

Parent/Student Handbook

2023-2024

Building Faith, Hearts and Minds

Mr. David Nelson, Principal
Mrs. Bambi Giles, Assistant Principal for Curriculum
Mr. Andrew Hamstra, Assistant Principal for Student Affairs

1509 SE 27th Street
Cape Coral, FL 33904
Phone 239-772-3922
www.standrewcs.org

ST. ANDREW CATHOLIC SCHOOL
PARENT STUDENT HANDBOOK
2023-2024

Please read the complete Handbook with your student(s). Sign and return the Acknowledgement Form by Monday, August 14. Thank you for your partnership.

- I. INTRODUCTION: Mission Statement, Belief Statements, Faculty/Staff, History of Saint Andrew Church/School, Admission Policy, Non-Discrimination Policy, Standards, Partnership (Church/School/Parents/Families), School Board, Home & School Association
- II. ADMISSIONS: Admission Priority, Registration, Withdrawal
- III. ACADEMIC PROGRAM: Class Size and Assignment, Curriculum, Religion Program, Resources, Student Assessment and Evaluation, Student Support Services
- IV. ATTENDANCE: Absence, Appointments, Arrival, Sunrise/Sunset Program, Calendar, Dismissal, Emergency Closing, Make-Up Work, Rainy Day Dismissal, Reporting Absence, School Hours, Tardiness, Vacations, Visitors
- V. COMMUNICATION: Front Office, Lost and Found, Newsletters, Other Parents' Children, Open House, Parent Conferences, Parties, Publications, Residential/ Non-Residential Parent, Resolving Problems, Room Parents, Telephone Calls, Use of Student Names/ Photos, Visiting Classrooms
- VI. EXTRA CURRICULAR ACTIVITIES: Eligibility, Participation Requirements, Altar Servers, Athletic Program, Environmental Preservation Club, Music Program, National Junior Honor Society, Safety Patrol, Scouting
- VII. FINANCIAL OVERVIEW: Cost of Education, Tuition, Tuition Assistance, Fees, Fund Raising, Non-Payment Policy, Required Service Hours
- VIII. HEALTH AND SAFETY: DCF, Emergency Medical Forms, Fire and Emergency Trainings, Head Lice, Illness, Immunizations, Injury, Medication, Physical Education, Student Insurance, School Nurse Notification
- IX. HOT LUNCH PROGRAM: Overview, Lunch Guidelines
- X. STUDENT BEHAVIOR: Code of Conduct, Parent Cooperation, Harassment, Diocesan Policy for Off-Campus , Behavior, Detention, Discipline Notification, Assault, Books and Property, Contributing to School Spirit, Dress Code, Peaceful Conflict Resolution, Personal Electronics, Cell Phones, Personal Grooming, Search and Seizure, Threats
- XI. VOLUNTEERS: Requirements, Areas of Need, Signing In, Dress Code, Diocesan Requirements, Fingerprinting, Drivers, Diocesan Code of Conduct for Working with Minors, Use of School Name and/or Logo-printed Materials

I. INTRODUCTION

Mission Statement

We, the community of St. Andrew Catholic School,
are called by God, as a family
dedicated to Building Faith, Hearts and Minds,
through Catholic traditions, academic excellence and
respect for God's earth and its cultures.

Vision Statement

To empower students through academic excellence, inquiry,
global awareness,
and the teachings and traditions of the Catholic faith.

Belief Statements:

- Each student is a unique child of God.
- Ongoing evaluation and improvement of the curriculum and technology is crucial to the development of a sound educational program.
- A Catholic school reflects the integration of a Catholic faith and values with learning and life.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.
- A healthy learning environment is everyone's responsibility.
- Students learn in a variety of ways.
- Catholic education is an integral part of the church's mission to proclaim the Gospel of Jesus, to build faith communities, to celebrate through worship, and to serve others without distinction.
- Christian formation is at the heart of Catholic Education.

History of Saint Andrew Catholic Church and School

- 1962: Mission church established to serve the growing Catholic population.
- 1965: Mission church raised to parish status and original church dedicated.
- 1983: Current church dedicated to meet increase in parish population.
- 1989: Phase I of the elementary school was completed. Saint Andrew Catholic School opened with about 80 students in Kindergarten through 3rd Grade under the leadership of Father Timothy Murphy (Founder), Sister Elizabeth Dunn, and a team of Sinsinawa Dominican Sisters.
- 1993: Phase II was completed, which added classrooms, administrative offices, and cafeteria. Enrollment grew to 389 students in Kindergarten through 7th Grade.
- 1995: Saint Andrew Catholic School was awarded initial accreditation by the Florida Catholic Conference. The first eighth grade class graduated.
- 1998: The first class to have completed Kindergarten through 8th Grade at Saint Andrew Catholic School graduated. The school enrollment surpassed 500 students.

- 1999: Saint Andrew Catholic School celebrated its 10th Anniversary. The Sisters moved to the Diocese of Saint Augustine to open a school on Amelia Island. The first lay administrators take leadership; Mrs. Peg Horan became the second principal, and Mrs. Alicia Battista became assistant principal of Saint Andrew Catholic School.
- 2001: The Florida Catholic Conference renewed accreditation for another seven years. Ms. Colette Ott became the second lay assistant principal.
- 2003: Father Mark Heuberger appointed pastor, and the school celebrated its 15th Anniversary with the dedication of a Peace Pole and Peace Gardens.
- 2006: The Voluntary Pre-kindergarten (Age 4) program began.
- 2007: Sinsinawa Dominican Sisters return: Sister Elizabeth Meegan became the third principal of Saint Andrew Catholic School.
- 2008: The outdoor pavilion was added. Accreditation was renewed for another seven years.
- 2009: The 20th Anniversary of Saint Andrew Catholic School was celebrated.
- 2011: The Pre-kindergarten (Age 3) program began.
- 2012: Mr. David Perry became the fourth principal of Saint Andrew Catholic School.
- 2013: Fr. Richard York was appointed as pastor of Saint Andrew Catholic Church.
- 2014: Dr. Judi E. Hughes became the fifth principal, and Dr. Vicki Parks became director for reaccreditation and curricular programs. The Parish celebrated its 50th Anniversary, and the School celebrated its 25th Anniversary. STREAM program initiated school-wide.
- 2015: Rev. Gordon Zanetti appointed as parish administrator. Mrs. Bambi Giles appointed assistant principal. St. Andrew received its *third* accreditation by the Florida Catholic Conference. School begins candidacy for International Baccalaureate: Primary Years Programme.
- 2016-2017: Faculty continues development toward IB:PYP certification.
- 2017-2018: Continuation of development toward IB:PYP certification.
- 2019-2020: Rev. Eduardo Coll appointed as parish administrator and Mr. David Nelson becomes the sixth principal. St. Andrew receives a full STREAM accreditation.
- 2021: Rev. Eduardo Coll is named Pastor of Saint Andrew Catholic Church. Saint Andrew Catholic School fully implements a PK-8th grade robotics program. Enrollment grows to over 400 students.
- 2022-2023: St. Andrew received its *fourth* accreditation by the Florida Catholic Conference and first renewal of its STREAM accreditation. Enrollment grows to over 500 students.
- 2023-2024: Mrs. Bambi Giles is named Assistant Principal for Curriculum and Mr. Andrew Hamstra is named Assistant Principal for Student Affairs. Enrollment grows to over 600 students.

SACS 2023-2024 Faculty & Staff Members

Administration:

Parish Pastor:	Rev. Eduardo Coll
Principal:	David Nelson
Assistant Principal for Curriculum:	Bambi Giles
Assistant Principal for Student Affairs:	Andrew Hamstra
Advancement/Development:	Crystal Melton
Instructional Technology Assistant:	Falon Lindquist-Racz
Security:	Domingo Gallardo
School Secretary:	Kim Butler
School Nurse:	Amanda Varin
Receptionist:	Marie Casagrande
Facilities and Grounds Maintenance:	Michael Spinella, Carlos Garcia, & Dean Parkinson

Elementary School Teachers:

Pre-Kindergarten 3:	Bethany Gunn
Pre-Kindergarten 4:	Stephanie Rode, Melissa Rich, Melissa Salyer
Kindergarten:	Carolyn Canzano, Maureen Leigh, Francesca Navarro
First Grade:	Sofia Kaklamanis, Lorie Pistorio, Francesca Simonetti
Second Grade:	Angela Sarnac, Colleen Mattfeld, Felicia Linden
Third Grade:	Lisa Olson, Christina Moorehead
Fourth Grade:	Samantha Jodice, Monica Merkle
Fifth Grade:	Janelle Zingaro, Tonya Peters

Middle School Teachers:

Language Arts	Courtney Rigney
Literature	Durees Newell
Social Studies	Eileen Quinlan
Math	Tom James, Chad Turner
Religion	Andrew Ganse
Science	James Less

Co-curricular Teachers

Art:	Diana Villadolid
Counselor:	Ashley Stanley
Physical Education:	Bryan Marotta, Linda Wasko
Spanish:	Yania Martinez
Robotics/Technology:	Melissa Lanzilotta
Music:	Julius Davis, Jr.
Media Assistant	Adriel Agramonte
Resource:	Anastasia Woodworth

Teacher Assistants: Dhafney Esperance, Claudia Magallanes, Diane McBride, Ashton Crawford, Lisa Smith, Diana Rodriguez, Caitlin Mas, Lisa Wambold, Brenda Schwartz, Stephanie Barrett, Carolina Hinks, Donna Kearins, Maddie Gioielli, Emma Jacobs, Tammy Marr, Martina Garcia, Carolann Perkins, & Kathy Brady

Sunrise Program: Diane McBride, Dhafney Esperance

Sunset Program: Deborah Tamulionis, Cydney Rentsch

II. Admissions

Private School Policy maintains the right to admit or deny school admission/attendance.

Admission Priority:

Students will be considered for admission to Saint Andrew Catholic School on the basis of academic ability, conduct, and moral character. The following factors (but limited to) will be taken into consideration:

- Active parishioners: i.e., children of families who are registered in a local Catholic parish, bring their children to Mass on Sundays as demonstrated by the use of envelopes, and are active in their parish
- Siblings of children already enrolled at Saint Andrew Catholic School
- Grade level entrance assessments in reading and math for grades 1-8
- Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.

Registration:

Re-registration of Students Already Attending Saint Andrew Catholic School: During the second semester (usually in February or March) families are required to re-register for the upcoming academic year. This includes the payment of a non-refundable registration fee. Re-registrations are not finalized until all current-year tuition, fees, and all other obligations are paid.

Registration of New Students: Parents seeking admission of their children should schedule a tour of the school, and bring copies of academic records (e.g., test scores, report cards, etc.) and other required forms. All records are reviewed, and decisions are made based on space availability, student achievement, and other factors. Completed registration forms must be accompanied by the non-refundable registration fee.

Required Forms: All students must be immunized prior to the start of school. No religious exemptions may be claimed. Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 323.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680 if they do not meet state requirements.

All students entering Florida schools for the first time are required to present the following: the original birth certificate for verification and copying. Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 232.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680, if they do not meet state requirements. St. Andrew Catholic School does not accept Religious Exemption forms for incoming students. By Florida law, students without proper immunizations will not be allowed to attend school until immunizations are current.

- A health examination form and DH680 immunization record indicating proof of physical exam within the past 365 days, plus all required immunizations (Newly-relocated student forms must be updated in Florida (on Florida forms).
- The original baptismal certificate for verification and copying (if applicable)

Probation: All transfer students will be on probation for eighteen (18) school weeks. Should an academic or disciplinary problem become evident within this period, withdrawal procedures will be initiated. This decision rests solely with the principal. Any student in the school may be placed on probation due to serious academic or behavioral reasons. If unsatisfactory situations are not resolved, the student may be asked to withdraw from the school.

Withdrawal:

If a student must be withdrawn during the school year, parents must indicate the date of withdrawal and reason. All accounts must be settled before records can be sent. The school must have at least five (5) business days advance notice to ensure timely release of records.

Admissions:

Students will be considered for admission to Saint Andrew Catholic School on the basis of academic achievement, conduct, and moral character. Listed below are factors taken into consideration per Diocesan policy. Catholic schools of the Diocese of Venice give priority for admissions to students of families who are registered and participating in a Catholic parish. Other students may be accepted on a space-available basis.

- Active Parishioners: i.e., children of families who are registered in a local Catholic parish, bring their children to Mass on Sundays as demonstrated by the use of envelopes, and are active in their parish
- Siblings of children already enrolled at Saint Andrew Catholic School
- Results of standardized tests, previous grades and school records
- Grade level entrance assessments in reading and math for grades 1-8
- Non-Catholics: i.e., children of families of other faiths who desire a Catholic education
- All children applying to Pre-K3 must be three (3) years of age on or before September 1

All children applying to Pre-K 4/VPK must be four (4) years of age on or before September 1. All children applying to Kindergarten must be five (5) years of age on or before September 1. All children applying to Grade 1 must be six (6) years of age on or before September 1.

At the time of initial enrollment, all new students must present original Birth Certificates, Baptismal Certificate (if applicable), a current record of immunizations, a health examination form, copies of the current report card, and standardized test results. Prior to the start of school, all students must have and present up-to-date immunizations through the state of Florida. No religious exemptions may be claimed. Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 323.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680 if they do not meet state requirements.

