the school’s educational offerings.

With the students in place, St. Andrew Catholic School welcomed four Sisters of the Society of the Precious Blood during the 1963-1964 school year, who were a loving presence in the classroom for many years.

Throughout the years, St. Andrew Catholic School has expanded to meet the demand of the growing community, adding two additional buildings with 16 classrooms, a library, and office space and gym/family center. In 1976, St. Andrew was certified by the Florida State Department of Education, becoming the first Catholic School in Orlando to receive full accreditation.

2009 was also a banner year at St. Andrew Catholic School, as it was awarded the Department of Education’s Blue Ribbon of Excellence Award.

Today, St. Andrew Catholic School serves more than 350 students from many faith denominations, ethnic groups, and socio-economic backgrounds. At St. Andrew, we firmly believe that we are more than a school; we are a family of believers committed to the great tradition of Catholic education.

St. Andrew Catholic School is accredited by the Florida Catholic Conference and is a member of the National Catholic Education Association. Our teachers are certified by the Florida Department of Education, and many hold advanced degrees.

OUR ROOT BELIEFS

- We serve God By serving others
- God is the center of all relationships
- Spiritual and academic growth is a lifelong process
- Teamwork Leads us to our goals

DIOCESE OF ORLANDO MISSION STATEMENT

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership, and compassionate service in order to create a more just and humane world.

ST. ANDREW CATHOLIC SCHOOL MISSION STATEMENT

St. Andrew Catholic School is committed to academic excellence and to developing our students’ spirituality and creativity in order to be Disciples of Christ in the 21st Century.

SCHOOL ACCREDITATION



St. Andrew Catholic School is fully accredited through the Florida Catholic Conference. The Florida Catholic Conference Accreditation Program, developed by state diocesan educational leaders in consultation with school pastors and principals, has been approved for use in the Catholic schools by the Florida Bishops. The standards of this accreditation program are derived from sound educational research and influenced by Catholic educational philosophy, which integrates faith and values with life and learning. These standards assist schools in working through a dynamic self-evaluation process, which promotes accountability and on-going excellence.

The standards used by the Florida Catholic Conference are the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*. These standards are the result of two years of broad collaboration among Catholic educators across the nation. Leaders and scholars in Catholic institutions of higher education, superintendents, principals, bishops, congregational sponsors, pastors, National Catholic Education Association directors and executive committee members, and Catholic school supporters, contributed, sharing their collective wisdom, expertise, experience and passion.

On a seven-year rotation, each school uses these standards to evaluate the effectiveness of their school. In collaboration with the School Board, parent and student input, each school documents how they meet the standards. The school also creates a multi-year plan for continued improvement, which is then approved by an FCC visiting team.

Further, these standards, by serving as a basis to ensure quality in the schools, justify the faith that parents and others have placed in them. Catholic schools educate and contribute to the formation of a healthy and morally sound lifestyle. They are a tool for evangelization and have a reputation for quality education, discipline in the classroom, and transmission of Catholic values. The Florida Catholic Conference Accreditation program is designed to enhance all of these areas. Since its beginning more than three decades ago, this accreditation program has ushered in many positive changes and has ensured the continuation in improvement of Catholic schools in Florida. The efforts of the dedicated pastors, administrators, teachers and others are a blessing to this program and to the children in Catholic schools in Florida.

Teacher Certification

All classroom teachers are degreed and certified by the Florida State Department of Education. Both certification for all teachers and accreditation for the school are required by policy of the Office of Schools of the Diocese of Orlando and the Florida Catholic Conference. Periodic accreditation reviews for the school are done one year and three years after it is accredited by the FCC. Teacher certification must be maintained through regular, on-going in-service education and professional workshops and conferences.

POLICIES AND PROCEDURES

The Administration reserves the right to make changes to this Parent and Student Handbook at any time. Parents are invited to suggest meaningful changes in written form. The necessary changes will be incorporated annually prior to the start of the academic year. If changes need to be made during the school year, notification of the change will be by email and changes will be highlighted in red on the school web site.

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ACADEMIC POLICIES

St. Andrew Catholic School is fully accredited by the Florida Catholic Conference. All teachers are licensed by the state of Florida. The curriculum meets and exceeds standards set by the State of Florida, Common Core State Standards and the Diocese of Orlando. In Pre-K4 through 5th grade, Instructional Assistants support academics in the classroom. Grades six (6) through eight (8) are departmentalized. Regularly scheduled classes in art, media, music, technology, Spanish and P.E. provide diversity in the curriculum.

Student Performance Expectations

The Curriculum in the Diocese of Orlando is based upon the expectations of broad areas of knowledge and competence that Catholic school students achieve by the time they graduate from the 12th grade. These expectations are considered on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.

- As **information managers**, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and graphic displays, and computer programs in order to perform tasks and/or for enjoyment.
- As **effective communicators**, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphics displays, and computer programs.
- As **numeric problem solvers**, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.
- As **critical and creative thinkers**, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.
- As **ethical and responsible workers**, students, as good stewards of God's gifts, will be able to appropriately allocated time, money, and other resources.
- As **resource managers**, students, as good stewards of God's gifts, will be able to appropriately allocate time, money, and other resources.
- As **systems managers**, students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.
- As **cooperative workers**, students will be able to work harmoniously with others to successfully complete a project or task.
- As **effective leaders**, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position, which advances their growth and development as Catholic Christians.
- As **culturally sensitive learners**, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

ACADEMIC RECORDS

Copies of student records are available to any parent/guardian when requested. For students transferring to another school, the original records must be sent using the United States Postal Service according to state law. A summary form of academic record is kept at SACS for eternity. The schools must withhold student records when financial obligations are not met or a plan for payment has not been made with principal and president. However, health information must be released to a receiving school.

THE BUCKLEY AMENDMENT

(Family Education Rights and Privacy Act)

St. Andrew Catholic School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

1. Students may not grade the work of other students.
2. Graded student work may not be displayed.
3. A student should never be asked to state his/her grade aloud.
4. Parent volunteers may not grade student work.

CLASSWORK, HOMEWORK, ASSESSMENTS AND ASSIGNMENTS

Formative assessments include but are not limited to class participation, quizzes, class work, and homework. Summative assessments include but are not limited to tests, projects, reports, presentations, etc...

Although the amount of homework varies according to grade levels, daily assignments, etc..., a reasonable guideline is to be followed. Teachers should consider the ability of the individual student and the assignments of other teachers when requiring homework.

Homework Minute Guidelines:

| | |
|--------------|------------|
| Grades PK4-2 | 20 minutes |
| Grades 3-4 | 40 minutes |
| Grades 5-6 | 60 minutes |
| Grades 7-8 | 90 minutes |

ParentsWeb Guidelines:

- Post ALL homework, including class work that needs to be completed for homework on the ParentsWeb by 4:00pm each school day.
- Graded assignments or assessments are to be posted on the ParentsWeb within 48 hours after collecting the assignments.
- Grades for written essays, tests, or projects are to be posted no later than one week after the assignment is due.
- Long-term assignments must appear on all days of the week until the due date. For example: a writing assignment assigned on Monday but not due until Friday, must appear as homework on Mon., Tues, Weds, and Thurs. When long-term assignments are given, additional homework may be given, however the combination of the two must not exceed the homework minute guideline.
- Include assignment descriptions to briefly explain the expectations for the assignments.
- Provide class time for students to record assignments.

PreK4

1. Homework activities allow parents to become involved in what the child is learning at school.
2. Homework activities are fun and make the child feel successful.
3. Homework activities can provide practice of skills introduced in class.

Kindergarten-2nd Grade

1. Children have the right to homework that is relevant to concepts and standards taught in the classroom and that reinforces skills and builds study habits.
2. A child's right to playtime, down time, and adequate sleep shall not be infringed upon by excessive homework.
3. Children have the right to expect that parents will monitor and participate in homework as necessary, and communicate with the teacher where there are problems or areas of concern.
4. Children have the right to benefit from homework that includes practice and repetition as well as authentic tasks.
5. Children shall be required to read and be read to throughout the week.
6. Families shall be entitled to weekend and holidays free from homework.

3rd Grade-5th Grade

1. Students have the right to receive homework that reviews previously taught materials.
2. Students have the right to homework that can be completed without excessive help.
3. Students have the right to make up incomplete homework assignments during non-instructional time in a timely manner.
4. Students have the right to receive credit for homework completed neatly and in a timely manner.
5. Parents are entitled to open communication with the teacher about any homework concerns.

Middle School – including ALL classes grades 6 through 8

1. Students will not be assigned weekend or holiday homework unless there is an ongoing, long-term project or unfinished work.
2. Students have the right to make up any incomplete homework assignments during non-instructional time since homework is formative assessment rather than summative assessment.
3. Students will not be required to work more than 40 hours per week including class time and homework assignments.
4. Students shall be entitled to academic support and assistance during non-instructional time.
5. All homework assignments must be neat and presentable.

Specials

Homework may be assigned when necessary for developing specific skills that require repetition for mastery.

1. Homework may be assigned as review for an assessment in conjunction with class time review.
2. Homework will not be given when it conflicts with core subject area assignments.
3. Students are entitled to additional help by the subject area teacher during non-instructional time.
4. Homework is not assigned on weekends and holidays.

GRADING SCALE

Grade Pre-K4 uses Standards-Based reporting with the following report card key:

- P **Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP **Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- EP **Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- Blank Not taught OR Not Assessed during this trimester

Grades K-2nd use Standards-Based reporting with the following report card key:

- P **Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP **Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- EP **Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- IP **Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level this trimester.
- Blank **Not taught OR Not Assessed** during this trimester
- AP **Advanced Proficiency:** Student work consistently surpasses grade level expectations for this trimester with independence and accuracy.

Grades 3-8 use follows the below grading scale which is legislated for schools in the Diocese of Orlando, as well as the public schools in the state of Florida.

| | | |
|---|-----------|----------------------------|
| A | (90-100%) | Outstanding Achievement |
| B | (80-89%) | Above Average Achievement |
| C | (70-79%) | Average Achievement |
| D | (60-69%) | Below Average Achievement |
| F | (0-59%) | Unsatisfactory Achievement |

Trimester core subject grades, as well as Specials subject area classes for students in grades 4-8 are reflective of a student's performance on both formative and summative assessments. The trimester grades are calculated according to the weighted scale as follows:

| | |
|--------------------|-------------------|
| Daily Work | 33% |
| Projects | 34% |
| Assessments | <u>33%</u> |
| | 100% |

Render Unto God

Because we believe we serve God by serving others, Render Unto God (RUG) hours service are extremely valued as part of the formation of students that attend St. Andrew Catholic School. Students in grades Pre-K4-8th grade are expected to complete the following minimum amount of RUG hours by May 15th.

| | |
|------------------------------|------------|
| Pre-K4 | 10 minutes |
| Kindergarten and First Grade | 15 minutes |
| Second and Third Grade | 30 minutes |
| Fourth and Fifth Grade | 45 minutes |
| Sixth and Seventh Grade | 3 hours |
| Eighth Grade | 5 hours |

Each grade level must complete half of the required hours by December 3rd

REPORT CARDS

Pre-K4-2nd grade receive Standards-Based Report Cards at the end of each trimester. 3rd grade-5th grade receive a hybrid report card listing standards-based performance and a number grade. Middle school students will receive a number grade report card. All report cards will be made available for parents via the ParentsWeb. Hard copy requests of the report card may be made in the school office.

School Administration may approve that a student will earn an incomplete trimester subject grade (I) if they have not demonstrated mastery of skills and standards by completing less than 80% of the expected work. The student is expected to complete the work within two weeks after the end of the trimester, at which time the grade will be adjusted accordingly.

Promotion/retention is noted on every report card for grades K-8. Discussions with parents regarding retention for the following school year occur during the spring of the current school year including eighth grade graduation.

RECOGNITION AWARDS

Honor Roll

Honor Roll certificates are presented each trimester to students in grades 3 through 8 who maintain at least a 3.6 GPA in Religion, Social Studies, Science, Math, and Language Arts, while earning no grade lower than 80% in any subject including specials.

High Academic Honors are accorded to students in grades 3 through 8 who maintain a 4.0 GPA in Religion, Social Studies, Science, Math, and Language Arts, while earning no grade lower than 90% in any subject including specials.

Two or more behavioral infractions per trimester prevent a child from being listed on the Honor Roll and or High Academic Honors. When tallying *Behaviors of a Learner* on the report card, a total score of 46 or more per trimester prevent a child from being listed on the Honor Roll and or High Academic Honors.

National Junior Honor Society

National Junior Honor Society is a student organization with the purpose to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and to encourage good citizenship in the students of SACS.

Each year the Hastings chapter of the National Junior Honor Society selects new seventh and eighth grade members that have attended SACS for at least two trimesters based on the following process:

1. Academic Achievement of an overall yearly average of 92% in the five core subjects determines eligibility for consideration of membership
2. Once eligibility for consideration of membership is verified, letters of invitation to apply for membership are sent to students
3. Candidate Information Forms are submitted by interested students and are evaluated by the five member Faculty Council
4. Selection of membership is based on the following criteria:
 - a. Service to the school, parish, and community that is recorded and verified
 - b. Leadership roles and opportunities
 - c. Character/Integrity
 - d. Citizenship

An induction ceremony for new members is scheduled after a school Mass each year.

Throughout the school year, NJHS participates in community service and fundraising efforts that benefit the school, parish, and greater community.

End of the Year Academic Awards

The Academic Awards Ceremony is scheduled for the last week of school. Eighth grade awards are recognized additionally at graduation. Academic Awards include but are not limited to:

- **Academic Honor Roll** - to be eligible students must receive academic honor roll status all three trimesters (refer to Honor Roll).
- **Commitment to Excellence** - one student from each homeroom in grades 4-8 is honored for excellent academic effort, conduct, and responsibility throughout the year.
- **Disney Dreamer and Doer Award** – Central Florida’s youngest humanitarians and community service leaders are invited to be recognized as a Disney Dreamer and Doer. The Disney Dreamers and Doers looks for students who inspire others as role models in their community, at school or in their homes. Whether their energies are focused on helping their families, classmates and fellow kids, or community. Students may nominate themselves or be nominated by peers and staff. Disney Dreamers and Doers nominees make a difference through dedication and kindness. The school selects one student from K-5th grade and one from 6th- 8th grade to represent their classmates as Dreamers and Doers. In recognition of their accomplishments, Disney Dreamers and Doers receive four Walt Disney World theme park tickets, an honorary certificate and an award medallion.
- **St. Andrew Graduate Scholars Award** – A scholarship is awarded to Bishop Moore Catholic High School annually to an eighth grade student who exemplifies the Christian values that are the basis of our Catholic education and who exemplifies academic, moral, and spiritual excellence.

- **Render Unto God Award** – Students in grades seven and eight who earn more than 100 hours of quality, volunteer service in the areas of community, parish, school, and home are recognized for their dedication to making a positive difference.
- **May Crowning** – At least one in eighth grade is chosen annually to represent the class based on the qualities of Our Mother Mary: Grace, obedience to God, piety, virtuosity, humility, faithfulness, not being doubtful of God, and courage.
- **Principal's Award** - Awarded to **one** student per grade level in grades 4-8 with the highest academic average, who has no behavior infractions, less than a score of 46 in *Behaviors of a Learner* on the report card per trimester, and demonstrates strong Christian values.
- **Presidential Award for Educational Excellence** - To be eligible, students must earn a grade point average of 90 on a 100 point scale (A on the letter scale). The student must also score in the 90th percentile or above on the standardized tests in Mathematics (core total) or Reading. Eligibility is established in grade 5. Students must maintain eligibility in grades 5 through 8. If these high standards are continued through the first semester in grade 8, the student will be awarded official recognition at award ceremony.
- **Sports and Fitness Award** – Students are awarded for improving their personal best on physical fitness tests given at the beginning and end of the school year.

STANDARDIZED TESTING

To ensure the overall quality of the curriculum at St. Andrew Catholic School, and to monitor the progress of each individual student, diagnostic and standardized achievement tests are given annually to students. Parents generally receive a copy of the test results and scores are recorded in the child's cumulative record folder.

VPK: State law requires the use of the Florida VPK Assessment, as a pre- and post-assessment in all VPK programs for Assessment Period 1 (the month of September; scores submitted by October 31) and Assessment Period 3 (month of April/May; scores submitted by June 15). SACS also conducts a voluntary, third assessment during Assessment Period 2 (month of January).

NWEA MAP Assessment:

NWEA is a research-based assessment solutions that measure growth and proficiency—and provide insights to help tailor instruction. This is taken three times a year in the fall, winter and spring.

Kindergarten: A test of basic concepts (FLKRS) is given to children in the fall of the Kindergarten year. All data is submitted to the state of Florida and individual results are not shared with parents. SACS receives an overall rating of performance by its students.

Terra Nova Assessments Standardized Tests:

The Terra Nova Assessments are administered to students in grades 2-8 in spring of each year.

STUDENT SUPPORT

The services of a School Guidance Counselor are available for students. Students as well as parents are welcome to arrange a conference with the Guidance Counselor, classroom teachers, administration, or contact the parish to talk with a priest.

ADMISSION AND WITHDRAWAL POLICIES

ADMISSION OF STUDENTS

St. Andrew Catholic School (SACS) admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or ethnic origin in administration of educational policies, admissions policies, or athletic and other school-administered programs.

SACS complies with Title IX which states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

- **Priority For Admission**

All families wishing to enroll students in SACS are assigned an initial priority based upon prescribed criteria. The priority is finalized after verification of the parish records, if applicable.

Priorities are listed below in decreasing order of acceptance:

1. All families with children enrolled in SACS and in good standing with SACS.
2. All families of St. Andrew Parish who are regular in Church attendance and envelope use as defined by the pastor.
3. All families of neighboring Catholic parishes who have been approved by their pastors as supporting members of their parishes.
4. All others by date of application.

- **Basic Requirements for Admission**

Pre-K4 Admission- To be considered, a child must be four years of age on or before September 1st of the academic year in which admission is sought.

Kindergarten Admission- To be considered, a child must be five years of age on or before September 1st of the academic year in which admission is sought.

New Student Admission- New students are conditionally accepted until the office has received and approved transcripts and records from the previously attended school(s), and the student has satisfactorily completed an academic screening. Acceptance is finalized when the student's final report card from previous school indicates satisfactory achievement and behavior. Failure to meet acceptable standards will be considered just cause for disenrollment.

Students new to SACS are automatically placed on academic and behavioral probation for the first trimester of the year. However, they remain eligible to participate in extracurricular activities. The School Administration can place a student on academic or behavioral probation as data supports.

- **McKay Scholarship Applicants**

The full cost of educating a student varies each year. SACS includes a multitude of services that support a child's education beyond regular academic instruction and assessment, including but not limited to classroom interventions, Speech and Language Services, one-on-one services, After School Learning Lab, Sensory or handwriting groups within the classroom, Study Skills, classroom literacy interventions, etc...which are not charged to families separately and on an hourly basis. When SACS agrees to accept students on McKay Scholarship the monies are allocated by the school administration to the staffing and services provided during regular instruction, to support the needs of the child as directed by the Service Plan. Therefore, the scholarship monies are not available for non-academic items, or services such as registration, school supplies, uniforms, etc...Upon entrance and screening for attendance at SACS, the school reserves the right to deny enrollment due to an inability to provide the services listed on the Educational Plan.

It is the school's discretion to apply sibling discounts to McKay scholarship students. McKay funds cannot be used for anyone other than the McKay scholarship recipient. Furthermore, funds must be used only for tuition, fees and services noted on the General Fee Schedule and the McKay student's Individualized Fee Schedule.

Florida statute specifies that scholarship students may take up to two courses from FLVS without jeopardizing scholarship eligibility or being subject to the 1.0 full-time equivalent (FTE) cap meaning that scholarship payments are not reduced when McKay recipients take up to two virtual courses per year.

Foster children are exempt from the prior school year attendance requirement for determining eligibility for the McKay Scholarship.