Tests in reading, math, and writing may be given, if deemed necessary, to assist with appropriate grade placement decisions.

SUFS, FES-EO, FES-UA, AAA, and Parish Tuition Aid (application process) will be accepted/available on an individual basis.

Non-discrimination Policy:

Catholic schools of the Diocese of Venice admit students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools.

The schools of the Diocese of Venice do not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of admission or education policies, athletic or other school administered program.

While Saint Andrew Catholic School exists primarily to serve the needs of Catholic students, we welcome any qualified student who shares our philosophy of education, as long as space is available. Our school does not discriminate on the basis of race, color, sex, disability, national or ethnic origin in the administration of education policies, admission policies, athletic, and other school programs or activities.

Standards:

Saint Andrew Catholic School has been fully accredited by the Accreditation Committee of the Florida Catholic Conference (FCC) since 1995. Reaccreditation occurs every seven years. Our school policies are in agreement with the policies of the Diocese of Venice. Our curriculum follows the guidelines of the Diocese of Venice, includes and expands upon State Standards. Teachers are Florida State certified and well-prepared for the subjects they are teaching. Regularly scheduled art, music, robotics, media, Spanish, physical education, and group guidance classes, as well as many extra-curricular opportunities supplement and enhance the academic program.

Campus Safety:

All visitors will comply with required procedures for school entry, i.e., license check, sign-in, etc. Visitors without full background clearance will not be permitted in the building without administration approval. Pertaining to all visitors, students and school family members: Weapons, with or without permit, concealed or otherwise, or any items resembling a potential weapon, real or toy, are not permitted on St. Andrew Catholic School grounds or at school-related events or trips. Student possession of guns, or other weapons or items, which can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, is grounds for disciplinary action, including expulsion.

Critical Response Preparedness:

Critical response procedures are reviewed and safety trainings are conducted regularly to prepare for emergencies such as fire, severe weather, or life-threatening situations. Plans are developed with local emergency agencies and the Diocese of Venice.

Safety Inspections:

Regular safety and health inspections are conducted by local and state agencies to ensure compliance with all applicable codes and rules.

Pets:

While parents may believe their pet is friendly and safe around children, the behavior may be very different when many children are running around before or after school. Neither parents nor the school would welcome the medical issues and possible litigation should a pet bite a child. Many children and staff also have pet allergies. For the safety of all, no pets are allowed into the school building or the airnasium/playground. Please do not bring pets to the school at any time. Service animals (guide dogs) are permitted.

Partnership:

Church: The pastor and priests at Saint Andrew Parish are available to students and staff: visiting classrooms, speaking on topics in religion classes, celebrating liturgy and sacraments with the student body, and joining in many school activities and programs. Diocesan leadership is spiritual, in the person of Bishop Dewane, as well as academic. Rev. John Belmonte Superintendent of Catholic Education for the Diocese of Venice, and the staff at the Diocesan School Office assist with planning, certification, in-service, and curriculum in all Diocesan schools.

School: The administration, faculty, and staff strive to:

- promote a culture and curriculum which meets the needs of the whole child
- model and develop respect, service, and leadership
- help students integrate religious thought and values in their daily lives
- develop and foster long lasting relationships with students and families
- continue the tradition of academic excellence

Parents: The greatest single factor in building a child's intellectual, cultural, moral, and spiritual attitude is the example provided at home. Parents are responsible for:

- supporting school policy, the administration, and teachers
- modeling and supporting the practice of the Catholic faith
- encouraging their children to complete all assignments on time
- insisting their children follow the principles of good behavior and good manners
- discussing problems with the persons concerned, and avoiding criticism of teachers and school policy
- following the policies and procedures of the school, including those stated in the handbook
- paying all tuition and fees on time
- reimbursing any property destroyed (accidentally or intentionally)
- supporting fundraisers and building community

Final decisions on all matters rest with Administration.

All parents are requested to visit Facts Family Portal often for information and updates:

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

Passwords are only necessary for viewing grades in 3-8.

Volunteers/Visitors:

There are many opportunities for parents and other interested adults to become involved in school activities. (See section *XI Volunteers* for more details). Following Diocesan requirements and for the protection of all, a volunteer form, Safe Environment training, background check, fingerprint clearance (renewed every 5 years), and the Code of Conduct for volunteers must be completed before a volunteer can work at our school or have lunch with their student in the cafeteria. For adults (25 years of age or older) volunteering to drive children on field trips, a driving clearance (driver license and auto insurance checked annually) must also be completed.

School Board:

This group consists of administration, parents, teachers, and community members who serve in supportive advisory capacities regarding issues such as long-range planning and facilities management through working committees in multi-year terms in accordance with the Board By-laws.

Home and School Engagement Association:

An active Home and School Engagement Association is vital to the life of any school, and is involved with the short-term (annual) planning and activities of the school. Our parent organization is concerned with providing the administration and faculty of the school with support, encouragement, and gratitude for assuming the task of formalized education, and providing parents with mutual support and encouragement in their God-given parenting role.

Saint Andrew Home and School Engagement Association objectives are:

- To promote communication, cooperation, and community among school families, faculty, administration, our school advisory board, and supporting parishes
- To coordinate social activities, volunteer involvement, and fundraising events which directly benefit students' educational experiences, and help build a faith community

The Association should be viewed as an organization dedicated to promoting home and school engagement experiences that complement, reinforce, and extend each other so the child will be given the best possible Christian witness and preparation for life.

Events will be held regularly throughout the school year. Parents are strongly encouraged to attend and assist with sponsored activities. All proceeds for these fundraising efforts must be turned in to the School Office Business Manager. (School groups, such as National Junior Honor Society also sponsor fundraising activities during the school year).

Adopt a Classroom:

You are invited to build a relationship and partner in learning with a specific classroom, teacher, or program by providing financial and moral support with a donation of \$400. Disbursements of funds are requested by the donor.

III. Academic Program

Class Size and Assignment:

Size: Diocesan guidelines and accreditation standards limit class size to 35 students in Grades 1-8 and 30 students in Kindergarten with a teacher and an aide. The principal may exercise the right to make exceptions to this guideline. Voluntary Pre-K4 is limited to 20 students per class as we are a VPK-approved site.

Curriculum:

Curriculum Guides: Saint Andrew follows the curriculum set forth by the Diocese of Venice. Our curriculum includes STREAM/Gifts of Christ concepts, Catholic religious studies, Language Arts, Mathematics, Reading, Science, Social Studies, Media, Robotics, Spanish, Physical Education, Art, Music, and Social/Emotional well being. Goals and objectives that are the framework of our curriculum are developed at the diocesan level by teachers and administrators using current research, State Standards, FCC Accreditation Standards, and our religious focus as guides. Curriculum guides are updated on a regular basis.

Pre-Kindergarten and Kindergarten: Our Early Childhood Program provides a warm, loving and supportive atmosphere in which children feel a sense of excitement about learning and discovery. Developmentally-appropriate, child-centered experiences are provided to stimulate curiosity, and to develop self-confidence and independence. The children see themselves as God's most important creation, and experience the loving goodness of God through prayers, liturgy, the storytelling of scriptures, and adult example. The thinking strategies and learning process of young children are nurtured through learning centers for hands-on learning experiences and problem solving, an academic readiness program, play areas in which children can dream-up and make-believe, times for informal conversation which allow for oral language, poems, songs and finger play, times for one-to-one sharing and for whole group sharing, and activities allowing for body movement and artistic expression. Since there is a wide-range of academic readiness and achievement levels at this age, activities and projects are designed with a wide-range of available levels of participation, to meet the needs of each child. Students in Kindergarten engage in instructional activities in religion, handwriting, mathematics and reading, as well as art, language arts, guidance, music, physical education, robotics, science, social studies, and Spanish.

Grades One through Five: Students at each grade level receive instruction in STREAM, religion, language arts, guidance, mathematics, reading, science, and social studies. In addition, instruction in art, music, physical education, robotics, technology, Spanish, and media skills are given weekly.

Grades Six through Eight: Students in the Middle School receive instruction in STREAM, religion, language arts, literature, mathematics, science, social studies, art, music, Spanish, guidance, robotics, and physical education. Classes are taught on a departmental basis.

Differentiated Instruction: A variety of instructional methods are used at Saint Andrew Catholic School to meet individual student needs. Examples include, but are not limited to: individualization, small-group instruction, whole-group instruction, departmentalization, self-contained classes, team teaching, computerized instruction, cooperative learning, mentoring activities, and extracurricular clubs. All grouping arrangements are made in view of the learning needs of individual students.

There are many approaches, techniques, and motivators used by teachers with a class of children. None are perfect, and all have advantages and disadvantages. The teacher, using his or her knowledge and experience, chooses what is reasonable and workable with the class. Please understand another teacher may reach the same goal in a different manner. A project or technique is just one part of the whole picture of the supportive and challenging environment that has been fashioned for the children.

STREAM: St. Andrew Catholic School adopted the National Catholic Education Association's (NCEA) STREAM initiative beginning with 2014-2015 school year. There is a strong curricular focus on each of the components: Science, Technology, Religion, Engineering, Arts, and Math. Goals of STREAM include: the incorporation of Catholic identity throughout the curriculum, fostering twenty-first century skill application, increasing content literacy, promoting innovation, increasing participation in diverse fields, promoting multiple styles of learning, and utilizing strategic planning across the curriculum.

* STREAM initiatives do not divert from, or replace, the Diocese of Venice guidelines regarding curriculum or faith-based teachings.

Religion Program:

Objectives of the Religion Program: Our objectives are to bring students into contact with the life and personality of Jesus, the Son of God; to deepen the students' knowledge and love of scripture as a revelation of God's love for humankind; to introduce the Commandments and Beatitudes as they apply to contemporary society; to help students participate in the Liturgy and grow in closeness to Christ through meaningful reception of the sacraments; and to motivate the students to choose a life of service to God and to the community through personal deeds of compassion and the works of justice, mercy and peace. The school program is intended to help children affirm the faith that is already being practiced at home; for this reason, it is important that parents and children attend Mass regularly and are committed to living by Catholic values in everyday life.

Religious Instruction and Faith Formation: Catholic Schools are 'magnet schools' for the learning and living of the Catholic Faith and, therefore, religious values permeate every facet of Saint Andrew Catholic School.

Students participate in a religious activity or religion class daily. The student body celebrates Mass together each week with students taking various ministry roles. In addition, on designated days, individual classes may participate in parish liturgies, celebration of the Sacraments, or prayer services. Parents are encouraged to join the students and staff for these celebrations. Service projects, putting faith into action, are also an integral part of our religion program.

Sacraments: In-depth preparation for reception of the sacraments occurs naturally in the religion curriculum. Reconciliation and Eucharist are first celebrated in second grade. Catholic students and their parents/guardians will participate in preparation for the sacraments of First Reconciliation and First Communion. Children who have not received sacraments at the usual age and would like to now do so are encouraged to have their parents make arrangements with their parish. During the school year, students have the opportunity to celebrate weekly Eucharist. Opportunities for other prayer experiences are available in classrooms and when the student body gathers throughout the year.

The following are the Diocesan guidelines for the teaching of human sexuality:

In teaching human sexuality our Catholic Schools and parish catechetical programs follow the principles of the following documents: Congregation for the Clergy General Directory for Catechesis by the Vatican, Educational Guidance in Human Love by the Vatican Congregation for Catholic Education, Sharing the Light of Faith, National Directory for Catechesis and In the Image of God, the Pastoral Statement on Human Sexuality published by the United States Conference of Catholic Bishops. All materials and information on human sexuality follow these Diocesan guidelines:

- A. As the primary educators of their children, parents have the fundamental and primary right, and therefore the obligation, to educate their children in issues of sexuality.
- B. Everyone, especially children and youth, has a right to positive education in human sexuality, appropriate to the level of maturity.
- C. Parents have the right to preview all materials used in the teaching of human sexuality, and to monitor progress of the program.
- D. A holistic approach is taken in sexuality education. That includes the issues of biology, gender formation and psychological development, and the dimensions of a relational, familial, cultural, and spiritual nature.
- E. The goal of human sexuality education is to assist children, adolescents and adults to develop and internalize positive attitudes and values based on Catholic doctrine and teachings.

Formation in Christian Family Life: Following the directives of our Bishops, all students in the K-8 program participate in a Family Life unit of study. The goals of education in issues of family life and human sexuality include assisting parents in opening lines of communication with their children in this very important area of life, providing the necessary scientific information to the students appropriate for their age, and helping in the formation of Christian conscience in sexual and relationship matters.

Service: Stewardship—the sharing of one’s time, treasure, and talents for the good of others—is important in the life of a Christian. Every student is expected to give service at school and in the community. Particular service opportunities/projects in our elementary grades are Safety Patrol and Environmental Club; for middle school, NJHS and Make A Difference Day. Many service opportunities are available throughout the year and are open to the participation of all students.

Resources:

Computers/Technology: Computers/iPads, BenQ Boards, VR Headsets, and other forms of educational technology are available to enhance and aid instruction. Chromebooks (2nd Grade) and iPads (all other grades) are available for student use throughout the school day. Our school has wireless internet access; students are instructed in the appropriate use of the internet. All students and parents must sign the Diocesan Technology Agreement form. Violations may result in student loss of internet access or Chromebook/iPad use.