- **Florida Tax Credit (Step Up for Students) and Family Empowerment (FES) Scholarship Program**

When setting tuition for scholarships, it is acceptable to charge at the highest published rate for the student. The highest published rate approximates the actual cost of educating of a child. All state monies received must apply only to the tuition and fees of the child who is the scholarship recipient. Discounts need not apply scholarship students, however, schools may elect to provide tuition assistance to scholarship students, as needed.

The Florida Tax Credit Program and Family Empowerment Scholarship reviews the Master Fee Schedule to determine the highest published rate for tuition. If there is a discount offered (i.e. sibling/multiple child discount) it is in the school's discretion whether they want to extend the discount to the student. Therefore, the school does not have to offer scholarship students the sibling/multiple child discount. Schools are to apply tuition rates consistently, but may elect to charge different tuition rates for scholarship students depending on their involvement/support of the Church.

WITHDRAWAL POLICY

In the case of a planned withdrawal, parents must give written notice to the school office by completing a SACS Withdrawal Form. Current payment of all fees is required. Failure to depart in good standing will prevent re-admission or recommendation to another school.

ARRIVAL/DISMISSAL AND INCLEMENT WEATHER PROCEDURES

CALENDAR

An updated monthly calendar including important school information is posted on the school's website.

SCHOOL HOURS

School hours are: **Monday, Tuesday, Thursday, & Friday, 7:50am to 3:00pm**
Wednesday 7:50am to 2:30pm

The school requires all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus. You will be given a lanyard & badge that must be worn while on campus and returned once you check out at main office.

ARRIVAL and DISMISSAL PROCEDURES

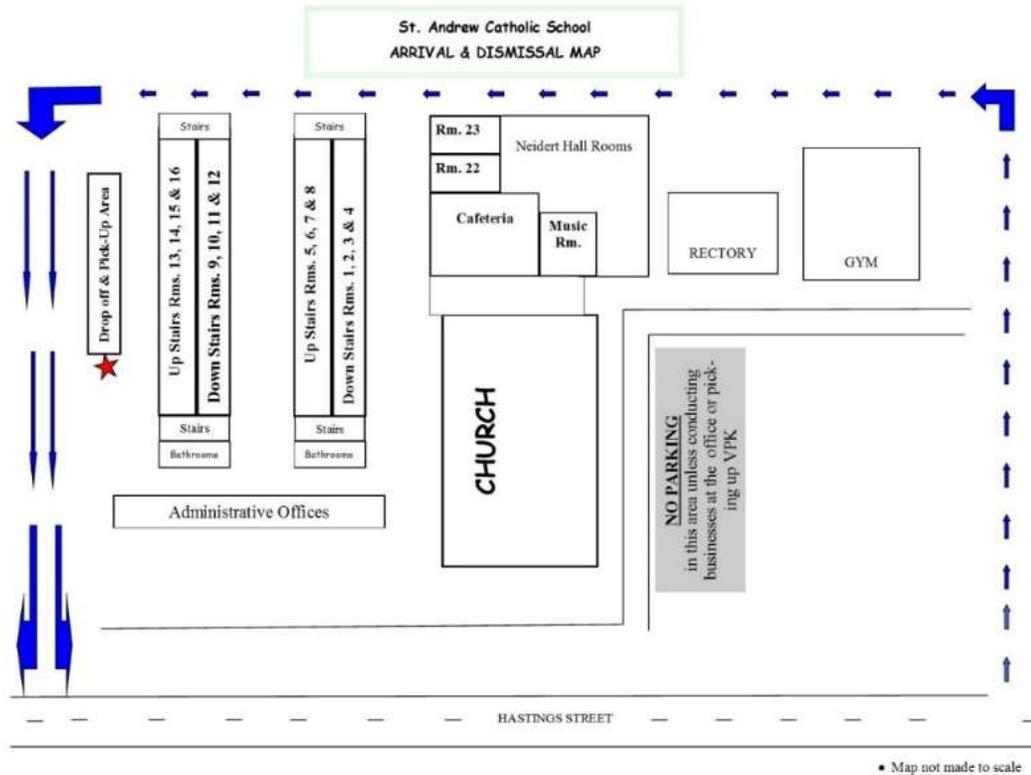
Students may begin arriving on campus at 6:30 am if they are registered in morning Extended Care Program, 7:00am for breakfast or 7:30 am for regular drop off. Arrivals between 6:30 and 7:00am **must** use the Extended Care Program.

The car line cue process begins at 2:45pm on Monday, Tuesday, Thursday and Friday, and student dismissal begins at 3:00pm.

The car line cue process begins at 2:15pm on Wednesdays, and student dismissal begins at 2:30pm.

Students not picked up at dismissal are checked into the Extended Care Program. Parents will park in the front parking lot and walk to the Extended Care room in order to sign and pick your child up from Extended Care.

Early pick-up is only for emergencies or medical reasons. Students picked up prior to dismissal must be signed out in the office by a parent or pre-registered authorized person. **The office will not sign out students after 2:30pm on Mondays, Tuesdays, Thursdays and Fridays or 2:00pm on Wednesdays.**



Additional Information for the Car Line

- Car line family school issued name sign must be in the front window for car line pick up.
- If you do not have a car line family school issued name sign, you will be asked to drive to the front office.
- For the safety of students and staff, do not use your cell phone while the car line is in motion
- PreK-4 through 3rd grade students must be dropped off and picked up from the inside lane (on the left side)
- 4th through 8th grade students must be dropped off and picked up from the outside lane (on the right side)
- If you are picking up students in grades 4th – 8th, along with picking up a student in PreK-4 – 3rd grade, you must pick up the students from the youngest side which is the inside lane.

STORMY WEATHER

The following guidelines are enacted when the weather during arrival or dismissal is severe. If at any time during carline lightening is spotted, the carline halts until it is deemed safe.

When Orange County Public Schools (OCPS) are closed due to inclement weather, St. Andrew Catholic School will be closed, including closings due to impending storms.

If in doubt about school closings, listen for announcements on radio stations WDBO Radio AM-580 or MAGIC 107.7 FM. Typically local television stations provide advisories and official announcements. If phone service and power are available, SACS will email closing messages to families, record the announcement on the main phone line, and post information on the school and Diocesan websites.

SACS generally follows the reopening schedule of OCPS. SACS may reopen sooner than OCPS if we feel the physical campus and travel is safe. Our goal is to get students back into the ordinary routine of school as soon as possible.

ATTENDANCE POLICIES

ATTENDANCE POLICY

For the convenience of planning purposes, the school calendar is available on the school website, and is updated regularly. Use of the school calendar when planning can avoid conflicts with school days.

Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission from a duly authorized person. No student may leave the school grounds at any time during the school day without permission from the School Administration. Failure to comply with this policy will result in disciplinary action. Only for exceptional reasons may students be picked up at the school office and signed out by a parent or pre-registered authorized person.

As of July 2016, four-year-old children with birthdays from February 2 through September 1 are eligible to enroll in VPK that year or postpone enrollment to the next year. Four-year-olds with birthdays from September 2 through February 1 are eligible to enroll in VPK the following program year.

VPK Attendance Policy:

St. Andrew Catholic School (SACS) offers Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week, for a total of 540 hours. All enrolled families receive a calendar showing the scheduled days off during the school year. Attendance during the scheduled instructional days and times is of utmost importance for students to remain in the VPK program. Not only is the SACS funding linked to attendance, but also the child's success upon entrance into Kindergarten.

Parent/Guardians are required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Attendance Signatures: Parents/Guardians are required to sign their child in and out each day. Signatures must be the parent/guardian's full name.

Tardiness: Arrival for the VPK program is between 7:30 and 7:50am. VPK arrivals should be signed in at the VPK/PreK4 Classroom. The earliest time arrivals will be accepted in the classroom is 7:30am. The instructional day starts at 7:50am and all children are expected to be in place and ready to start the day. Arrivals after 7:50am are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late," but more than twice a week will be cause for a meeting with the Administration. Any students arriving after 7:50am must enter the campus through the front office.

Late Pick Up: The VPK program ends at 11:00a.m daily. A per minute late fee is assessed if your child is not picked up by 11: am.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, there is an allowance of three (3) absences per month. Any absences beyond the three require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

Absences of five (5) consecutive instructional days will be considered a **withdrawal** from the VPK program at SACS. Withdrawals from the VPK program will not be eligible for re-enrollment. SACS will allow one **documented** five (5)-day absence during the school year/540 hours instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

Verifying your child's attendance and absences: At the end of each month parents/guardians are required to review and confirm their child's recorded attendance on the VPK 03L form provided by the teacher. By signing the attendance form the parent is not only verifying attendance, but also directs the Early Learning Coalition of Orange County to send payment for the month's VPK program to SACS. It also indicates that you continue to choose SACS to provide your child's VPK program for the upcoming month.

ABSENTEE PROCEDURE

If a student is absent, a parent must report the absence by calling the school office by 9:00 a.m.

Parent notification to report an absence may be done before and after business hours electronically or by phone by:

- sending an email to kharris@standrewcatholicschool.org
- OR
- calling 407-295-4230

Be sure to include the student's name and reason for absence.

Excused Absences

Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration.

Students without documented medical conditions must submit a doctor's note for absences of more than three (3) consecutive days.

No student can be absent in excess of **30 days for K-5th grade & 20 days for 6th-8th grade**, excused or unexcused, without an academic progress plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Medical/Dental Appointments

Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½-day absences.

Vacations or Extended Absences

Vacations must be pre-approved by the School Administration. Written communication, note or email, explaining the vacation or extended absence needs to be sent to the School Administration prior to the absence. The School Administration will respond in writing to the request. Approval is based on factors including but not limited to record of absences, need for absence, timing, etc.

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official St. Andrew Catholic School (SACS) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

LATENESS POLICY

School begins at 7:50am. Students arriving in their homerooms after 7:50am are considered late. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable. Parents must make every effort to be punctual each day. **Parents must sign students in whenever they are tardy.** Please do not put your child in the position of being penalized for a situation of which he/she has no control. The accumulation of three tardies is equal to a ½-day absence and is recorded as such.

According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that, a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

MAKE UP WORK PROCEDURE

Parents and/or guardians requesting homework for absent students are to use the [ParentsWeb](#) receive assignments. Make-up assignments/assessments are provided for students with an excused absence once the student returns to school. It is the student's responsibility to obtain and complete missed work.