Counseling: Our school counselor deals with the normal developmental concerns of children: forming and keeping friendships, school work habits, family concerns, and improving behavior at school. Children can work with the counselor and their teacher in learning strategies such as peaceful conflict resolution, in support programs, and in class sessions focusing on specific topics. A child or family in need of ongoing family counseling is referred to community resources.

STARS Academic Resource Program: Teaching as Jesus did, and imitating Him in reaching out to those with special needs, the schools in the Diocese of Venice in Florida attempt to respond to the needs of students with learning challenges. Because our school cannot offer a continuum of services, as financed through the public system under PL 94-142, (The Individuals with Disabilities Education Act), or Section 504 of the Rehabilitation Act, we must limit our admissions to students with average or above average intelligence, who may exhibit learning challenges. These are students who are able to manage in a mainstream setting with a minimum of strategy training and simple accommodations as outlined and agreed upon by student, teacher, and parent from our Learning Support Plans for the respective levels. In some cases, supportive services outside school may be a necessary requirement asked of parents to ensure the success of the student. The success of this model is on a three-way support system requiring input from parents, students, and the school.

Field Trips: Field trips are part of the educational experience, an extension of the curriculum. No student, however, has an absolute right to a field trip. Field trips are considered privileges, and students may be denied participation if they fail to meet academic or behavioral requirements. All costs and fees are paid by parents. Signed parental permission forms are required before a student will be permitted to participate in a field trip. We will accept only the official Diocesan field trip forms. Telephone calls will not be accepted in lieu of proper forms. Parents have a right to refuse to allow their children to participate in a field trip. Transportation is provided by bus or private cars. Teachers assign students to cars. Each student must have and use a working seat belt. Parents or relatives who volunteer to drive must be at least 25 years of age and have completed Safe Environment Training, a background check (completed volunteer application and cleared fingerprints) and driving clearance (copy of driver's license and driver's insurance Declarations Page required). Anyone with six (6) points or more on his or her license and/or a DUI charge, will not be approved as a driver. Drivers must follow all the instructions of the teacher, or they cannot be permitted to drive for future field trips. Chaperones must also have completed Safe Environment Training and background clearance. All Florida laws, including those regarding seat belts, along with Diocesan policy must be obeyed.

Government Programs: The following federal programs help support school activities:
Title II: in-service training for staff, and Title I: tutorial services for eligible students afterschool.

Homework: Homework is an extension of the learning process begun at school. The purpose of homework is to promote independent study, encourage individual initiative, provide extra practice needed to master fundamental skills, make use of resources outside the school, recognize individual differences, and enrich learning. Homework is considered an essential part of the education at Saint Andrew Catholic School. Some homework is graded, and some is not, depending on the purpose of the assignment. A definite time should be set aside for homework. A quiet place in the home, free of the usual distractions of TV and other noise, equipped with the tools of study and learning will enhance the child's mastery of the material and growth in knowledge. It is the student's responsibility for daily assignments and long-term projects, such as term papers and science investigations. Parents should supervise and encourage, but not do homework for the child. Assistance may be needed for vocabulary, spelling, or math facts practice, and with reviews before tests. All assignments are to be neat, legible, spelled correctly, and submitted when due.

The length of homework assignments depends on the initiative and ability of students and on the type of assignment. Some type of home study should be done daily. A general guideline is: Kindergarten-Grade 1 (20 minutes), Grade 2 (30 minutes), Grade 3 (45 Minutes) Grades 4-5 (60-75 minutes), and Middle School (75-90 Minutes). If you find your child working an excessively long time on homework, please discuss with your child's teacher.

Our intent is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view to meet the needs of students and teachers. While the selection of learning resources involves recommendations from many people (administrators, teachers, parents, students), the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the principal and other professional personnel.

Textbooks/eBooks: Textbooks/eBooks in all subjects, including Religion are selected by the principal in consultation with the teachers and Diocese of Venice. They are used as one of many means to meet the objectives of the Curriculum Guides. Textbooks/eBooks in major subjects are kept as current as possible and updated on a rotating basis. Our registration fee helps cover the cost of purchasing new curriculum.

Student Assessment and Evaluation:

Academic Honors:

- Principal's List: 96% or above overall average in core academic subjects
- First Honors: 92-95% overall average
- Second Honors: 88-91% overall average
- For ALL Academic Honors: E (exceeds) or M (meets) in all co-curricular subjects. In the event of an N (needs improvement) or U (unsatisfactory), the student becomes ineligible for academic honors.

Academic recognition is meant to be motivational and is not included in the permanent academic record. Parents are reminded to keep these honors in perspective, and to recognize their child's personal best efforts.

Graduation: Eighth grade students who have successfully completed the program of studies prescribed for them by Saint Andrew Catholic School, and the Diocese of Venice are eligible to graduate and enter high school. Graduation ceremonies are part of a liturgical celebration and are kept dignified and simple.

Monitoring Student Achievement: Student achievement is monitored on the basis of the Diocese of Venice curricular standards, which are based upon State Standards. Procedures include teacher's observation of student responses, directed activities, quizzes, tests, standardized assessments, participation in discussions, experiments, projects, oral and written reports, assignments and written class work, and portfolios, as well as other appropriate means to measure achievement in the particular subject on a given grade level.

Progress Reports: All students in Grades 3-4 have grades posted on the Facts Family Portal serving as weekly progress reports for their parents. <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>. 5th-Middle school students have their grades posted in Canvas weekly.

Report Cards: Report cards provide parents with evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. For grades K-8, report cards are issued four times a year. Much of a child's achievement in primary grades is influenced by self-confidence, readiness, and maturity. Children of this age need time to grow and develop, to practice and master skills.

Grades 3-8 use percentage grades on report cards:

A	(100-90)
B	(89-80)
C	(79-70)
D	(69-60)
F	(Below 60)

An Incomplete grade may be issued at the teacher's discretion and will be removed when the missing material is completed and submitted. An Incomplete grade not removed by the end of the following grading period will be changed to the grade earned.

Achievement given in Art, Robotics, Music, Physical Education, Media, and Spanish are counted for the honor roll in Grades 5-8, and for all grades, reflect the following student behavior:

- Shows a positive attitude toward learning
- Comes to class prepared
- Participates and shows sincere effort
- Finishes all work and assignments on time and as directed

Standardized Testing: Students participate in the following standardized testing program for schools of the Diocese of Venice:

In February/March:

Grades 2-8 take the TerraNova

In April:

Grades 2-8 take the Assessment of Religious Knowledge (ARK)

We are proud to say that Saint Andrew Catholic School compared to other schools in the province of Florida, regularly scores in the top 15-25% on standardized tests. More importantly, standardized tests help teachers and parents see strengths, as well as weak areas in student achievement, and give direction to future work with each student.

Middle School Math: Some eighth graders develop the ability to do higher math sooner than others. Saint Andrew Catholic School offers high school Algebra 1 at the honors level for those students who complete seventh grade Pre-Algebra with a grade of 90% or above or achieve a passing score on the Iowa Algebra Aptitude Exam given to all seventh graders. If these students successfully pass the End of Course Exam for Honors Algebra 1 administered by Bishop Verot Catholic High School, they will be exempt from taking Algebra 1 in high school. Those students will be placed in either Honors Geometry or Honors Algebra 2 during their freshman year at Bishop Verot. Those students not admitted into the Honors Algebra I class here at Saint Andrew will take regular Eighth Grade Algebra, which is what most eighth graders throughout the country take.

Diagnostic Testing: Diagnostic testing by a psychologist or by a counselor may be mandated. Parent permission is required before these tests are given. Parental cooperation with this process will enable us to give help before poor academic, social, or emotional habits have become too deeply ingrained.

Student Placement/Promotion and Retention: Assignment of students to specific grade levels and classes is determined by the principal in consultation with the teachers after reviewing the student's academic history and individual learning needs. Promotion is based on the satisfactory completion of respective grade level work. Administrative placement is an option which may be used by the principal to assign to the next grade level a student who has failed to complete grade level requirements.

Academic Difficulty: When a student is identified as having academic difficulty, the teacher will begin intervention procedures to enable the student to succeed. These include, but are not limited to, parent conferences, extra practice work at home, peer tutoring in the classroom, and in-school or out-of-school tutoring.

Student Records: Records include official transcripts, attendance, report cards, health records, standardized test results, records of special services, and communications regarding major disciplinary actions. Records do not include daily work, papers, or routine communication sent through the children to the home of residence. Parents who wish a copy of their child's records for themselves or to be sent to a third party must sign a release form. All financial obligations must be met before records will be released.

Student Support Services:

Saint Andrew Catholic School may not always be able to meet the needs of a particular student or family. Our policy is to be open with families at the time of initial registration about those student services we can and cannot offer. In addition, families may be required to withdraw their child from Saint Andrew Catholic School if: 1) there is continual lack of progress on the part of the student, despite interventions offered by the school; 2) if the student or family is non-compliant with school rules or requirements; 3) if there is a continual problem with excessive absences or tardies; (Our policy is to work with special family circumstances, but any adjusted agreements made with families are expected to be fulfilled).

School Counseling Program:

The school counselor is available to provide support services to students in small groups and in the classroom.

- Crisis counseling is available as needed.
- Eighth graders participate in high school and career orientation activities adopted by the Florida Department of Education.
- *Friendzy*, a PK-5th Grade Social and Emotional well being Guidance program.

IV. Attendance

Regular attendance is a serious parental obligation required by law. A record of attendance, tardiness, and early dismissal is maintained for every student. State law requires attendance records are retained as part of the permanent records of the school. Excessive absences (30 days) may result in a mandated retention.

- Regular attendance at school is important to ensure continuity of instruction and to develop positive habits and attitudes of responsibility in our children.
- When an absence occurs, tests must be made up within two (2) school days after the student returns.
- It is the responsibility of the student to arrange a time with the teacher when the test will be made up.

Our school attendance is computerized; therefore, it is essential the following procedure be followed. Every student must return to school with a written note stating the reason for their absence.

Reporting Absences:

Parents are required to call the school Nurse by 9:00 a.m. to report their child being absent (early messages may be left on the Absence Line). Parents who do not call to report an absence will receive a call from the school Nurse. Upon return to school, students are required to give the classroom teacher a written, dated, and signed excuse, unless one was sent prior to the absence. (Diocesan policy requires we keep excuses on file for the year). Please notify the office immediately if the illness is of a contagious nature. In case of a communicable disease, a note from the doctor is required stating that the child is able to return to school.

Advanced Notice: If it is known a student will be absent on a particular date, or dates in the future, a note to the teacher indicating the reason for the absence is to be submitted prior to the first date of the absence.

Tardies:

Students are expected to be in their classrooms by 8:00 a.m. at the latest. Students are considered tardy if not in their classroom by 8:00 a.m. Students in Grades 6-8 who are late when changing classes during the day are also considered tardy.

While tardies are sometimes unavoidable, our goal is to reinforce to all students the priority of their education and respect and consideration for the teacher, other students, and the learning process. Students who are habitually late to class disrupt the learning of all. Since tardiness interferes with the child's progress in school, and disrupts the classroom, parents are responsible for their children cultivating the habit of punctuality.

Tardiness and Half-day Absence: Students who arrive late, but are in their classrooms by 10:00 a.m, are marked as tardy. Students arriving in their classroom after 10:00 a.m. are marked ½ day absent. Students who are signed out between 1:00 p.m. and regular dismissal time are marked as early dismissal.

Appointments:

Please do not make appointments during standardized testing days. Medical and dental appointments should be made outside of school time if possible. A written note is to be presented to the teacher in the morning if the student is to be excused for an appointment later in the school day. The parent, guardian, or proxy, should report to the office to sign-out the child, who will then be called to the office. If a student is to be picked up within 30 minutes of regular dismissal time, a doctor's note must be presented to the teacher/office in the morning. Otherwise, students will not be dismissed during the thirty (30) minutes prior to dismissal.

Arrival:

Regular Arrival: Before 7:35 a.m, children can enter school through the Cafeteria doors under the breezeway. If parents wish to wait with students before the door opens, they must be seated on the benches along the breezeway. At 7:35 a.m, the front doors will be open for student arrival: Children go directly to their classrooms as they arrive. All exterior doors are closed by 8:00 a.m. Parents do not go into the classroom at arrival times. The 7:55 a.m. bell reminds students they are to be in the room and seated by 8:00 a.m. Children are not to be left unsupervised outside of school before 7:35 a.m.

Before School Activities: Children reporting early for Sunrise Care, Choir, or Safety Patrol may enter through the Cafeteria doors. Any student not picked up at dismissal and who is not participating in an after school supervised activity must sign into the Sunset program. Students are not permitted to wait outside or elsewhere in the building or on property for their transportation to arrive.

Sunrise/Sunset Program:

Sunrise Care: Before-school care is available and mandatory for all children who arrive before 7:35 a.m.; supervision is provided in the school beginning at 6:30 a.m.

Sunset Care: All students who are not with a parent, teacher, coach, or club moderator, must report to the Sunset Care Program. Supervision is available for children until 6:00 p.m. Sunset care is provided on most noon dismissal days. The Kitchen will offer lunch to those students signed into the Sunset Program. Students should make it known ahead of time if a lunch will be purchased.

Mandatory Tutorial After School for Middle Schoolers:

On Monday/Tuesday/Thursday, Sunset Program students and those remaining after dismissal will be walked to tutorial classrooms. They will remain in Tutorial until 4:00 p.m, at which time they will be escorted to the front door for pick-up. If not picked up at that time, they will be signed into the Sunset Program. If parents arrive late to pick up, they should enter the Cafeteria, and the staff will summon the student from tutorials for pick up from the Cafeteria.

Middle school students staying to attend tutorials will not be permitted to leave until it ends at 4:00 p.m. Those students not picked up at that time will be taken to the Cafeteria and signed into the Sunset Program. Advance notice will be given when tutorials will not be held as regularly scheduled. After school hours, all parents/guardians picking up must enter through the Cafeteria and speak with the Director, who will contact the tutorial teacher.

Cost:

Fees for the Sunrise/Sunset Program are listed on the information sheet provided at the beginning of the school year and are available on *Facts Family Portal*

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

A late fee will be charged for each child if the parent/guardian picks up after 6:00 p.m. Please contact **Deborah Tamulionis, Sunset Director, at (239) 284-9565** to let her know if there is an emergency. Full payment is expected when due. Failure to keep current may result in suspension from the program. (Refer to Sunrise/Sunset Program Information Sheet.)

Directors/Assistants:

The Sunset Program is managed by school employees. All Sunrise/Sunset Program staff members must meet the Diocese of Venice employment requirements.

Rules:

Discipline and respect are expected of students in the program. Failure to follow the instructions of the supervisors or inability to follow the group schedules or behavior standards will require withdrawal from the program. Since this is an extended part of our school day, the philosophy and rules of the school apply, including the wearing of the school uniform.

Calendar:

An official school calendar, is developed each year, updated as needed, and is posted on *Facts Family Portal*. Important dates and events are also posted on the school website (www.standrewcs.org). Early dismissal days are listed on the reminders and will be included in communication from the principal to all parents. The office should have a current family email address, as important notices are sent. (Please be sure transportation or Sunset Care has been arranged for early dismissal days, or inform the teacher of your child's need to attend Sunset Care).

Dismissal Procedures:

FOR THE SAFETY OF OUR CHILDREN, PLEASE READ AND FOLLOW THE CARLINE MAP.

Authorized Pick-up: Children will be released only to parents, and to others authorized by parents. For the protection of your child, if he or she is to go home after school or during the day with someone who is not listed on the authorized pick-up list, we must have written, signed, and dated notification from the parent. The child should know of these arrangements before he or she arrives at school. Relaying numerous phone messages at the end of the day with all the other business occurring in the front office becomes an impossible task, and unnecessarily interrupts classes. Emergencies, however, will always be handled in a timely manner.

During School Hours: All children dismissed before the end of the school day will be dismissed through the office after the parent/guardian signs out the child. Dismissal before the end of the day is discouraged as early dismissals interrupt classes, prevent the child from finishing class work, or causes needed materials to be left at school. If an early dismissal is necessary, an advance note with the reason for the early departure is required in the morning.

Regular Dismissal: Dismissal time is 3:00 p.m, except on Wednesdays when dismissal occurs at 2:00 p.m. We provide two ways to pick up your child at dismissal, and the preferred way is utilizing the car line. A diagram of the procedure is provided to each family at the start of the school year, with additional copies available at the school office. We especially request parents with strollers, pets or who have difficulty walking use the car line.

Parents may park in the church parking lot and walk through the gate to the airnasium. Parents need to inform the student's teacher of the student's departure. No child or adult is permitted to walk through the car line. Please do not park in the school lot, by the parish office, at Walgreens, or along the street at dismissal. Please cooperate by following the carline map which has been designed with safety in mind.

Rainy Day Dismissal:

All parents will pick students up via carline and or at the Early Learning Center for PreK students and their older siblings or at the school's cafeteria car line for Grades 5-8 and their younger siblings. Parents are not permitted to pick up students from the front office. Please be patient as rain and storms will delay this process.

After Dismissal:

After Dismissal: No student may remain in the building after regular dismissal unless he or she is in the Sunset Care Program or supervised by a teacher, moderator, or coach. Students waiting for their parents after our car line dismissal ends will be signed into the Sunset Care Program. Please do not ask your students to leave tutorials early and wait in the lobby for your pick-up. Students may not return to the school after leaving the grounds, unless accompanied by a parent. (See Middle School Tutorial)

Walkers: Children walking or riding bikes to and from school are expected to act as representatives from Saint Andrew Catholic School. No child is to walk or bike home without an adult escort unless the parent has put a request for permission in writing to the principal. The parent note must include the parent's acceptance of responsibility for the safety of the child(ren) off of school grounds.

Emergency Closing:

St. Andrew Catholic School will be closed for inclement weather based on the Diocese of Venice policy. Please do not call the school. In the event of a school closing when school is already in session, your children will be dismissed when you personally come for them. In order to take the child of a friend or relative, there must be a note/email from the parent. Saint Andrew Catholic School will re-open after any emergency closing when our buildings and campus are safe and ready to operate, regardless of what other Lee County schools do. Information will be disseminated through designated methods and posted on our school website, www.standrewcs.org, sent via e-mail, and STAND-ALERT, communication for school families to keep up with school information and events.

Make-up Work – Illness:

If a child is absent one or two days, assignments can be made up when he or she returns to school. If a child is absent for three or more days, parents may request homework by calling the school office in the morning. Homework can be picked up from the office at the end of the day. Assignments must be completed and returned to the teacher within the time specified by the teacher, usually one day out, one day to get work in; two days out, two days, etc...

School Hours:

School hours are 8:00 a.m. - 3:00 p.m. (2:00 p.m. on Wednesdays). Early Dismissal times are at noon. Please refer to the school calendar on *Facts Family Portal* or the school website. Students may not leave the grounds for family, personal, or school-related errands during the normal school day without being signed out by a parent or guardian whose name appears on the Authorized Pick-Up Form. If an alternate person is picking up, a written note/email must be sent to the teacher/office. Children will not be released without a written note.

Vacations:

If a situation arises, and a student must be absent for a reason other than illness, a parent or guardian must contact an administrator to discuss the situation. A note to the teacher does not suffice. Parents and guardians must realize when these absences occur, it puts the student at a disadvantage because there is a gap in the learning process. This instructional time can never be made up. Permission: Absences for family vacations during school are strongly discouraged. Make-up Work for Vacation: Teachers are not required to provide students with missed work prior to the planned absence. Upon returning to school, teachers will provide all make-up work and allow the appropriate time to complete it.

Visitors:

At times, students whose families are interested in enrolling at Saint Andrew Catholic School will be invited to tour our school and classrooms. Students are not permitted to bring friends or visiting relatives to spend the day at school unless approved by the principal. All visitors must sign in through the school office.

V. Communication

Front Office:

The front office is open from 7:30 a.m. to 3:30 p.m. Monday-Friday. When school is not in session, the front office is generally closed. Our school has a voicemail system including a phone tree which allows messages to be left for specific staff and departments. Please listen carefully for the menu options. Parents who have time-sensitive messages should not use the message service but continue to call back until a staff member is reached.

Home and School Engagement Events:

The purposes of Home & School Engagement Association include the fostering of communication and cooperation for the good of the school. Attendance at events is one way of achieving the goal. Home and School Engagement Association events are not appropriate times for parent-teacher conferences, which should be arranged for another mutually agreeable time.

Lost and Found:

Abandoned jackets, gym uniforms, lunch boxes, etc., are placed on a rack/table in the back of the Cafeteria. More valuable items are kept in the school office. Money/items unclaimed after a few weeks will be donated to St. Vincent de Paul and local charities. The school is not responsible for personal, lost or unfound items.

Notification of Changes:

A change of address, telephone numbers, or e-mail address should be reported to the school office immediately. Up-to-date records are critical when an emergency situation arises. For custodial issues/restraining orders, the school will require the most up to date court-certified copy of custody section of decree or order to implement restrictions.

Other Parents' Children:

It is not appropriate for a parent to approach another parent's child at school to discuss the child's behavior, whether the behavior occurred in or out of school. Parents who wish to discuss an issue with another parent's child need to speak with the child's parents. In the same vein, it is inappropriate for parents who are volunteering or visiting in the school to approach another parent's child who may be in "time out" or waiting by the office. No matter how good a friend of the family a parent may be, school incidents are between the child, the child's parents, and the teacher, and if necessary, an administrator.

Orientation/Open House:

A "Back to School" or "Orientation" night is scheduled for all parents/guardians early in the school year. Please plan to attend. This provides an opportunity to visit classrooms, meet the teachers, and learn of the year's goals and expectations.

Parent Conferences:

Conferences promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Parent-teacher conferences are scheduled for October. Conferences are at the discretion of the teacher or parent. In addition, conferences can be scheduled at any time during the year by making an appointment with the teacher. A request can be made in writing or by emailing the classroom teacher.

Parties:

Holiday Class Parties: These are held at the discretion of the teacher, and especially in lower grades, sometimes with the help of the room liaisons. Simple, healthy treats may be provided on special days, such as the Feast of Saint Andrew, Saint Nicholas Day, Saint Patrick's Day, and Easter.

Birthdays: Birthdays are announced on our morning announcements. A simple, healthy treat may be provided by parents for the child's class at recess, lunchtime, or the end of the day, only if pre-arranged with the teacher. Parents/guardians do not go to classrooms for birthday treats. Children whose birthdays fall on days when school is not in session are encouraged to celebrate on the closest school day, or for summer birthdays, on their half-birthday.

Party Invitations: Because we stress inclusion of all children in class activities, invitations may not be distributed at school unless all children in the class (or all the girls or all the boys) are being invited. Even if sent through the mail, please realize that leaving out a few children may be very hurtful to the ones excluded.

Publications:

At times, the school will distribute fliers regarding events or activities offered in the community for children or families. This does not indicate we have personal knowledge of the activity or sponsoring individuals. It is the responsibility of parents to investigate the reputation and appropriateness of the event and adults involved. The school assumes no liability for any injury incurred at these events.

Residential/Non-residential Parent Information:

Residential and custodial information is part of the student's permanent record. The residential parent is responsible to submit the information and any related court documents to the principal and to keep the school informed of any changes. Both parents are welcome at conferences unless a court document dictates otherwise. For custodial issues/restraining orders, the school will require an up to date court certified copy of custody section of decree or order to implement restrictions.

Conflict Resolution:

Occasionally problems and concerns arise and need to be addressed, discussed, or resolved. The following guidelines have proven to lead to successful resolution of problems and concerns:

1. The relationship between the teacher and child is the most important one for the success of the child in school; therefore, nothing shall be done to undermine that relationship.
2. Students in Grades K-8 should make the first effort to talk to a teacher about an issue or concern they have. They should set up a time with the teacher to meet and discuss their issue or concern. If, after this discussion, the student or teacher feels the issue is not satisfactorily resolved, the parents may be asked (by their child or the teacher) to make an appointment to talk with the teacher. Parents should encourage their child to talk first with the teacher before becoming involved.
3. If a particular situation causes a parent to become angry or upset, it is important to alleviate the emotional aspects of the situation before making an appointment to speak with the teacher. We all know that no reasonable and rational discussion can occur when feelings and emotions are unusually high.
4. We understand and respect the many demands on a parent's life and will make every effort within reason to establish a meeting time, when needed, which works for both parent and teacher so there is sufficient time and privacy for discussion. Remember, the teacher's first responsibility is to the students, so arrival and dismissal times are not good times for a conference.
5. In meeting with the teacher, explain what you know of the situation and listen also to the teacher's perspective. There are always many sides to the same story. The goal in any discussion between a parent and a teacher is to work together to help the child grow and learn.
6. Understand children (yours and others) do make mistakes and mistakes are normal. If children were perfect, they would not need parents or teachers to help them as they grow up. Our main focus is to guide the child in solving his/her own problems. Growth is often achieved through mistakes.

7. Teachers are open to and welcome your suggestions as input for problem solving. In some instances, the resolution to a particular issue may impact more than just your child, so the teacher may give consideration to your input, but need to broaden the actual resolution to meet the needs and best interest of the group. Please do not be offended if this occurs. Instead, try and come to a mutual understanding and agreement with the teacher and allow time for the resolution to be tried and evaluated.
8. If a satisfactory agreement is not reached between a parent and a teacher, or concerns continue after a period of time that a proposed resolution has been tried and evaluated, the parent may request another meeting with the teacher with an administrator also in attendance. If administration has to make a decision in the matter, that decision is final.

Room Parents/Liaisons:

Volunteers are a blessing to the children and teachers. They serve as coordinators for a particular class and assist in a variety of activities, such as help organize a class party, solicit volunteers, encourage donations to the class basket for the Silent Auction, help in contacting families of students in the class when necessary information must be circulated quickly, and assisting with drivers for field trips. "Collections for any purpose, i.e., teacher gifts, etc., must have the approval of administration. The gift will be from all the children regardless of how much was or was not contributed.