It is the school policy that all assignments/assessments be made-up within one week of an absence. Work not completed within this period will be referred to the School Administration so special arrangements can be made. In anticipation of a vacation, teachers are not required to prepare assignments; however, parents may contact their child's teacher to ask for consideration.

BEHAVIOR POLICIES

CODE OF CONDUCT

In accordance with the schools root belief that God is the center of all relationships, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

“Search Me, O God, and Know My Heart”

-Psalm 139

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:

Catholic Schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and

humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you: ▪ Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care

- *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events* ▪ Support in words and actions the philosophy of Catholic Education

- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.

- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them
 - Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises
- During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time.

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties. 4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation

(<https://www.orlandodiocese.org/ministries-offices/schools/>).

5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

CONFERENCES FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by the Dean of Students and can include administration, dean of students, guidance counselor, teacher(s) and parent(s).

DISCIPLINARY CONSEQUENCES

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student is sent to the school administration for further action. Corporal punishment is not permitted.

Administrators and teachers in grades PreK4 through 8 document behavior incidents using a computerized database called *RenWeb*. When a behavior infraction is entered, a predetermined consequence is determined and the teacher prints a report describing the incident. To communicate receipt of the report, the parent is requested to sign the report and return it to the child's teacher. **TWO OR MORE BEHAVIORAL INFRACTIONS RESULT IN A LOSS OF HONOR ROLL STATUS.**

Level-One infractions incur a verbal warning, lunch detention, and/or an after-school detention.

Level One:

1. Classroom Disruption
2. Gum, Food in Class, Spitting
3. Note Writing (content Specific)
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Touching Other's Property
8. Profanity, Obscenity

Level-two infractions incur an after-school detention, in-school suspension, and/or an out-of-school suspension.

Level Two:

1. **Repeated Level-One Violation**
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bullying, Fighting, Possession of Inappropriate Items
7. Open Defiance, Insubordination
8. Plagiarism

Level-Three infractions incur at least a suspension and at the discretion of the Administration, expulsion from SACS.

Level Three:

1. **Repeated Level-Two Violation**
2. Firearms/Weapon Possession
3. Attack on School Employee
4. Threats to School Employee or Their Property
5. Leaving Campus or Field Trip without Permission
6. Bomb Threat; False Fire Alarm
7. Gang Involvement
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use or Possession of Tobacco Products
12. Serious Inappropriate Behavior (as determined by the Administration)
13. Theft
14. Harassment- sexual, physical, verbal, cyber, etc...
15. Damage to School Property

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Consequences may include, but are not limited to:

▪ **DETENTION.**

Detentions are time spent after school fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Parents are notified 24 hours in advance of a detention, and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

- **PROBATION**

Student behavior records are cleared at the end of each year except in special circumstances. The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period determined by the School Administration, at which point the student may not participate in any school activity or be a member of a St. Andrew Catholic School athletic team. If the student's behavior does not improve during this period, the Pastor and Principal will decide if withdrawal is appropriate.

- **SUSPENSION**

Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the student that if continued, such conduct will cause a permanent separation.

If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extra-curricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other SACS event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

- **EXPULSION**

Student behavior that is continuously a source of harassment to teachers and/or fellow students may result in withdrawal from the school. Such a request is made at the discretion of the Pastor and Principal. Any conduct not consistent with Catholic moral teaching and the philosophy of St. Andrew Catholic School constitutes grounds for possible expulsion. Possession of illegal substances, weapons, or items judged by the administration as posing a threat to the safety of other students will result in immediate expulsion. The Principal, in conjunction with the Pastor, will in all instances be the final arbiter in determining the grounds for expulsion.

FAITHFUL CITIZENSHIP POLICY

The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs in an effort to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved. Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities. The posting of political materials in Diocesan schools or on a school's property is strictly prohibited. Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date). Political discussions and mock elections are encouraged and indeed can be an effective teaching instrument. However, discretion should be used that no political party is highlighted or presented as the "schools" preference or choice.

OFF CAMPUS CONDUCT

The administration of St. Andrew Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day.

POLICY AGAINST BULLYING AND HARASSMENT

It is the policy of the St. Andrew Catholic School that all of its students and school employees are provided an educational setting that is safe, secure, and free from harassment and bullying of any kind. Saint Andrew Catholic School does not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and **harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or software through a technology system or network within the scope of SACS
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

SACS expects students to conduct themselves as appropriate for their level of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. SACS believes that standards for student behavior must produce an atmosphere that encourages students to grow in self-discipline. This atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. By example, administrators, faculty, staff, and volunteers must demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment. SACS upholds that bullying or harassment of any student or school employee is prohibited:

- a) During any education program or activity conducted by St. Andrew Catholic School;
- b) During any school-related or school-sponsored program or activity;
- c) Through technology, that is accessed system, or network of St. Andrew Catholic School.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. Consequences and appropriate remedial action for students, employees, visitors or volunteers who commit acts of bullying or harassment will be determined in accordance with SACS policies, procedures, and agreements after consideration of the nature and circumstances of the act.

Consequences and appropriate remedial action for a student, employee, visitor or volunteer found to have wrongfully and intentionally accused another as a means of bullying or harassment will be determined in accordance with school policies, procedures, and agreements after consideration of the nature and circumstances of the act.

At SACS, the School Administration is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy, and members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. Anyone who promptly reports in good faith an act of bullying or harassment to the School Administration is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).

The procedures for investigating Bullying and/or Harassment include:

- The School Administration selects a designee(s), employed by the school, to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential.
- The investigator shall collect and evaluate the facts including, but not limited to:

- Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The relationship between the parties involved;
- The characteristics of parties involved (i.e., grade, age, etc.);
- The identity and number of individuals who participated in bullying or harassing behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational environment;
- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
- Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
- A written final report to the principal.

The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow. The principal or designee shall report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved. According to the level of infraction, parents/legal guardians will be notified of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

St. Andrew Catholic School's Bullying Policy information was obtained from OCPS website and revised for St. Andrew Catholic School.

PROHIBITED ITEMS

Items such as but not limited to **CELL PHONES**, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, CDs, or technology that distract from a learning situation are not allowed at school at any time. Rolling backpacks may not be used.

The school administration, in accordance with state laws, will determine appropriate disciplinary measures taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion or on the last day of the school year.**

RELATIONSHIP WITH LAW ENFORCEMENT

SACS's relationship with local law enforcement agencies fosters a sense of community and connection. Working together enhances and sustains safe learning environments for our students and families, while building awareness of current themes and concerns in the area of safe schools. In circumstances that are deemed dangerous and/or illegal, SACS contacts the appropriate law enforcement agency and abides by the expectations of the law.

CLASSROOM POLICIES AND PROCEDURES

CLASSROOM SNACKS

Students are allowed to eat a healthy snack during the school day if allowed by the teacher. No chips, candy, cookies or Gatorade allowed. Only water allowed in clear bottle with healthy snack.

CLASSROOM PARTIES

An annual schedule with a determined number of class parties will be agreed upon by the School Administration and communicated to the Teachers and the Homeroom Parents. Birthday treats must be small treats that are easily served in the classroom. DCF requires that treats are store-bought in original, unopened containers. To celebrate their child's birthday, parents may bring a special lunch for the birthday child only.

Parties are to be no longer than one hour and fifteen minutes in length at the end of the school day (unless special arrangements have been made with School Administration). Party snacks will be limited to two (treats and one drink; not strong caffeinated sodas) and simple and enjoyable activities or crafts. Only parties involving the entire class are to take place on school premises.

Invitations for parties not hosted by the school should be delivered off the school campus.

LOCKERS/CUBBIES

All lockers/cubbies assigned to students are the property of St. Andrew Catholic School. The school assigns lockers/cubbies for the student's convenience and temporary use. Students are to use lockers/cubbies exclusively to store school-related materials and authorized personal items such as outer garments, grooming aids, or lunch.

At no time does the school relinquish its exclusive control of its lockers/cubbies. Students are prohibited from placing locks on any locker without the advance approval of the School Administration or designee, and must provide all combinations to lockers/cubbies or locks. The School Administration or designee is authorized to search lockers/cubbies and locker contents at any time, without notice, and without parental/guardianship or student consent.

BREAKFAST & LUNCH PROGRAM

A breakfast & hot lunch program is available to Pre-K4-8 students each day free of charge. The menu is available on the school website.

Students may not leave the school grounds for lunch.

Students may also bring lunch to school. *Ready-made* food is required since microwave ovens are not provided. Thermos bottles are permitted, but may not be filled with carbonated beverages. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents may not drop off lunches from carryout restaurants.

PARENT-TEACHER COMMUNICATION

ParentsWeb

The ParentsWeb is a communication tool between parents and teachers as well as the School Administration. General practice dictates that graded assignments must be posted on the ParentsWeb within 48 hours after collecting the assignment. All grades for written essays, tests, or projects must be posted no later than one week after the assignment is due.

Electronic Mail

Faculty email addresses are posted on the school's webpage, and are the preferred method of communication between parents and teachers. Personal emails are not provided to ensure privacy.

Electronic mail between a teacher and student is permitted only if the parent email is included. Teachers have 1 business day to respond to email messages. Being that email can be very subjective, please use proper email etiquette when communicating with teachers and administrators via email.

School Telephones

School telephones are business telephones. Teachers can be reached via voice mail. To access a teacher's voice mail dial 407-295-4230 and select the appropriate extension. Personal numbers are not provided to ensure privacy.

Classrooms and offices have telephones that students may use with permission from a teacher or school personnel. Students may not make phone calls for forgotten homework, lunches, P.E., athletic clothes, etc. As much as we prioritize open communication with parents, it is extremely difficult to give personal messages to children on a regular basis.

Parent Teacher Conferences

Because we believe spiritual and academic growth is a lifelong process, each fall and spring, parents are expected to attend an academic conference with the homeroom teacher regarding progress and/or concerns. In Middle School, conferences may include additional subject area teacher and may be requested by parent. Parents may also schedule a fall conference with Specials teachers. Conference dates are announced in advance on the master calendar.