Telephone Calls:

Phone messages for teachers will be accepted during the school day. Teachers will return calls as soon as possible, which could be during the day if they are free, after school, or the next day. No teacher or student will be called from class for a telephone call except for emergencies. Students will be permitted to use the office telephone for emergencies, not for forgotten items such as homework, lunches, or Physical Education clothes, or to make arrangements for after school activities. If a lunch is forgotten, a student may purchase lunch for \$4.75 if there is money in his/her account; or if not, monies should be added to the student's SLA Lunch account that same evening. In case of athletic events or club meetings canceled during the school day, students will be permitted to use the office phone to notify parents.

Cell phones are not to be used by students in school and/or in the Sunrise/Sunset Care Programs, since they have access to a phone in case of emergency. (See more information on cell phones under Conduct.)

Use of Student Names/Pictures:

Diocesan Image Release Forms must be signed by parents/guardians at the beginning of each school year before the names or photographs of students will be used/published in the school newsletter, church bulletin, local newspapers, and or magazines. The Image Release Form must be completed annually and will be kept on file in the school office.

Visiting Classrooms/Volunteering:

Per Diocesan policy, only those who have completed the Diocesan background clearance process (including application, fingerprints, and Safe Environment Training) will be permitted into the building when school is in session or during on-site after school meetings. Family and friends picking up may not stay in the building for meetings if they do not have background clearance. There are no exceptions!

Please relay this information to family members and friends so they will not have to be turned away.

For the protection of the students, all volunteers and visitors (including parents) are to report to the front office

upon entering the campus, state the purpose of their visit, sign in and comply with required security procedures. Families/visitors without diocesan background clearance are not permitted to volunteer in the school or have lunch with students and, if warranted, will be escorted to their destination. After volunteering in one area, please return to the office. Parents/visitors/volunteers are asked not to approach the classrooms during school hours unless they are expected by the teacher. Unexpected interruptions disrupt the learning process. Parents are encouraged to volunteer to assist with a class project, in the Media Center or in the art room, and to attend special classroom activities and school open houses. Parents who would like to observe their child in the classroom environment should make arrangements in advance with the teacher and administration. We request parents avoid conferences with the teacher during such visits, but rather schedule a conference at a mutually agreeable time. Parents with completed Diocesan background clearance are welcome to bring a lunch and eat with their children. (Parents volunteering to supervise in the lunchroom are needed for supervision and, therefore, asked to eat lunch with their child another day). To keep class disruptions to a minimum, forgotten lunches delivered to school during the morning will be placed on a designated table in the cafeteria for the child to pick up on the way into lunch.

Security cameras have been installed throughout the building. Multiple screens are monitored from the administrative/security office. All volunteers must be Diocesan-cleared, and are to report only to those areas where they are expected. Volunteers should not visit other areas or approach classrooms unless expected by the teacher.

Appropriate dress is required when students and adults volunteer/chaperone.

Diocesan Policy states adults must NOT use or possess or be under the influence of any alcoholic beverage or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes, but is not limited to, sporting events, scouting activities, holiday programs, arts performances, etc.

VI. Extracurricular/Enrichment Activities

Many activities are available for students' participation if adult advisors are available. All aspects of school-related activities, whether on or off campus, must comply with Diocesan guidelines. The school office can assist in providing important policies and procedures. Parents willing to sponsor an activity should contact the office prior to any communication with students or school families. Please note: Leaders/Moderators must be certain all required Diocesan forms are completed prior to any extra-curricular activities. Speakers must be cleared with the Diocese through proper procedures. Many available activities are described in more detail below.

Eligibility: Participation requirements are created to ensure students maintain their grades while being involved in activities that use their potential study time. Conduct requirements ensure our school is represented appropriately. Though some activities require higher grades for their members or officers, the eligibility requirements listed here are considered the minimum requirements for participation in extra-curricular activities. When specific or higher standards are required, the information is distributed by the adult advisor of the particular group.

Participation Requirements: Students are to be in attendance at school during the day to attend a school club meeting or function or practice/play with a school team that day. In addition, students are required to maintain at least a C average, and must display satisfactory conduct, effort and attitudes. Exceptions to this rule are at the discretion of the school administration.

- Academic progress will be evaluated at each mid-quarter and at the end of the quarter, and warnings will be given as needed. If grades do not improve by the next mid-quarter or Report Card, a suspension from the team or activity may be implemented. A student showing improvement will be reinstated.

- Conduct, effort, and attitude will be monitored weekly. Continuous satisfactory performance must be shown to continue participation. In-school suspension or out-of-school suspension disqualifies a student from games or activities for a full week.
- When suspended from participation, a student may not attend meetings, practice sessions, or participate in a game or event until reinstated.

Altar Servers:

Students in Grades 4 and higher may become altar servers. Please contact Mr. Andrew Ganse (aganse@standrewcs.org) or the school office (239-772-3922) for more information regarding servers' training and scheduling.

Athletic Program:

Our Physical Education program builds skills and involves all students in individual and team sports. In addition, the "St. Andrew Stars" Athletic Program is a competitive sports program which includes soccer, cross-country, volleyball, basketball, baseball, flag football, and lacrosse.

Teams: All students in grades 5-8 are invited to try out for competitive teams. Students are chosen for the competitive teams based on skill, effort, interest, and behavior.

Responsibility: The Athletic Program is under the supervision of the Athletic Director and is self-supporting. A participation fee of \$50 per family for team members is required each year for grades 5-8. Our Athletic Boosters Club must raise the funds needed for this program. A membership drive for families and businesses is conducted each year.

Late Game/Practice: If a practice or game is scheduled later in the afternoon, the team members must either be supervised by a teacher/coach in a study hall/classroom, sign into the Sunset Program and be supervised there, or go home at dismissal and return on time for the event.

Students are held to the same standards in the Parent Student Handbook while representing Saint Andrew Catholic School during athletics and extra-curricular activities: these are privileges. Athletic Eligibility Contracts and other required forms must be signed by all participants and may be required for other extra-curricular activities as well.

Environmental Club:

The Environmental Club serves God's gardens and creatures, inspiring students in grades 4 through 8 to be good stewards of the earth by becoming environmentally responsible citizens and providing its members with hands-on instruction about environmentally-friendly practices in our school, community, and world.

Music Programs:

Choir: All interested students in Grades 4-8 are invited to join the School Choir. Second and Third grade students may participate if selected. This group will participate in special programs and community events, the Christmas Nativity Celebration, and the Spring Music Program.

National Junior Honor Society:

Sister Loretta McCook Chapter: Students in Grades 7 and 8 who have a cumulative average of 93% from the first three quarters of sixth grade are eligible to be considered for membership in the NJHS. Students do not apply for membership; rather, membership is granted to those students selected by a faculty council of five teachers appointed by the principal. Criteria for consideration goes beyond academics and are distributed by the classroom teachers. Interested students complete a Student Activity Information Form and write an essay to provide additional information to the faculty council. Many students may be eligible; but only those students who are seen to go beyond the expected in the areas of academics, leadership, service, character, and citizenship beginning in Grade 6 are chosen for membership. Parents and guardians must understand no student has a “right” to be selected for membership in a chapter of the NJHS (Appendix I NJHS Handbook). Once inducted, a member is expected to maintain standards; and the NJHS Constitution provides a warning and dismissal procedure for those who do not. Members of the NJHS are not automatically eligible for the NHS at Bishop Verot or any other high school.

Safety Patrol:

Students in 5th Grade give service to the school as Safety Patrol members. Their duties include helping with direction of traffic in the morning drop off. Safety Patrol is a very important part of our school safety program.

Scouting:

Saint Andrew Parish sponsors Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and Daisies. Each fall a notice is sent home regarding registration and troop availability. Leaders are always needed and can use the time given as school service hours.

Fee-Based Class Offerings:

TGA Golf and Tennis classes are offered after school throughout the school year. As advisors are available and at certain times during the school year, clubs such as “Chess, Robotics, and Girls Who Code” are offered. Information/fees will be sent home prior to the start. Registrations may be limited to particular grade levels and are on a “first-come, first-serve” basis.

VII. Financial Overview

Cost of Education:

Our tuition is near the full cost per student, with no ‘automatic’ subsidy for multiple students. The two tuition assistance programs are completely need-based. Families apply first for assistance through state sponsored site, and then through Facts Family Portal <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> evaluates needs and recommends levels of tuition assistance. Parishes then award assistance to qualifying families based on the funds available in that parish.

Tuition Assistance:

Please contact Kim Butler at kbutler@standrewcs.org for information on the state voucher program. Step up for Students www.SUFS.org (Florida Tax Credit), Florida Empowerment Scholarship (FES), AAA (www.aaascholarship.org), or FACTS parish tuition assistance may be granted to families who qualify based on financial need. Applications and supporting paperwork must be completed and sent to FACTS by the date designated by the school each year. FACTS reports the financial need and a recommendation to the school, so families should inform the school when they apply. The parish of registration awards aid as their scholarship funds allow and only to those who demonstrate serious financial hardship. All information submitted for review is strictly confidential. An Attestation Form verifying accuracy of financial information will be required.

Tuition assistance is granted only for the current academic year: application must be made for every year that financial aid is needed. Also, when financial aid is provided by a parish, additional volunteer hours are requested to assist with projects for/around the school to help offset the expenditure. A form will be provided and must be completed to that effect.

Fees:

The annual Registration Fee, due at time of Registration, is non-refundable and must be paid on time to ensure your child's seat of the next school year. Other school fees may include: the cost of field trips, athletic participation fees, and Graduation Fees. The Graduation Fee for 8th grade students covers the cost of caps and gowns, diplomas, yearbooks, class shirts, and the class trip. An end-of-the-year fee may be imposed for lost or damaged iPads, textbooks, or library books.

Outstanding Balances:

Any outstanding balances, i.e., Hot Lunch, Sunrise/Sunset Program, lost books, Tuition, Registration Fees, 8th Grade Fees, and or incidental fees must be paid before your child will receive their report card, or before transcripts are sent if your child is going to a new school.

Fundraising:

Since fundraising is an important source of income for the school, all parents/guardians are expected to participate in major fundraisers of the school, the parish, and the Home and School Engagement Association. The Annual Appeal, Golf Outing, and Gala are our major fundraisers, and all families are encouraged to assist. Assistance in serving as a committee chair and volunteering at fundraisers is greatly appreciated and a good way to meet other parents.

Non-payment Policy:

To enable the school to meet its financial obligations, tuition and fees must be received in a timely manner. If tuition payments are 30 days in arrears, the child may be unable to continue attending class unless the parish business manager has been advised, and an alternate payment plan has been worked out. Before official report cards are issued, student records released, or students are accepted for the next school year, all tuition and fees must be paid to date, as well as any money due for any other school activity (Sunrise/Sunset Program, Hot Lunch, lost books, etc.).

VIII. Health and Safety

Under the direction of the Lee County Health Department, we have a program to safeguard the health of our students. The program includes weighing and measuring students, vision and hearing screenings, and scoliosis screening for sixth grade. The public health nurse assigned to our school comes periodically throughout the year for these screenings and to check immunization and physical exam records. **Religious exemptions for immunizations are not permitted.** Florida state statutes require students to be current with immunizations.

Diocese of Venice Substance Abuse Policy:

The use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug-related paraphernalia, Vaping, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school-sponsored activity is forbidden and will result in disciplinary action, which may include expulsion. A conviction for drug possession, use or the sale and distribution of drugs, on or off campus, will result in immediate expulsion. The Diocese of Venice is committed to a drug-free environment. To accomplish this goal, schools have the right to implement any of the following measures: 1) Mandatory drug testing before a student may be accepted into the school; 2) Mandatory, random drug testing of students; 3) Drug sweeps, including searches of lockers and possessions. Failure to comply with these procedures may result in expulsion.

Inspections & Searches of Personal Effects, Lockers and Desks:

The health, safety and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for our school. Accordingly, there may be occasions when a student's personal effects, desk and/or locker will need to be examined to ensure their health, safety, and welfare is maintained. The primary purpose is to ensure any illegal/contraband or items detrimental to health, safety and welfare are not within school premises. Students will be subject to disciplinary action upon discovery of any contraband during inspection.

Policy Regarding Child Abuse:

According to the law, the school is required to report to the proper authorities any suspected case of child abuse or neglect, even if there is no definite proof.

Department of Children and Families:

If there has been a report of child abuse, the Department of Children and Family Services may send an investigator to interview a child on campus. An administrator will meet with the DCF representative and the student. Flyers with abuse reporting procedures are posted throughout the school.

Emergency Medical Forms/Authorized Pick Up Form:

A child will not be permitted in school without an Emergency Medical Form/Authorized Pick-Up Form (2-sided). These forms are filled out at the beginning of each school year. In case of injury or illness, we will call the parent/guardian first; however, it is important to list adults who can be called if you cannot be reached. If there are changes in your contact information – cell/work phone numbers, or your emergency back-up person, etc., let us know immediately so these important records can be updated.

Fire and Emergency Trainings:

The safety of your child is our greatest concern. In compliance with Diocesan policy, fire and emergency trainings will be conducted monthly. Security cameras have been installed throughout the building. Multiple screens can be reviewed from the administrative and security offices. Additionally a state of the art intercom system has been installed for auditory purposes.

Critical Response Preparedness: Critical response procedures are reviewed and safety trainings are conducted regularly to prepare for emergencies such as fire, severe weather, or life-threatening situations. Plans are developed with local emergency agencies and the Diocese of Venice.

Safety Inspections: Regular safety and health inspections are conducted by local and state agencies to ensure compliance with all applicable codes and rules.

Head Lice:

Head lice infestation is a nuisance that affects all schools at times. We work very hard to keep our school and students 'lice free' and appreciate your concern and assistance in this matter. It is important for you to check your child's head for lice or nits on a regular basis. Head lice do not carry disease nor does their presence mean your child is dirty. Head lice can be transmitted in a number of ways: borrowing a comb or brush, using someone's hat, etc. Parents will be called to pick up students should lice be found. Students will need to be treated and will be checked at school before permitted to return to class. Children should be instructed not to share hats, headbands, ribbons, scarves, towels or pillowcases. If you suspect head lice, treatment should be started at once. Treatment for all family members, personal belongings, and the household environment is important. Notifying the school office enables us to check the children in the same class to prevent further spreading of lice and to disinfect classroom furniture and

carpeting if needed. Students infected with head lice are not admitted to school. In order to attend class, your child must be "nit free." Children treated for lice must be cleared through the school Nurse before returning to class.

Illness:

Please do not send children who are not feeling well to school. Students with a fever should not be given fever-reducing medicine and sent to school. Children who are ill or have an elevated temperature should remain at home and stay home until fever-free for 24 hours without medicine before returning to school. If strep throat, pink eye, or other contagious malady is diagnosed, the student must be on an antibiotic for 24 hours before returning to school. If a student arrives at school or becomes ill during the day, the parent/guardian or emergency contact will be called to pick up the child. In case of contagious disease, consult your family physician for advice on when return to school is advised.

Immunizations:

Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 232.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680, if they do not meet state requirements. St. Andrew Catholic School does not accept Religious Exemption forms for incoming students. By Florida law, students without proper immunizations will not be allowed to attend school until immunizations are current. All students entering 7th grade must receive the Hepatitis B series and T-dap. Student may be sent home until immunizations are complete, per the Health Dept. Please refer to Immunization Info Sheet.

Injury:

Our school Nurse may clean and cover minor scrapes and cuts and/or apply ice to injuries. Creams, sprays, or ointments are not used on cuts or scrapes. A parent will be called if the injury appears more serious, or if the Nurse feels the student should go home. Parents will always be notified if the child has had a head or eye injury. If an injury occurs at school or during a school activity whereby school insurance coverage is required, the request for necessary insurance paperwork must be made within 90 days of the injury.

Medication:

Policy: The Diocese of Venice policy specifies the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Medications must be given to the school office and an appropriate form completed. Prescription medication in the original container requires a specific form provided by the school office (DOV form) which must be completed by the doctor's office and the parent. Over-the-counter medication in its original packaging requires a form to be completed by the parent/guardian only. The student is responsible for coming to the clinic at the appropriate time for the medication. No medication may be carried by a student at any time. If physician's orders state a student *must* carry medication at all times, the school office/teacher must receive a copy of such orders; and the school must be made aware the student is carrying such a medication.

Regulation: If prescribed medication must be administered at school, we will not do so unless the following requirements are followed:

1. Parent/guardian submits the prescription medication in its original container with a label giving doctor's name, name of drug, proper dosage, and time of dispensing. The school will not administer a dosage different from that on the original container without written directions from the doctor.
2. The parent/guardian completes written authorization forms (available in the office).
3. A student may self-administer, while in the clinic, certain prescription medication (e.g., epi-pen, inhaler, insulin) unless a doctor's order indicates and will be assumed to be capable of doing so, except where the physician's order indicates that staff assistance is required

Storage: The student may not keep any medication, prescription or otherwise, on his or her person, except in the case of an Epi-pen, or inhaler when prescribed by the doctor to be kept by the student. School administrators must be made aware the student is carrying such medication. All medication will be properly stored at the office under lock and key and must be distributed from the office. No more than a 45-day supply of a medication will be stored at the school at one time. All medications must be transferred to school office staff via an adult.

Non-prescription Medication: Over-the-counter medication must also be in its original container marked with the child's name, and with a measuring device for liquid medication. A Parental Authorization Form must be completed and on file in the office. If over-the-counter medication is taken longer than one week, a physician's authorization is required. Diocesan directives must be followed.

Physical Education:

Physical Education contributes to all phases of individual growth and development through movement experiences and physical activities. Some objectives to be realized are the development of loco-motor skills, non-loco-motor skills, physical game skills, total fitness, safety skills and attitudes, desirable social standards, ethical concepts, and wholesome recreation for leisure time. Good sportsmanship is always emphasized.

Because our Physical Education program encourages habits of healthy living which include physical exercise, students will not be excused from participation in PE class without a note from a parent. A prolonged absence from PE class is permitted only with a doctor's diagnosis and statement.

Student Insurance:

The Diocese of Venice requires all students are covered by student insurance which applies when the student is at school, is traveling directly to and from school, and is participating in or attending school activities. This insurance is secondary to any other coverage the family has. The cost of the insurance is included in the Registration Fee.

Teacher Notification:

Parents are urged to make all health conditions, especially allergies or chronic or contagious illnesses, known to the school Nurse during the first week of school and whenever they occur during the school year. This information should be entered on the Emergency Medical Authorization Form provided to parents/guardians before school begins. The form must be completed, notarized and returned to school on or before the first day of school. The Authorized Pick-Up Form is on the reverse side of that form and should also be completed before returning the form. Students will not be released without a written note to other than those listed as authorized.

IX. Hot Lunch Program

Overview:

The school lunch program is provided by SLA Management. Students are required to have an online account set up with funds deposited through SLA prior to purchasing school lunch.

Our goal is to provide healthy and affordable lunches daily. If your child is not purchasing a school lunch, he or she must bring a lunch from home. Soda and candy are not permitted, fast food lunches for your child are highly discouraged. Lunches packed from home must be able to be eaten without heating or cooking. Students do not have access to microwaves or cooking facilities. Students may purchase drinks to have with their home-packed lunches. Due to safe health practices, student lunches may not be shared.

PLEASE NOTE: Healthy foods are always encouraged. Even if lunch is usually brought from home, it is always a good idea to keep a small balance in your child's SLA account just in case a lunch is left at home or in the car.

Our program is managed by SLA Management staff. We begin serving hot lunch on the first day of school. On noon dismissals, SLA will NOT offer lunch to students who stay for the Sunset Program. Students will be expected to bring a lunch from home.

All money placed on a student's SLA account cannot be withdrawn for any reason except for school lunch or à la-carte items (i.e., extra slice of pizza, a drink, or ice cream). Parents/guardians may restrict the purchase of those items if they wish to do so.

If you would like to volunteer in the Cafeteria, please contact Nurse Varin at avarin@standrewcs.org. Volunteer service is requested approx. between 11:00 a.m. and 12:45 p.m. daily. Volunteer clearance requirements must be met.

Parent Visitor/Volunteer:

Parents are welcome to have lunch with their children; however, fingerprints and background clearance are required before being permitted into the school. With proper background clearance completed, parents may also help supervise the lunchroom and/or playground.

Food and Beverages:

Primary and Intermediate grades ordinarily have a morning snack. Snacks and lunches should be nutritional (vegetables, crackers, pretzels, cheese, fruit, nuts, raisins, mini-muffins with no frosting, etc...). Not permitted: Fast foods, sugary snacks or birthday treats (i.e., cakes/cupcakes with heavy frosting), candy, soda, drinks containing high fructose corn syrup, artificial flavoring, coloring and/or artificial sweetener (such as diet drinks) and gum. Birthday treats are shared in the school cafeteria at lunchtime. Cakes or large cookies which require cutting will not be served. Teachers may allow students to drink water during class at their discretion in appropriate containers.

X. Student Behavior/Code of Conduct

Saint Andrew Catholic School is called to be a community, based on the shared acceptance of the message and challenge of the Gospel. Discipline policies and rules flow from this concept of a faith community. The goal of all discipline is self-discipline, creating a wholesome sense of what is appropriate and what is inappropriate behavior. Students are taught to make choices based on what is good for each individual and what is good for the school community. Students are expected to solve problems their choices may create.

Saint Andrew Catholic School students are characterized by:

- appreciation for the opportunity of a Catholic education
- reverence during times of prayer and religious activities, participation in the Liturgy, openness, and effort in learning the Catholic faith
- an attitude of service to others and an effort to develop Christian leadership
- personal responsibility for learning
- respect for the right of the classroom teacher and fellow classmates to maintain an atmosphere that is conducive to teaching and learning
- cooperation, consideration, and respect for others in speech and actions
- respect for and cooperation with teachers, school authorities, and other adults who assist
- honesty in speech and in school work
- respect for school and parish property and the personal property of others
- behavior that ensures the safety of all students

- decency and appropriateness of words, actions, notes, dress, etc.
- good study habits that lead to life-long learning: namely, effort, confidence in their ability, regular attendance, punctuality, completeness and quality of assignments and class work
- self-care: e.g., good grooming, personal appearance, cooperation with the dress code

The students are supported and encouraged to develop a mature Christian character by all staff members by:

- personal attention and interest in each student
- discussion with the students about their growth in character, appropriate behavior, and self-discipline
- notification of parents when there is a concern about academic achievement, character development, self-control, or cooperation with school rules
- parent conferences, as regularly scheduled, as requested by the teacher or the parents, or with the guidance counselor or principal
- behavior and/or learning contracts

Students are bound by school policies and regulations whenever they are on school or parish grounds and during all off-campus school-sponsored activities. A student's behavior outside of school may reflect on the school and the school's reputation, and will be treated as such. Some interventions and consequences which may be used when students make poor choices:

- make amends or compose a written plan for improvement
- student is guided to solve the problem and 'give back' to the community in a positive way
- student is given opportunity to apologize
- conference with teacher, parents, guidance counselor, and/or administrator
- loss of minor privileges and/or recess
- time-out in the room or the removal of the student from the classroom or activity to another recovery area
- loss of major privileges - continuing academic or behavioral problems may result in a loss of extracurricular activity, participation in student clubs, after school sports, or field trips. Field trip fees are non-refundable.
- in serious cases, suspension in or out of school for a period of time
- in extreme cases, expulsion - in some cases, the principal and/or pastor may deem an action by a student so severe it would result in immediate expulsion from school
 - Conduct, whether inside or outside of school, which is detrimental to the good name or reputation of the school, may also be cause for dismissal
- Note: Corporal punishment is never used at St. Andrew Catholic School

The Code of Conduct is divided into three levels: minor, intermediate, and flagrant offenses. Each level includes disciplinary consequences which are implemented by the administration. The Code of Conduct is enforceable at school-related functions whether on or off campus. Any member of the faculty can enforce these rules.

Elementary School is defined as Grades K-5

Middle School is defined as Grades 6-8

Classification of Offenses

Minor:

- Chewing gum
- Disturbing a class, assembly, or Mass
- Use of cell phone in school

- Not following rules in bathrooms, lunchroom, playground, hallways
- Creating a situation which may cause potential harm or injury
- Repeated dress code violations
- Unprepared for class
- Failure to report to detention

Minor Disciplinary Action:

Elementary School Consequences:

- Lunch detention, missing recess, written apology, classroom consequence, etc.

Middle School Consequences:

- Planner mark, lunch detention, written apology , privileges may be withheld, after school detention may be warranted depending on the nature of the violation.

Intermediate:

- Multiple Minor Offenses
- Academic Dishonesty
- Disrespect - Verbal or written altercation
- Disrespectful behavior in Church or Chapel
- Use of obscene language or gestures
- Bullying/Cyber bullying (including gossiping, rumors, etc.)
- Public display of affection on school grounds
- Unauthorized separation from class/wandering
- Violation of internet or technology use policy
- Roughhousing (mild cases of violence or physical contact, for example: pushing, shoving, tripping, etc.)

*Academic dishonesty is to include cheating on an assignment, plagiarism of other’s work, forgery, sharing work, and other instances as defined by the administration. A grade of 0 will be assigned on the assignment or test. Multiple infractions may result in suspension or be grounds for expulsion.

Intermediate Disciplinary Action:

Elementary School Consequences:

- Parent Teacher Conference, Lunch Detention, missing recess, written apology, other privileges may be withheld, suspension (deepening on the nature of the violation)

Middle School Consequences:

- After school detention, lunch Detention, written apology, other privileges may be withheld, In school or out of school suspension (depending on the nature of the violation)

*After school detention guidelines are defined in the Middle School Procedures section of the handbook.

Flagrant:

- Habitual Intermediate/Minor Offenses
- Disrespect of Staff/Faculty Member
- Inappropriate Conduct
- Threat or Intimidation toward another person (student or adult)
- Defiance of Staff/Faculty Member
- Reckless Behavior
- Fighting

- Theft
- Fire Alarm/Extinguisher Activation
- Possession/transfer of obscene material (photos, music, magazine, etc.)
- Sexual Harassment
- Vandalism (student and students family may be financially liable for damages)
- Conduct which violates the Catholic Church
- Bringing discredit to Saint Andrew Catholic School
- The use, possession, or transmission of illegal drugs, drug paraphernalia, alcohol, tobacco, vape, Juul, and weapons or firearms

Flagrant Disciplinary Action:

Elementary School Consequences:

- Immediate parent notification, student may be sent home regardless of the time of day.
- The Principal shall decide further consequences depending on the severity of the incident.

Middle School Consequences:

- Immediate parent notification, Suspension (in or out of school), Expulsion.