Teachers schedule additional conferences or Support Staff at any time during the school year deemed necessary. Parents may request a conference with a teacher at any time of the school year by contacting the teacher by email or phone.

PLACEMENT REQUESTS

The school administration in cooperation with the classroom teachers is responsible for the classroom placement assignments of students. Many factors are considered when determining classroom placements including: student ability levels, academic strengths and challenges, processing skills, special education needs, personalities, friendships, maturity levels, past and present conflicts and resolutions, growth and development, teacher-student relationships, student to student relationships, gender influences, birthdates, birth order, etc... The teachers and the administration of the school without outside pressures make all placement decisions with the students' best interests in mind. The decision of the principal is final.

USE OF SCHOOL GROUNDS

During school hours, the campus is secured and the use of the grounds is for school sponsored or related events and activities only. For scheduling use of the school grounds after school hours or on weekends, the parish office handles the calendar.

VISITS TO CLASSROOMS

The school requires all visitors, volunteers, and parents to check in and out through the main office using our Raptor system. All visitors, volunteers, and parents must provide a valid government issued photo ID prior to entering the campus. You will be given a lanyard & badge that must be worn while on campus and returned once you check out at main office.

St. Andrew Catholic School encourages parent involvement, but teachers are instructed to send any person to the office not wearing a lanyard & badge. According to diocesan policy, all visitors must be fingerprinted in order to visit the classrooms.

Unknown persons are not permitted to speak with or remove any student from school property without the person being added in Renweb and providing proper identification. Emails, Phone calls & Written letters are not accepted.

DRESS CODE POLICIES

DRESS CODE

All students must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the teachers. Students who are out of uniform without an excuse are sent to the office and will face consequences as indicated below. Any time there are changes to the uniform students may continue to wear previous year's uniforms for one year.

The administration reserves the right to judge the appropriateness of the student's appearance. Faculty and parent representatives have formulated the below guidelines in an effort to ensure an environment conducive to learning:

| BOYS GRADES PreK4 THROUGH 8th | |
|---|---|
| Hair | Only natural hair color. No extremes in length or style, no shaved heads, or designs. No facial hair is allowed. |
| Shirt | Red polo with school logo (Risse Brothers). Solid white undershirts only. Shirts must be tucked into pants or shorts. |
| Shorts | Navy blue Irvington Flat (Risse Brothers), fitted appropriately at the waist |
| Pants | Navy blue, dress (Risse Brothers), fitted appropriately at the waist. Boys in grades PreK4 thru 8 MUST have one pair of trousers for Mass days and cold weather. |
| Belt | Black Belt required if shorts and pants have belt loops (belts are optional for Pre-K4-first grade students) |
| Socks | Solid navy blue, black, or white with no markings |
| Shoes | Only solid (plain) black oxford, loafer or athletic style shoes with closed toes. |
| Sweater | Official SACS sweatshirt, cardigan, or fleece jacket (<i>Risse Brothers</i>). <i>Must have at least one of the above for cold weather.</i> |
| Jewelry | No jewelry allowed. |
| PE Uniform (Worn all day on PE days EXCEPT Mass Days) | <u>Shirts</u> - St. Andrew Catholic School PE shirt (<i>Risse Brothers</i>) <u>Shorts</u> - Mesh Blue Shorts should be no shorter than 3" above the knee; uniform violations will be given for inappropriate length shorts, (<i>Risse Brothers</i>). <u>Shoes</u> – Solid black athletic shoes <u>Sweat suit</u> -St. Andrew Catholic School sweat suit (<i>Risse Brothers</i>) |
| Mass Uniform | <u>Shirt</u> - White Oxford cloth Shirt ((<i>Risse Brothers</i>) <u>Pants</u> - Navy blue dress pants (<i>Risse Brothers</i>) <u>Tie</u> - Hampshire Navy w/ Red (<i>Risse Brothers</i>) <u>Belt</u> - Black Belt (<i>Risse Brothers</i>) (belts are optional for Pre-K4-first grade students) <u>Shoes</u> - Only Solid plain black oxford, loafer or athletic style shoes |
| NO MAKE-UP, NO TATTOOS, OR TENNIS SHOES WITH WHEELS. | |

| GIRLS Pre-K4 THROUGH 8th | |
|---|--|
| Hair | Only natural hair color. No extremes in length or style, no shaved heads, or designs or two tone hair. Accessories must be red, navy blue, white, black or uniform plaid only. |
| Shirt | Red polo with school logo (Risse Brothers) may be girls or boys cut. Solid white undershirts only. Shirts must be tucked in at all times. |
| Skorts | Plaid skort (Risse Brothers)- should be no shorter than 3" above the knee. Skorts are not to be altered in style or rolled. Parents may be asked to purchase new uniforms if they have been altered in style. |
| Pants/trousers | Navy blue (Risse Brothers) |
| Belt | Black or navy blue required if garment has belt loops. |
| Socks | Solid navy blue, black, or white with no markings |
| Tights | Solid navy, blue, black, or white with no markings. Tights may be worn under skort on cold days. Leggings not permitted |
| Shoes | Only solid (plain) black oxford, loafer or athletic style shoes with closed toes. For the safety of your child if the shoe has a heel, it should not exceed 1" above the floor and be flat across the shoe. |
| Sweater | Official SACS sweatshirt, cardigan, or fleece jacket (Risse Brothers). <i>Must have at least one of the above for cold weather.</i> |
| Jewelry | Earrings-1 pair of earrings not larger than a dime. |
| PE Uniform (Worn all day on PE days EXCEPT Mass Days) | <u>Shirts</u> - St. Andrew Catholic School PE shirt (Risse Brothers) <u>Shorts</u> - Mesh Blue Shorts should be no shorter than 3" above the knee; uniform violations will be given for inappropriate length shorts, (Risse Brothers) <u>Shoes</u> – Solid black athletic shoes <u>Sweat suit</u> -St. Andrew Catholic School sweat suit (Risse Brothers) |
| Mass Uniform | <u>Shirt</u> - White Oxford cloth shirt (Risse Brothers) <u>Skort</u> - Marymount Plaid Skort (Risse Brothers) <u>Tights</u> -Solid navy blue, black, or white no markings <u>Tie</u> - Navy Pearl Snap Crossover Tie (Risse Brothers) <u>Shoes</u> - Only Solid plain black oxford, loafer or athletic style shoes |
| NO MAKE-UP, NO artificial nails, NO TATTOOS, OR TENNIS SHOES WITH WHEELS. Only clear nail polish is permitted. | |

EXCEPTIONS TO THE UNIFORM POLICIES LISTED ABOVE ARE AS FOLLOWS:

Exceptions can include club events taking place

DRESS DOWN DAY DRESS CODE

Dress Down Days are announced during the course of the school year. Some are free dress days, while others serve as a fundraiser and students may be charged a small fee if they dress down. A student may also dress down on his/her birthday OR on the day before or the next school day if their birthday falls on a Mass day or non-school day or weekend.

Guidelines for Dress Down Days and School-Sanctioned Events for all students are as follows:

The rules for Dress Down Days (excluding shoes) apply to school events that are approved by the administration. Such events include but are not limited to award ceremonies, dinners, dances, socials, pep rallies and field trips.

1. Jeans, slacks, Bermuda shorts, Capri pants and skirts of appropriate length and condition (may not have holes, rips, or frayed). Shorts or skirts may not be shorter than 3 inches above the knee.
2. No strapless, spaghetti straps, backless halters, bare midriffs, tank tops, sleeveless shirts, shirts with shoulders cut out, or sundresses.
3. All shoes must be closed toe shoes and socks must be worn. No sandals, open toed or backless shoes including Crocs are allowed.
4. No hats, caps, visors, bandanas, fashion scarves, or sunglasses are permitted during the school day.
5. If a student's scheduled PE class falls on a free dress day, the student must wear/bring clothes conducive to PE including athletic shoes for class. Non-compliance will incur a referral.

UNIFORM VIOLATIONS

Students who repeatedly violate the dress codes explained above will receive the following natural consequences:

Non-compliance with the dress code will be recorded. When a student violates the uniform code three times, he/she will not be permitted to participate in the next dress down day. Repeated violation of the dress code is referred to the School Administration for disciplinary action.

LOST AND FOUND

Label all student clothing and belongings. Unclaimed clothing and supplies found in the school are brought to lost and found located in the St. Andrew Catholic School cafeteria. Non St. Andrew Catholic School uniforms that are unclaimed at the end of a school year are given to a neighborhood homeless shelter.

EXTRACURRICULAR POLICIES

ATHLETIC PROGRAM

St. Andrew Catholic School subscribes to the philosophy that sports and team participation are positive venues for building mature, well-rounded individuals who develop emotionally, intellectually, and physically. The Spartan Athletic Club (SAC) strives to teach the value of teamwork, mutual respect, and the joy of participating, development of talent, a healthy sense of competition, self-discipline, and honesty in a religious/academic environment. All who participate in the athletic program – students, coaches, parents, and spectators – are challenged to act and react in ways consistent with Christian values. For this reason, we actively participate in and support **Catholic Youth Sports (CYS)**. Information about CYS is accessible on their web site at <http://www.catholicyouthsports.org/>.

Quick facts about the CYS league:

- Established in 1991 with 250 student-athletes.
- Today, it serves over 2,000 student-athletes each year.
- Programs offered include basketball, soccer, track, volleyball, boy's flag football, girl's lacrosse.
- Competitive sports offered at the middle school level (Grades 5 - 8).
- Developmental/recreational sports offered at the grade school level (Grades PK4 - 5).
- All CYS coaches undergo a FBI background check and Safe Environment Training.
- All CYS coaches are required to attend a *Play Like a Champion* educational series workshop.

CYS has a recreational division for students in grades PK4 - 5 (Elementary Division) that offers soccer, basketball, flag football, track and girl's lacrosse. The competitive division for students in grades 5 – 8 (Middle School Division) offers basketball, soccer, track and volleyball, and boy's flag football.