Discipline Notification:

Discipline is primarily handled by the classroom or co-curricular teacher. The teacher or co-curricular teacher will communicate with parents by a note, e-mail, or phone call when discipline problems arise, and the child cannot solve the problem created. If parents or guardians have concerns or questions, the teacher should be the first to know. If the situation is not resolved, administration may be called upon to assist. When serious breaches of discipline occur, teachers will involve administrators immediately.

In-School Suspension:

Students that have been given an in-school suspension will spend the day under administrative supervision outside of the normal classroom environment. Students will receive assignments and complete them during this suspension. Student will receive a participation grade of zero for the day. Students who have been given in-school suspension will not be allowed to participate in extracurricular activities. If the suspension is on the last instructional day of the week, the student may not participate in extracurricular activities over that weekend.

Out-of-School Suspension:

Students that have been given out-of-school suspension are not permitted to attend school during that suspension or extracurricular activities. If the suspension is on the last instructional day of the week, the student may not participate in extracurricular activities on that weekend. Students will receive a participation grade of zero for all days missed. Students will make up all assignments, homework, and assessments at the instructors convenience upon their return. Students will not be given assignments to work on during their suspension. Students who are suspended three times in one academic year will be subject to expulsion. Any student who serves out of school suspension will be placed on Disciplinary Probation for the remainder of the school year.

Expulsion:

If a student is expelled from school by the administration the parents/guardians will be notified immediately that the student is suspended indefinitely and the student must be picked up. The parents/guardians will be officially notified that the student has been expelled and withdrawn from the school.

Drugs, Tobacco, Alcohol, Vaping:

Students who possess or use drugs, tobacco, vaping, and/or alcohol at school or at any school function are subject to potential immediate expulsion or disciplinary action determined by administration.

Cell Phones/ Smart Watches/Headphones/AirPods:

Students are allowed to have cell phones or smart watches at school, but must place them on silent left in their homeroom throughout the duration of the school day.

Students who violate the cell phone policy will have their cell phone or smartwatch confiscated by administration. Confiscated cell phones or smartwatches can be picked up by the student at the end of the school day. Students will receive a mark on their planner card for their first offense. Any additional offenses will be at the discretion of the principal to include after school detention and potential suspension.

Headphones and air pod style devices shouldn't be used at school unless directed to by the instructor. Saint Andrew Catholic School assumes no responsibility if these items are lost or damaged during the school day.

The administration of Saint Andrew Catholic School may apply any consequences at any time at their discretion depending on the nature of the violation and the judgment of the administration.

Middle School Procedures Grades 6-8

Grading and Homework Procedures**Homework:**

Homework is due the date (8am in CANVAS) in which the instructor designates. If a student is absent on the day in which the assignment is assigned or due, they will be given the same amount of time for completion and submission upon their return, afforded to the students that were in attendance. Late assignments are deducted by ten percent per day. No late assignments will be allowed to be turned in after ten calendar days and will be counted as a zero in the grade book. Long-term projects are due on the due date regardless of absence, unless arrangements have been made with the instructor.

Testing:

Tests that are missed by an absence will be made up in school immediately following the students absence. Test make-ups are given at the instructor's discretion. Students that are suspended from school are responsible for all the material covered during their suspension and will make-up tests at the instructors discretion following the suspension.

Responsibility:

It is the student's responsibility to meet with their instructor to collect all assignments and materials covered during an absence upon their return. Students are accountable for all assignments, assessments, and materials covered during their absence.

Gradebook Structure:

Student grades are determined by each subject area teacher. Categories, points, percentages, and weights are determined at the beginning of each quarter. Teacher syllabi are presented to students and stored in CANVAS.

CANVAS:

Saint Andrew Catholic School uses the Learning Management System (LMS) CANVAS to facilitate instruction throughout our 1:1 iPad program.

Hallway Procedures:

Students are required to have permission and sign out when leaving the classroom during the school day and have a hall pass. Students are not permitted to leave the classroom to go to another classroom during instruction periods.

Backpacks:

Students are allowed to bring a sensible, school appropriate backpack to and from school. **Students are permitted to travel from class to class with their backpack.**

Lockers:

Are issued to students in grades sixth through eighth grades. Students will be required to keep their lockers clean and to utilize their lockers to transfer supplies and materials throughout the assigned times. Students should not be carrying excessive amounts of materials throughout the day as locker times are assigned for such exchanges. Locks are required and are to be kept locked. A combination lock will be provided. No additional locks or lockers should be used by students.

Food and Drink:

Food and drink is not permitted outside of the designated areas at any time unless authorized by the Principal. Teachers may allow students to drink water during class at their discretion in appropriate containers.

Middle School Detention:

Students who receive an after-school detention as per the student code of conduct, will serve it in the assigned detention room on the day specified. Detention will be from 2:55 to 3:30 on the assigned day. Students who miss an assigned detention will be required to make up the assigned detention and will receive an additional one assigned by the Principal. Students will not be permitted to do school work while serving detention. Students will not be permitted to participate in extra-curricular activities on the date in which they are assigned detention.

Students who receive 6 after-school detentions will receive one day of out-of-school suspension. Any detentions after seven will be subject to out-of-school suspension and potential expulsion.

THREATS AND VIOLENCE:

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

If a student makes a threat, the principal, at their discretion may suspend/expel the student from school immediately and on a first offense. If suspended, the student may be required to receive psychological assessment and counseling and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents will be notified in writing (Disciplinary Probation) that a second offense will result in further disciplinary action and including expulsion.

St. Andrew Catholic School reserves the right to exclude at any time students whose pattern of behavior, conduct, or influence it regards as undesirable or disruptive. Persistent and/or serious violations may warrant notification of the police, mandatory drug testing, immediate suspension, and mandatory conference with parents before the student's return to school. Intervention by trained professionals (psychologist, counselor) may be required as a condition for the student to remain at Saint Andrew Catholic School.

Weapons:

Weapons, with or without permit, concealed or otherwise, or any items resembling a potential weapon, real or toy, or other weapons or items which can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, are not permitted on Saint Andrew Catholic School grounds or at school-related events or trips.

Parent Cooperation (Code of Conduct):

The Catholic Church and St. Andrew Catholic School recognize parents/guardians as the primary educators of their children. The education of students at our school is a partnership between parents/guardians and the school. If this partnership is irretrievably broken in the opinion of the administration, the school reserves the right to require the parent to withdraw his or her child, a very serious decision which is not made lightly.

Harassment/Bullying:

Based on the teaching of Jesus, the Diocese of Venice schools are committed to an educational environment which is free of any form of harassment. We at St. Andrew Catholic School believe all employees and students are entitled to work and study in a school environment that is Christ-centered and free of harassment. Harassment means any repetitive behavior toward a student or group of students based, whole or in part, on their gender, race, religion, national origin, ancestry, disability, or any other characteristic which creates an intimidating, hostile, or offensive school environment and which interferes with the students' school/academic performance and experience.

Harassment of any type will not be tolerated.

Repetitive harassment can take many forms:

- >**Physical** (e.g. standing in someone's way, standing too close, bumping into someone or brushing against the person's body on purpose, grabbing, touching, hitting, or pinching)
- >**Verbal** (e.g. threats, insults, rumors, comments about a person's body, sexual jokes, suggestions or remarks, notes, social media, letters or graffiti)
- >**Nonverbal** (e.g. staring at someone's body, social media, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures or look)

Sexual Harassment:

Catholic teaching recognizes we are each made in the image and likeness of God, and we treat each person with dignity and respect. Faculty and students alike should model this teaching.

Sexual harassment consists of unwelcoming sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature. It may include but is not limited to:

- >Verbal or written harassment or abuse of a sexual nature
- >Pressure for sexual activity
- >Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Harassment should be reported at its earliest point. The matter will immediately be remedied, and so students involved can be given assistance and appropriate consequences. Disciplinary action will be appropriate to the age of the student and may include suspension or expulsion. Investigation is to take place immediately and steps taken, as may be appropriate, to prevent further violations of this policy while the investigation is taking place. Retaliation in any form against any employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate action.

If a violation has occurred, prompt and appropriate formal or informal action shall take place. Appropriate actions may include, but are not limited to: counseling, awareness training, parent-teacher conferences, warning, suspension or expulsion. If the evidence suggests the harassment at issue is a crime or requires mandatory reporting to the appropriate social service and/or law enforcement agency, appropriate action must be taken.

Diocesan Policy for Off-campus Behavior:

Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct which occurs off campus, if the behavior endangers the health or safety of others, adversely affects the education process and/or the reputation of the school, or is in conflict with the moral teachings of the Catholic Church. Consequences by administration will be determined based on the nature of the behavior.

Code of Conduct:

St. Andrew desires to maintain a sense of fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with students. Students and parents/guardians are presumed to be aware of the Student Code of Conduct, and parental responsibility and support is expected. Students and parents have a right to be informed of the school rules which have been violated and the specific grounds for disciplinary action.

Assault and Battery:

No teacher or any other adult at Saint Andrew Catholic School should ever be subject to disrespectful words or actions, to injury, or to either verbal or physical battery by any student or parents of any student. Any instance of assault, verbal or physical, must be reported to the principal immediately. The principal is expected to obtain statements from any witnesses to the reported incident and to take such action as is appropriate for the situation.

Peaceful Conflict Resolution:

The Process: Students are taught to take responsibility for solving problems in a peaceful manner—an important Christian value. Our guidance staff and teachers help students talk out their problems, try to understand the other person's point of view, and come to a compromise or solution. Gossiping and the holding of grudges undermine conflict resolution, are particularly damaging to the building of a Christian community, and require the commitment of everyone to rise above them.

Parental Support: Within certain parameters, children need to learn to work things out with each other. This can pertain across grade levels in some instances, as it does at home between siblings of various ages. Adults must be cognizant of the following:

1. There are usually two sides to a story, and both sides have contributed to a disagreement/behavior.
2. Children tend to exaggerate, especially when they need comfort, and they tend to leave out parts of any story.
3. There is a difference if an incident is a single event, or part of a pattern.
4. Children need to feel adults have confidence in them to work out most of their own problems.

Our Goals:

1. Children learn to use peaceful conflict resolution, and eventually use it without adult intervention.
2. Parents function as a sounding board and guide for their children.
 - Let the child express their feelings, and tell you about the problem; do not make the problem your problem.
 - Ask the child how he/she handled the problem and how successful that was; discuss other options.
 - Reinforce effective ways of handling the problem and help child think of alternative strategies.
3. As needed, teachers, guidance staff, and administration will intervene to help children work through the peaceful conflict resolution procedure.
4. We also help children develop resiliency and coping skills.

Personal Electronics/Fidgets/Spinners/Toys/Fitbits:

Such items are not to be brought to school without special permission from the principal or teacher including but not limited to: cell phones, smartwatches, headphones, hand-held electronic games, AirPods, iPads, or other

tablets. However, some students (5, 6, 7, 8) have the privilege of bringing phones to school; this privilege may be revoked due to misuse. These phones/smartwatches must be placed on silent and in their backpacks throughout the school day. Any of the above items found or in use during the school day will be forfeited and given back to the student at the end of the school day.

Based on their judgment, the administration of Saint Andrew may apply any consequence at any time at their discretion depending on the nature of the infraction.

Books and Electronic Devices:

Since books are expensive to purchase and to maintain from year to year, parents are urged to help their children to be responsible for books used. A fee will be charged for the loss or damage to textbooks and other materials provided for student use during the school year. Textbooks and learning resources belong to the school. Students should demonstrate care and protection for these items. A incidental fee will be charged to the family should any destruction or loss of textbooks and school resources occur during the school year. Saint Andrew Catholic School does not assume responsibility for toys, air pods, cell phones, other electronic devices, or similar items brought to school by a student. Parents are asked to see that these items are kept at home.

Contributing to School Spirit:

Teamwork and the spirit of 'belonging' in our community are important at St. Andrew Catholic School. Service projects and the buddy program help to promote class and school spirit. NJHS, assemblies, and spirit days help school spirit grow. Students are expected to include all of their classmates in all possible activities.

Dress Code:

The school uniform distinguishes the student as a member of the Saint Andrew School community and is to be worn with pride and care. Parents are responsible for their children following the dress code. The dress code is updated and published below for the following school year. Please "name tag" all clothing. Baseball caps, soft visors and sunglasses are also recommended for time spent outdoors.

Saint Andrew Catholic School Dress Code 2023-2024

The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students are expected to have good personal hygiene/grooming habits and to wear clean, appropriate uniforms, maintaining a simple, orderly appearance at all times. Parents are responsible to be certain students are dressed according to the school Dress Code before entering school.

Students at Saint Andrew Catholic School are required to wear school uniforms. If uniforms are not within acceptable guidelines, the student will be required to change, or a parent/guardian will be called to obtain suitable attire. The final judgement on the appropriateness or if a uniform meets the school standards rest with the administration of Saint Andrew Catholic School.

School uniforms can be purchased from Renegades Sportswear at 17051 Jean Street, Ft. Myers, Fl 33967. 239-275-6720.

When purchasing uniform pieces, please allow for growth in the course of the year. Purchase items so that they will still be of an appropriate length and size for school when the year ends. Uniform pieces, especially skorts and shorts, must not be too tight or too short (three inches above the knee) and appropriate for the Catholic School environment.