CALENDAR/SCHEDULE

Elementary Division

Girls' Seasons – Coed Soccer (September –October) – Lacrosse (November – January)

Track (February – March) – 3v3 Soccer (April-May) – Summer Basketball (May-August)

Boys' Seasons – Coed Soccer (September –October) – Flag Football (November – January)

Track (February – March) – 3v3 Soccer (April-May) – Summer Basketball (May-August)

Middle School Division

Girls' Seasons -- Basketball (August through October) -- Volleyball (October through December)
Soccer (January through March) -- -- Track (April through May) ---Cheerleading (fall, winter, or full year)

Boys' Seasons -- Soccer (August through October) -- Volleyball (October through December)

Basketball (January through March) Track (April through May) –Flag Football

The Spartan Athletic Club works diligently to field winning teams and recognizes that competition is a major element in team sports. Learning the skills of a sport while developing teamwork, leadership, and good sportsmanship are integral to the program. Success cannot be measured merely in terms of wins and losses. The following questions must also be considered:

- Did we learn more about the sport?
- Did we improve our fundamental skills and conditioning?
- Did we have fun together?

ELIGIBILITY

Academics

- ✓ Student-athletes must at all times maintain an at least a 70 in all subjects.
- ✓ Student-athletes earning below an overall grade point average of C at any point in time will receive an academic warning and participation may be limited, but are still eligible to continue playing.
- ✓ Student-athletes receiving an IP (Insufficient Proficiency) or below a 60 on a report card are ineligible through the next grading period.
- ✓ Student-athletes who become academically ineligible may try-out for an upcoming sport but may not participate until all academic requirements are satisfied.

Athletic Fees and Registration

Registration for CYS is on-line at <http://www.catholicyouthsports.org/>. Athlete fees are charged in order to help offset the costs of league fees, sports' banquet costs, equipment, and uniforms. Sports' fees are due in full prior to the first regular season game/meet and are non-refundable. Athletic scholarships may be available for families experiencing financial hardship. Scholarship requests must be submitted in writing to the School Administration for approval.

Behavior

The Spartan Athletic Club follows the "Code of Conduct" discipline plan as outlined in this handbook. Student-athletes must adhere to all school regulations and classroom rules in order to participate. Student-athletes must demonstrate an attitude of respect and mutual consideration for teachers, coaches, classmates, and teammates at all times, both on and off the playing field.

Two or more behavioral infractions in a trimester prevent a child from sports participation. When tallying *Behaviors of a Learner* on the report card, a total score of 46 or more per trimester, prevent a student from participating in sports.

Student-athletes serving a suspension due to a behavioral infraction are prohibited from participating in team try-outs, practices, or games. Detentions take priority over all athletic activities.

Concussion and Heat-Related Illness Consent

Every student-athlete must have on file at SACS a signed Consent and Release from Liability Certificate for Concussion and Heat-Related Illness form. The form includes general information as well as risk factors and protocols about concussions and heat-related illnesses. The form is included in the registration packet for SACS.

PARTICIPATION

Attendance

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official St. Andrew Catholic School (SACS) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

Student-athletes must place a high priority on attending practices and games. The absence of even one member has a negative impact on the entire team.

St. Andrew Athletics must take priority over other extra-curricular activities. Student-athletes are allowed one (1) unexcused absence from a practice or game per season. Student-athletes with two (2) or more unexcused absences may be suspended from playing or removed from the team entirely.

In the event of a prior commitment, the student-athlete must notify the head coach a minimum of 48 hours prior to missing a practice or game. Absence without prior notification (excluding illness) is considered unexcused.

Coaches

The Athletic Director in consultation with the School Administration selects coaches. Coaches must be fingerprinted and have participated in the Safe Environment Program. Coaches are expected to outline all discipline policies and procedures to the team at the beginning of the season.

Grievance Procedures

Individual or team grievances are to be handled in the following manner:

1. Discuss the issue with the coach.
2. Discuss any unresolved issue with the Athletic Director.
3. Unresolved issues may be brought to the St. Andrew School Board for review. **The decision of the St. Andrew School Advisory Board and the administration is final.**

Practice

For practice occurring immediately after school, student-athletes report to a designated area and are then escorted to the practice facility by the coach or a school staff member. Student-athletes must stay with coaches for the entire duration of practice. Only team members are allowed in the practice facility.

At the conclusion of practice, student-athletes not picked up are escorted to the Extended Care Program and are charged for the service until the parent picks up their child. No student-athlete is to be unsupervised at any time.

TEAM SELECTION

Tryouts

Students in grades six through eight are given equal opportunity to try out for all team sports. Fifth grade students may be offered to try out for a team if there are open spots on a sixth grade team. Team members are selected based on skill level, attitude, and behavior. Tryouts are held after school hours.

Varsity Soccer The team consists of no more than eighteen (18) players. Coaches must select at least ten (10) eighth graders. Coaches are not required to select an eighth grader over a seventh grader for the remaining spots. Additional seventh graders may be chosen if there is a shortage of ten (10) eighth graders.

Junior Varsity Soccer The team consists of eighteen (18) players. Coaches select players from the seventh and sixth grades. Coaches are not required to select a seventh grader over a sixth grader. Fifth graders may be allowed to try out if there is a shortage of eighteen (18) players.

Varsity Basketball The team consists of ten (10) players. Coaches select ten (10) eighth graders. Seventh graders may be allowed to try out if there is a shortage of ten (10) eighth graders.

Junior Varsity Basketball The team consists of ten (10) players. Coaches select ten (10) seventh graders. Sixth graders may be allowed to try out if there is a shortage of ten (10) seventh graders.

JJV Basketball The team consists of twelve (12) players. Coaches select twelve (12) sixth graders. Fifth graders may be allowed to try out if there is a shortage of twelve (12) sixth graders.

Varsity Track The team consists of student-athletes in the fifth, sixth, seventh and eighth grades. Coaches are not required to select players based on grade level.

Varsity Volleyball The team consists of no more than twelve (12) players. Coaches must select at least eight (8) eighth graders. Coaches are not required to select an eighth grader over a seventh grader for the remaining spots. Additional seventh graders may be chosen if there is a shortage of eight (8) eighth graders.

Junior Varsity Volleyball The team consists of twelve (12) players. Coaches select players from the seventh and sixth grades. Coaches are not required to select a seventh grader over a sixth grader. Fifth graders may be allowed to try out if there is a shortage of twelve (12) players.

Cheerleading The teams consist of student-athletes in the fifth, sixth, seventh and eighth grades. Coaches are not required to select players based on grade level. Teams are based on cheer and dance technique, spirit, attitude toward directives, voice, and overall presentation.

Flag Football The team consists of no more than eighteen (18) players. Coaches must select at least ten (10) eighth graders. Coaches are not required to select an eighth grader over a seventh grader for the remaining spots. Additional seventh graders may be chosen if there is a shortage of ten (10) eighth graders.

UNIFORMS

Game Uniforms

For the Middle School Division student-athletes are provided a team uniform. Uniforms must be maintained in good condition and returned clean at the end of each season. Parents are responsible for additional costs to repair/replace damaged or lost uniforms.

Practice Uniforms

Student-athletes are required to wear appropriate, proper athletic clothing to practice. Individual coaches determine acceptable practice clothing in consultation with the Athletic Director and Administration.

DANCES

Each year the school sponsors dances for students. In cooperation with the administration, parents are encouraged to organize and chaperone the dances. At the dances, the students must follow all dress and behavior guidelines of the school including surrendering cell phones and technology until the end of the event. Admittance for school-sponsored dances will not be allowed after 30 minutes from the start of the event. Pick up must be within 15 minutes from the end of the event. A Late fee of \$2 per minute will be incurred for students not picked up on time

EXTENDED CARE PROGRAM

Before-school care is available for children in grades PreK4-8 from 6:30 am-7:00 am. After-school care is available for children in grades PreK4-8 from after school hours until 6:00 p.m.

Students arriving at the Extended Care program after sports or other after school activities must be escorted by a coach or responsible adult, and signed in. Because of our commitment to the safety of every child, any child (PreK4-8) remaining on campus after school hours without sanctioned adult supervision will be taken to Extended Care Program.

When unavoidably delayed, call **407-295-4230** and press extension 1728 for the front office. Effective communication prevents needless worry and frustration for both child and parent.

The Extended Care Program closes promptly at 6:00 pm. Pick-up after this time will incur additional charge per minute per child.

FIELD TRIPS

Teachers plan educational field trips when the curriculum is enhanced by relevant out-of-classroom activities. For such concrete learning opportunities, advance notice of our plans is communicated. As part of the school curriculum, it is mandatory that all students attend field trips.

Student permission slips and Medical Release forms are sent home for all field trips. The permission slip and form must be completed and returned to school before the trip. Verbal or email permission are not acceptable. Children who have not returned their permission slips are not allowed on the trip.

Parents/guardians chaperoning field trips are required to complete and return to school the Adult Consent Form and Liability Waiver. Chaperones who have not returned their forms are not allowed on the trip. In addition to the Adult Consent Form and Liability Waiver, all chaperones must complete two levels of clearance. The clearance consists of a federal background/fingerprint clearance and a Safe Environment Training via online video and quiz. For more information regarding the clearance, access the Diocese of Orlando website at www.orlandodiocese.org.

Medications such as an EpiPen as well as a copy of the student's Emergency Health Care Plan must be presented to the assigned chaperone for students with a possible life-threatening condition.

Siblings of trip attendees are **not** allowed to accompany a class on a field trip even if the parent is a chaperone.

All students must attend field trips with the student body even when a parent is a chaperone.

SCOUTS

Scouting programs are offered at various times and for different age levels under the direction of the Boys Scouts of America and the Girl Scouts Citrus Council.

FINANCIAL POLICIES

FINANCIAL OBLIGATIONS

TUITION SCHEDULE (PreK4-8) please refer to the Registration Application

ANNUAL ENROLLMENT FEE PK4 – 8

- Tuition paid IN FULL for the school year (due July 20th) is paid directly to St. Andrew Catholic School Attn: Finance Department.
- Any plan other than paying the tuition IN FULL must be paid with an agreement through the FACTS Tuition Management Program.
- To access the FACTS Website: <http://factsmgt.com/>

Without fiscal stability, St. Andrew Catholic School cannot continue to provide students with high quality Catholic education. Fiscal stability is only possible with the cooperation of all families involved. The School Finance Committee of the School Advisory Board, in an effort to ensure that needed operational funds derived from tuition be both timely and sufficient, utilizes a policy concerning late or overdue payments. Anytime a problem arises with tuition not paid through FACTS, this committee is notified and action is taken accordingly.

Parents sign an agreement each year to follow these guidelines. This policy is intended to serve the needs of the entire community.

TUITION ASSISTANCE

St. Andrew Catholic School accepts McKay Scholarships and Florida Tax Credit Scholarships, School Readiness (4C), among others.

Tuition assistance is available for current families based on financial situations through private funding. Applications and all required documents for private funding must be completed and submitted to the school office by April of the prior school year. For more information, see the St. Andrew Catholic School website.

FUNDRAISING

All families are expected to participate in school fundraising activities. The Home and School Association organizes and implements the fundraising program working with sales representatives from various vendors. Families/students fundraising for SACS are expected to use parent-approved friends, relatives and neighbors, not door-to-door selling. The revenue from the fundraisers is used to offset additional expenses or unbudgeted items that tuition does not cover such as technology enhancements, facilities and campus improvements, classroom enrichment materials, and a variety of instructional supplies.

School groups and the student body conduct fundraising drives such as Dollar Dress Down Days and Bake Sales. The type, frequency, and scheduling of these drives must be approved by the School Administration. Contributions and participation by students and employees is voluntary.

GRADUATION

Annually a graduation fee is collected from the eighth grade families for activities and events specifically designed for eighth graders. The graduation fee generally includes payment for costs related to graduation including the class t-shirt, class picture, diploma, awards, cap and gown, end of the year trip, etc. The graduation fee must be paid prior to the graduation ceremony.

INSURANCE

Every student in our school is covered by a Diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with insurance that families have and reimbursement begins after a deductible has been met. Twenty-four-hour coverage is available at an extra charge. Applications for such coverage are distributed each academic year during the first week of school.

ITEMS REQUIRED ANNUALLY

Upon annual registration, parents/guardians are expected to complete the following electronic compliance forms:

1. Emergency Information Form
2. Parent and Student Handbook which includes the Acceptable Use Policy and permission for Photographs and/or Videos

Additional costs for special project/activities may occur throughout the year, but St. Andrew Catholic School tries to minimize these costs.

PARENTS AS PARTNERS INFORMATION

Parent Partnership- Teamwork leads us to our goals.

As a parent, I believe it is important to send my child to school prepared to learn by:

- Getting my child to school on time daily and promptly picking up at dismissal
- Providing a healthy breakfast and lunch for my child
- Ensuring that my child has the necessary supplies
- Ensuring that my child gets enough sleep each night
- Ensuring that my child is in compliance with dress code
- Encouraging my child daily with positive words and celebrating success
- Establishing structure and routines for my child at home
- Keeping my child home if they are sick

As a parent, I believe it is important to be my child's advocate by:

- Making clear that education is important
- Asking "What did you learn today?" every day
- Seeking outside assistance if there are personal matters that may affect my child's learning
- Reading with my child

As a parent, I believe it is important to stay in touch with the teachers and the school by:

- Attending Open House, and other parent events
- Meeting with my child's teacher at the beginning of the year
- Returning phone calls, emails, and notes home
- Attending conferences
- Contacting the teacher with any questions, concerns, or issues at home that may affect learning

As a parent, I believe it is important to let my child know that I value education and will be very involved in their learning by:

- Monitoring homework and facilitating a study/homework schedule and location
- Getting to know the teachers' routines
- Monitoring my child's progress on Parent Portal and via communication sent home by the teacher
- Supporting use of technology either at home or at another location (such as the Public Library)

As a parent, I believe it is important to be a partner with us in the success of my child by:

- Supporting the school code of conduct, school rules, and uniform regulations
- Modeling respect and a spirit of cooperation with teachers, parents, and other adults at the school
- Respecting deadlines for payment

As a parent, I believe it is important to be support Religious Education and Practice by:

- Practicing faith, attending worship services
- Supporting religious education in the classroom

CONFIDENTIALITY AGREEMENT

Confidentiality is a serious matter in a school environment. Any individual, who works or volunteers in a school, is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff and the school itself. It is quite likely that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end, we require that all information not be disclosed or used outside of your volunteering duties.

CONFLICT OF INTEREST POLICY

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term “conflict of interest” pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

For more information regarding the Diocesan Conflict of Interest Policy, see <http://www.orlandodiocese.org/downloads/hr/conflictinterest.pdf>

ST. ANDREW HOME AND SCHOOL ASSOCIATION

The HSA is an organization comprised of all parents and guardians of St. Andrew Catholic School students whose purpose is to optimize the Catholic Education experience via support and recognition of school staff. As an organization, we raise funds to provide enrichment events and equipment for students. This organization serves the school directly by coordinating parent & guardian volunteer opportunities. Dues will be charged annually.

The SACS Home and School Association Executive Board consists of between 9-18 persons, including the offices of President, Vice-President, Secretary and Treasurer. The members of the Association elect new officers biennially. Nominations for officer positions are solicited electronically, and the nominating committee of the Association obtains prior consent of the nominee and ascertains their fitness to serve in the position. Ballots summarizing eligible nominees are delivered to each member family, including a voting deadline. After the voting deadline, the results are publically posted to all members.

ST. ANDREW SCHOOL ADVISORY BOARD

The St. Andrew School Advisory Board is a policy making body advisory to the school administration and parish pastor. The SACS School Advisory Board is a standing body, governed by its own constitution and by-laws, ultimately accountable to the School Administration and Pastor. The SACS school policies adhere to the general guidelines formulated by the Diocese of Orlando Office for Schools. The board's function and responsibilities include:

- Develop and define policies that govern the operation of the educational programs at SACS
- Promote and monitor the implementation of the school policies
- Be responsible for all educational activities of the school
- Establish and recommend policies for the operation of the school's educational programs
- Assist in the development of long range plans for the school's educational programs
- Evaluate and approve the school budget

New policies or changes to existing policies are communicated to the school families throughout the school year.

The SACS School Advisory Board, consisting of no less than eight people, discerns new members each spring. Interested parties must contact the School Board President by April of each year to express their desire to become a part of the Board. It is recommended that interested parties attend at least one Board meeting and discuss the expectations and ideals necessary for membership with the Board President or another Board member. Discernment of nominees presented by the Board President is done at the late spring monthly meeting. Re-appointments to the Board occur in May of each year since Board membership terms are one year, July 1 through June 30.

RENDER UNTO GOD HOURS (RUG)

Every family is expected to fulfill a minimum of 5 Render Unto God (RUG) hours each school year. Volunteers are a very important part of our school's life. Opportunities to volunteer are virtually endless. The HSA helps parents and guardians find volunteer opportunities that fit their schedule and lifestyle. Any member of a family can work the service hours. Volunteering at the Church also fulfills your obligations.

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment-training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad).

Volunteers on the SACS property do not hold SACS responsible or liable for any accidents or injuries while performing volunteer duties.

SAFETY AND HEALTH POLICIES

The Diocese of Orlando has measures in place that are regularly reviewed, and require cooperation and support to make our schools safe for our children.

Sharing the following information with students helps ensure that wrongful conduct does not occur in our schools. The intent is to develop an understanding of appropriate conduct expected in our schools. The Diocese of Orlando does not condone or authorize employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Providing shots to or conducting physical examinations of students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, diabetic treatments, or other medical treatments, which require written permission from a parent or guardian)
- Administering drugs, including over the counter medication, in the absence of expressed written permission from a parent/guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing other medical procedures
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker room or approved changing area
- Denigrating or abusing any child, volunteer, or employee

Parents should identify and report inappropriate activities immediately to the Principal or the Office of Schools. Experts, particularly in the area of school violence, agree that telltale signs (e.g., severe mood changes, emotional outbursts, irrational conduct, and a fascination with guns or incidents of violence, indirect and direct threats) usually exist before an actual violent act occurs. Early intervention is key to avoiding a tragic situation. It is not possible to identify all improper conduct, but cooperation in enforcing these guidelines is essential in keeping our students safe. Working together, we can provide a caring, loving environment, and the best Catholic education.

ACCIDENTS

Emergency information for each child is kept on file in the school office. In the event of an accident or minor injury, the parents are contacted and the necessary course of action is determined. Be sure accurate and up-to-date information is on file in the school office.

In the case of an accident, an accident report is completed by the supervising staff member and is filed in the school office. Parents choosing to file for insurance reimbursement will, upon request, be provided with copies of the form.

In an emergency 911 is called, and the child may be taken to the hospital by ambulance. In the event that the parents cannot be contacted prior to transporting a child, the school will continue efforts to contact the family upon arrival at the hospital.

CHILD ABUSE LAWS

St. Andrew Catholic School abides by the Child Abuse laws of the State of Florida. The law mandates that all cases of **suspected** abuse and/or neglect be reported to The Department of Children and Families.

CLASSROOM PET POLICY

For the health and safety of all people who enter SACS, to avoid exposure to animals that may cause allergic symptoms or reactions, and to provide good indoor air quality which can affect overall health and wellness, SACS finds the following animals unacceptable in the school:

- Warm-blooded animals such as ferrets, cats, dogs, mice, rabbits, hamsters, etc.
- Wild animals, especially those at high risk for rabies
- Poisonous animals such as snakes, spiders and venomous insects
- Ducks and chicks because of the high risk of salmonella and campylobacter
- Birds

SACS believes that there are some educational benefits of having animals in the classroom. Acceptable animals (below) that are in the classroom must be properly contained and cared for. Good hand washing by staff and students caring for these animals is mandatory. Approval of the School Administration is necessary before any pets may be brought into the classroom or school. Acceptable animals would be:

- Fish
- Amphibians such as frogs and toads
- Butterflies, insects
- Nonpoisonous snakes

Exceptions are made for service animals for disabled persons and animals used under the control of law enforcement officials. If service animals are to be used in the school the School Administration is responsible for notifying staff, parents, and students, so individual health needs/concerns can be addressed. Service animals should be kept away from carpets, upholstered furniture, and return air ducts.

CUSTODIAL AGREEMENTS

Custodial agreements as determined by a court order are followed by SACS. A copy of the court order is required to be filed with the school office.

EMERGENCY DRILLS

State law requires monthly fire evacuation drills. Periodic drills occur to practice and reinforce safety measures employed in case of a circumstance that could threaten the safety of the students and staff. Emergency procedures and evacuation routes are posted in every classroom and office space. Annually the procedures are reviewed with the staff.

FINGERPRINTING

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad).

Volunteers must sign in at the school office and wear a visitor badge at all times. The school office will notify volunteers in advance of their fingerprint certification expiring. Volunteers on the SACS property do not hold SACS responsible or liable for any accidents or injuries while performing volunteer duties.

ILLNESS

Students who become ill at school are sent to the clinic in the school office. Parents are notified of their child's situation, and a decision is made whether the child should stay in class or go home.

- Students **must be fever free for 24 hours without fever reducing medication** before returning to school.
- Students who vomit or have diarrhea may return to school the following day if feeling well, and symptoms of illness do not continue.
- A student with a communicable disease will not be re-admitted to class without a statement from the doctor.

IMMUNIZATION RECORDS

The State of Florida Department of Health mandates that all students must comply with the immunizations requirements for enrollment in school. Timely notices are sent to parents to enforce compliance with the regulations.

MEDICATION

Administering medication should occur outside of the school day. For medication administered at school the following rules are enforced:

- An Authorization for Medication Form (available on the ParentsWeb) must be completed before any student can receive medication at school including cough drops, throat lozenges, aspirin, or acetaminophen.
- All medication, prescription and non-prescription, must be kept in the school office except students with diabetes or the need of an EpiPen.
- Medication must be in the original container with the pharmacy label showing the student's name, the name of the medication and directions for administration. Preferably, request that the pharmacist prepare two containers: one for school and one to keep at home.
- For concerns about medication, parents will be notified prior to distribution.
- Reclaim all medications promptly after your child's recovery. Due to storage constraints and the school's liability, medication left unused for two weeks is discarded.

PLAYGROUND AND RECESS SAFETY

Play activity is within the designated areas only. Appropriate outdoor play expectations are applied in all area for the safety of everyone.

CONTROLLED SUBSTANCE

Asbestos Inspection

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing Materials as developed by Law Engineering is available without restriction for inspection in the school office.

Pressure-Treated-Wood Equipment

The Diocese of Orlando has conducted a thorough investigation of all properties and has taken all action recommended by its consultants regarding the levels of arsenic in pressure treated wood equipment. The Diocese follows the guidelines of the Florida Department of Environmental Protection and the State of Florida Department of Health.

TECHNOLOGY AND MEDIA POLICIES

BOOK POLICY

The school provides students with textbooks as well as offers a well-equipped, automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A monetary fine is charged for textbooks returned in damaged condition, and for overdue books in the library.

CONSEQUENCES OF GENERAL USAGE

If students refuse to comply with the guidelines, the following consequences will apply. Student infractions will be documented as an infraction for each offense.

Consequences for major offenses will be determined by Administration.

The consequences for minor infractions will be as follows.

- 1st Offense = Personal Technology Device will be confiscated until the end of the school day, when the student's parent must retrieve it from Administration.
- 2nd Offense = Personal Technology Device will be confiscated and held for 5 school days and at the end of the 5 school days, the student's parent must retrieve it from Administration.
- 3rd Offense = Personal Technology Device will be banned from campus for the rest of the school year and student's parent must retrieve it from Administration. If brought back on campus, device will be kept by Administration and student's parent must retrieve it from Administration on the last day of school.

Security Risks

Personal Technology Devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target such devices in school and on school grounds. A growing number of thieves steal the above-mentioned devices, specifically for the sensitive data they may contain. Such information, if revealed, could cause embarrassment, loss of reputation, or significant financial or commercial impact.

To counter these risks, personal technological device security must be addressed in three ways;

1. Student responsibility; through increased user awareness of the risks and application of a security policy (this document).
2. Physical security; both in school, on school property, and when traveling to and from school.
3. Access control/authentication.

Student Responsibility

SACS and the Diocese of Orlando accept no responsibility for personal property brought to the school by students. This includes all Personal Technology Devices used in accordance with this policy. Students who choose to bring a Personal Technology Device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their Personal Technology Device. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

Physical Security

Users should take the following physical security preventative measures.

- The device should be marked with the student's name for identification purposes if found. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others.
- The device should be carried in a case to ensure protection during times when the student is moving from class to class.
- The device should NEVER be left unattended for ANY period. When not using your device, it should be locked in your school locker or locked in a designated area.
- If a device is left unattended, it will be picked up by staff and turned into the Front Office.

Access Control and Authentication

- To use a Personal Technology Device within the school, students must register the MAC address and serial number of the device with the Technology Specialist.
- Students may only access the internet via the St. Andrew Student wireless network. Any student found connecting his/her device to the network using an Ethernet cable plugged into a wall jack or wirelessly, using a non-approved wireless connection, will have his/her device confiscated and lose personal device access privileges.
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- Any student using a Personal Technology Device for educational purposes uses it at his/her own risk.
- St. Andrew Catholic School does not provide hardware and software support for Personal Technology Devices or ensure uninterrupted operation.

INTERNET ACCESS

SACS provides a network with internet monitoring when on the SACS campus. Engagement in online social media will result in disciplinary action if the content includes defamatory comments regarding the school, the faculty, or the parish.

SCHOOL WEBSITE

SACS is online at www.standrewcatholicschool.org. Check this regularly for important information regarding school events, calendars, lunch menus, forms, policies, procedures, etc. The *Spartan Press* on the webpage is updated weekly with news and information for the upcoming week.

TECHNOLOGY RESPONSIBLE USE POLICY

1.0 Introduction

St. Andrew Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The St. Andrew Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- St. Andrew Catholic School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in St. Andrew Catholic School
- **Faculty/Staff:** any person who is employed by St. Andrew Catholic School, whether part-time or full-time, who provides instruction to students

2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Andrew Catholic School.

2.4 Technologies Covered: St. Andrew Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Andrew Catholic School may allow students to bring their personal devices which will also be covered by this policy. As new technologies emerge, St. Andrew Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal’s attention, St. Andrew Catholic School will

investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

3.1 Web Access

St. Andrew Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn’t be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

St. Andrew Catholic School may provide students with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3.3 Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, St. Andrew Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

3.4 Mobile Devices Policy

St. Andrew Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student’s care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

3.5 Personally-Owned Devices Policy

St. Andrew Catholic School students are not allowed to bring their personally owned devices to school including cell phones or smart watches. In case of an emergency, there are phones located in the classroom.

3.6 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If the student believes a computer or mobile device

the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

3.7 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

3.8 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways it was never intended.

3.9 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or legal guardian if you're using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of

behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

The student will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others. Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use I,

the student will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools. Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

St. Andrew Catholic School implements an effective internet filtering and reporting solution, I Venture Solutions, that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA. The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors. Policies and procedures are in place that cover category blocking, automated weekly reports on internet activity, and identification of emerging threats. The school network is secured by I Venture Solutions from

unauthorized access, including “hacking” and other unlawful activities by minors online. Faculty members provide internet safety instruction integrated in their curriculum, or as part of a technology class. The instruction covers appropriate online behavior including but not limited to interacting with other individuals on social networking sites and cyber bullying. The Technology Acceptable Use Policy and Internet Safety Plan are published in the parent/student handbook and St. Andrew Catholic School holds an informational meeting to address the policy.

10.0 Limitation of Liability

St. Andrew Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students. While St. Andrew Catholic School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. St. Andrew Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of St. Andrew Catholic School, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> ,
<http://ifea.net/cipa.html>

Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>

Protecting Children in the 21st Century -

http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf

Consortium for School Networking – <http://www.cosn.org>

PHOTOGRAPHY AND IMAGE ASSIGNMENT, WAIVER, AND RELEASE

As one reviews the photo release, it is expected to do so with regard to any particular considerations of photos of a parent's child being available on-line or in print.

Parents, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to St. Andrew Catholic School and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of their child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, them and/or their child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

Parents hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, Parents hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and parents further waive all rights to any compensation for them and/or their child/ward's appearance or participation in the Property.

Parents hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that they and/or their child/ward may have against the Diocese in connection with the Property or the use of the Property.

The release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. Parents acknowledge that the Diocese cannot control all photographic access to its properties, and that their child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

PARENTSWEB

Ensure that you are helping your child keep track of assignments and grades by checking the [ParentsWeb](#) regularly. If you do not have access to the Internet, let your child's teacher know so hard copies of information can be sent home regularly. If you have any trouble accessing the ParentsWeb, contact the technology coordinator.

COVID-19 ADDENDUM

Early Dismissal for Illness

Sick students must be picked up by a parent or guardian within an hour, unless other arrangements have been approved by the school administrator. In an effort to prevent further spread of an illness, it is essential that a student is picked up within the agreed upon time. If not, DCF or other appropriate authorities will be contacted to intervene.

Return to School After Illness

To safely return to school, the student must be fever free for 48 hours without any fever reducing medication, present a doctor's note to return to school, and/or a negative COVID-19 test.

Reporting illness, exposure and/or COVID-19 Positive Test

Families are asked to take necessary precautions to help reduce the spread of the virus. Any student who is sick with fever (of 100.4) or exhibiting symptoms of COVID-19 are required to stay home. If a student tests positive for COVID-19, parents are **REQUIRED** to notify the school immediately so that proper action can be taken to mitigate the risk of the virus spreading to other students or staff. The school will take the necessary steps in keeping with HIPAA to notify those who may have been potentially exposed and to implement mitigation efforts suggested by the CDC and the local health department.

For the safety of our students and staff, parents are **expected** to report if their child has been exposed to a person with COVID-19. Exposure is defined as prolonged close contact of 15 minutes or more with a person positive for COVID-19. A student who has been exposed will be required to remain home and continue classes virtually until the recommended quarantine time of 14 days has elapsed and provide a doctor's note indicating a negative COVID-19 test.

In the event of an emergency closure due to a positive COVID-19 case within the school, parents will be notified as soon as possible. The nature of the circumstance will determine the length of the closure. Classes will continue virtually. The school will consult with the Diocese of Orlando and the local health department for guidance in regards to school closures.