Uniforms should always be neat. Torn, ripped or dirty uniforms are unacceptable at school. Students are not permitted to roll up waist bands.

Students must wear pants/shorts at waist level with a plain black, brown, beige, or navy blue belt. Shirts are to be tucked in (not folded under) and belts/waistbands must be visible. Uniform shirts must be tucked throughout the school day. Uniform shirt sleeves are not to be rolled.

- General standards for all – neat, clean, simple appearance.
- **Girls Hair:** Unacceptable hair accessories include, but are not limited to, hair wraps (beads, etc.), and hair extension pieces. No scarves, ties, etc. may be worn as headbands. Extreme haircuts are not permitted. Extreme colors are not permitted. Haircut and style should not be a distraction to learning. are not permitted to wear make-up at school.
- **Boys Hair:** Hair should be neat, clean, cut and styled conservatively. Extreme colors are not permitted. Hair length must be above the collar and eyebrows. Students are not permitted to have mohawks or fauxhawks. Boys are not permitted to wear their hair in a bun. Haircut and hairstyle should not be a distraction to learning.
- **Jewelry:** Girls may wear one pair of earrings (including hoops) not larger than a dime. Boys are not permitted to wear earrings. Students may wear a watch that is not a smartwatch and one bracelet. Students may wear one small ring. Students may wear a cross or religious pendant on a small metal chain.
- **Piercings:** Body piercings are not appropriate for school
- **Nail polish and Tattoos:** Students are not allowed to wear nail polish of any kind. Fake nails are not acceptable. Tattoos are not acceptable for students at school. Students are not to write on their bodies, clothing, or shoes at school.
- **Socks:** Black or white socks of appropriate length, to the ankle, should be worn. “No-show” socks are not permitted. No knee-highs. No lace, logo or color trim.
- **Shoes:** Appropriate athletic sneakers or casual dress shoe are to be worn daily. Athletic sneaker color should be dominantly White, Black, or Grey. Laces should be White, Black, or Grey. Casual dress shoes should be a solid Brown, Black, Gray, or White. No Neon or extreme colors should be persistent or dominant throughout the shoe. Shoes should not draw attention away from learning. Light up shoes, or shoes with wheels are not allowed. Black, White, or Grey socks of appropriate length should be worn. No-show socks are not allowed.
- **Cold Weather:** On extreme weather days, students may wear outerwear which deviates from the dress code entering and exiting school. Girls may wear solid dark green, navy, beige, black, or white color tights under their shorts or skorts to school on cold days. No patterns or other colors are permitted.

PreK-3 Girls

Polo Dress in Green
Pull-on Shorts or Pants in Khaki or Navy
Blended Polo in Green
Dri-Fit Polo in Green
Cotton T-shirt in Green

PreK-3 Boys

Pull-on Shorts or Pants in Khaki or Navy
Blended Polo in Green
Dri-Fit Polo in Green
Cotton T-Shirt in Green

VPK Girls

Polo Dress in Navy or Light Blue
Pull-on Shorts or Pants in Khaki or Navy
Blended Polo Navy or Light Blue
Dri-Fit Polo in Navy or Light Blue
Cotton T-shirt in Navy or Light Blue

VPK Boys

Pull-on Shorts or Pants in Khaki or Navy
Blended Polo in Navy or Light Blue
Dri-Fit Polo in Navy or Light Blue
Cotton T-Shirt in Navy or Light Blue

Kindergarten-Grade 5 GIRLS:

Kindergarten Girls Only: (optional) Polo Dress in Navy or Light Blue,
Shorts in Khaki or Navy
Single-flap Skort in Khaki or Navy
Single-flap Skort in Plaid

Blended Polo in Green, Navy, White or Yellow
Dri-Fit Polo in Green, Navy or White (Not available in yellow)
Mass days: White Oxford dress shirt with our school logo

Kindergarten-Grade 5 BOYS:

Shorts (*Blend* or *Dri-Fit*) Khaki or Navy / Pants (*Blend* only) in Khaki or Navy
Blended Polo in Green, Yellow or White / *Dri-Fit* Polo in Green, Navy or White (Not available in yellow)
Mass days: White Oxford dress shirt with our school logo

Gr. 6-8 GIRLS: *Double-flap Skort* in Khaki or Navy Pants
Khaki or Navy Shorts (No shorter than 3” above middle of the knee), Capris or Pants
Blend or *Dri-Fit* Polo in Green, Navy, White or Lt. Blue
Mass days: Light blue Oxford shirt with Cross-tie in Navy or Plaid

Gr. 6-8 BOYS: Shorts, *Blend* or *Dri-Fit*, in Khaki or Navy
Blend or *Dri-Fit* Polo in Green, Navy, White or Lt. Blue
Mass days: Light blue Oxford shirt with velcro tie in Navy or Plaid

PE: Gr. 6-8 ONLY (GIRLS & BOYS)

Navy mesh shorts with school logo – No shorter than 3” above middle of knee
Dark green *Dri-Fit* Shirt with school logo

Outerwear:

Navy Quarter-zip *Dri-Fit* Jacket / Navy Full-zip Fleece Jacket / Sweatshirts
Outerwear items (Green, Navy, White, or Grey) should have the school logo. Sweaters, sweatshirts with or without hoods (zip or pullover), are permitted for the upcoming school year. No other colors, designs, or logos are permitted.
Note: Uniform shirts and bottoms must be worn under sweaters and sweatshirts.

Uniform Fit:

Proper, modest fit. Clothing length must be no shorter than three (3) inches above the middle of the knee. Uniforms may not be rolled or hemmed shorter. Please purchase correct sizing to insure correct length. Middle School girls should order from Junior or Misses sizes, depending on height. For all school field trips, etc., where shorts may be worn, no shorter than 3” above the middle of the knee is permitted. Students should enter school with shirts tucked in, shirts buttoned, and ties in place (when applicable). Undershirts may not hang below the shirtsleeve.

Spirit Shirt Days:

Uniform shorts, skorts or pants are to be worn with the spirit shirt. Spirit shirt days will be every Friday. BSN St. Andrew shirts are permitted on spirit shirt days.

Dress Up/Out-of-Uniform Days/Free Dress Pass Days and Field Trips:

Students must be dressed appropriately as defined by the theme of the day. Jeans, appropriate length shorts, or pants may be worn. Appropriate fitting tops. No form fitting clothing. No leggings or jeggings. Students must dress appropriately for the Catholic School environment and not distract from learning. No tank tops, open toed shoes, or heels may be worn.

ITEMS THAT ARE NEVER ACCEPTABLE AT SCHOOL FOR ANY OCCASION:

- Low rider jeans or skin tight jeans.
- No torn or ripped clothing.
- Leggings, jeggings.
- Low cut, sheer, or sleeveless tops.

- Spaghetti straps, crop tops, mid drift shirts.
- Inappropriate logos, slogans, or designs.
- Skirts or dresses that are form fitting.
- Items of clothing that aren't consistent with the Catholic School Environment.

Cell Phones/Personal Devices:

Cell phones are not needed at school. If the need arises, students may use school phones with the permission of a staff member to call their parents. If parents feel a child needs a cell phone due to after-school activities, the student must give the phone to his or her classroom teacher to hold. Students are not to send or receive calls on personal cell phones while at school.

Cell phones and other electronic devices must be turned off and stored with the homeroom teacher during the school day and then kept in the backpack during the Sunrise/Sunset Programs. The phone is not to be used in school or on school grounds (including the Sunrise/Sunset Care Program). The director of the Sunset Program will allow a student to use the school cell phone dedicated to that program. Any cellular phone or electronic device found during the school day will be forfeited and given back to the student at the end of the school day.

Personal Grooming:

Cleanliness is important, and the restrooms are the proper place for grooming. Personal items (brushes, combs, barrettes, etc..) played with or used outside of the restroom will be permanently forfeited. A non-aerosol deodorant is suggested/permitted for older students to use after Physical Education. Excessive use of perfume and cologne is not permitted.

Search and Seizure:

St. Andrew Catholic School reserves the right to search lockers, desks, persons, and personal belongings of a student when it is believed to be necessary for the health, safety, and welfare of other students. If possible, parental notification will be made prior to personal searches. Students are advised their lockers, desks, backpacks, person, and personal belongings are subject to search for forbidden, dangerous, or illegal substances. Suspicion of drug use may result in mandatory drug testing.

XI. Volunteers

Diocesan Requirements:

All adults who volunteer at the school must have completed Diocesan fingerprint clearance, Safe Environment Training (includes a Code of Conduct Form), and a Diocesan Volunteer Application (includes an Attestation of Good Moral Character).

In addition, adults who intend to drive children for field trips must each year provide a copy of his or her Florida driver license and the “*Declarations Page*” of his or her auto insurance policy to the school office for the purpose of obtaining Motor Vehicle clearance through our insurance company. No one who is under 25 years of age will be permitted to drive, or who has accumulated more than six (6) points in the last three (3) years, or who has any charges of DUI on their record. Volunteer files will be established and maintained in the school office. Fingerprinting and driving clearance must be completed by the specified date each school year. All volunteers are required to read the Diocesan policy provided by the school regarding the protection of children.

Addendum – Diocesan policy states adults must not use or possess or be under the influence of any alcoholic or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes sporting events, scouting activities, holiday programs, fine arts performances, etc.

Fingerprinting:

The fingerprint process can be accessed on Facts Family Portal. If you have any questions, please contact Amanda Varin or Kim Butler at 239-772-3922.

Drivers:

Drivers must use a working seatbelt for each child transported, must be willing to accept children as assigned by the teacher, and must follow the instructions of the teacher: directions to the location, approved stops along the way, food or drink for the students, and responsibilities for student behavior. Only those activities designated on the field trip permission form are allowed. Driver/chaperones who do not follow the teacher's directions will not be permitted to serve in this capacity in the future. All Diocesan policies must be followed without exception.

Parents must have completed Diocesan requirements (see above) to accompany or chaperone a class. A parent who has completed the Volunteer Application, the Safe Environment Training, and has fingerprint clearance, but who does not have driving clearance, may drive his/her own child (no other children) on a field trip.

A copy of a valid Florida driver's license and the "Declarations Page" of current and valid insurance-personal auto liability insurance at the \$100,000/\$300,000 level must be provided annually in order to drive students, in addition to the driver's own child(ren). For vehicles traveling with four or more minors, there must be at least two adults in each vehicle at all times - one adult to drive and the other to supervise the participants. Both adults must be in compliance with the Diocesan Safe Environment Policy and be cleared to drive pursuant to Diocesan guidelines.

School Volunteers (Areas of Need):

Volunteering can be given in many ways, including the following:

- Active participation in Saint Andrew fundraising events
- Lunchroom helper; lunch recess supervision
- Drivers for children for local field trips
- Scout leaders
- Home computer work, record keeping, compiling of papers to be sent home
- Giving assistance to school with classroom projects, with arrival or dismissal lines, clinic volunteer; front office volunteer
- Other school event helpers
- Room Liaisons
- Fundraising or Event chairperson or committee
- Officer/project chair: School Board, Finance Committee, Patron of the Arts/Athletic Boosters
- Gala Volunteer
- Classroom speaker (With Diocesan approval)
- Coach or advisor for student club/activity
- Participant in school-sponsored parenting workshops

Signing In/Out:

For security reasons, when assisting in school, please enter the office entrance only, sign in, and comply with all required procedures before reporting to the area in which you are expected (lunchroom, classroom, etc...).

- Do not leave your volunteer area and walk through the building.
- Do not approach or enter a classroom unless the teacher has arranged for you to be there.
- When finished with your assigned service, be sure to sign out on your volunteer card in the office.

Volunteer Dress Code:

We ask school adult and high school student volunteers dress appropriately. The students do look up to volunteers as role models; your dress should, therefore, serve as a good example of proper attire. Appropriate dress is required when students and adults volunteer.

Use of School Name and/or Logo:

- Any use of the school's logo, or any resemblance to it, must be specifically authorized by the school's principal on a case-by-case, function, or time-duration basis, and the logo/colors/fonts cannot vary from the Style and Identity Guide without explicit authorization from the school's principal, whether goods or services are free of charge, to be paid by the school, or to be paid by a volunteer.
- No verbal commitments to purchase should be made (and will not be honored) with any vendor without express written authorization from the school's principal.
- All "print" for advertisements, public circulation, and other uses must be signed off as approved by the school's principal or anyone charged by the principal with the task of reviewing and approving such materials.
- It is the responsibility of the volunteer to allow for enough time for the school to authorize, review, and approve as required by the school, in order to meet release deadlines and assure the release of material that is of the highest quality. The school principal should be contacted regarding the amount of time needed for such procedures. This applies to all material posted on the Internet or otherwise published, both photographic and graphic, as well as written and/or textual.
- Volunteers must make it clear to vendors they are not paid by the school and are not authorized to purchase, order, or impose goods or services without the signature of the school's principal on a case-by-case basis, whether the school is paying or not.
- No volunteers shall initiate or solicit of their own accord any businesses to create or participate in fundraisers to benefit the school, nor distribute any such related materials without the express written consent of the school principal. The materials include, but are not limited to, fliers and solicitation letters. All solicitation letters will be uniform for each event. Notices and informational sheets for school families or the public must be approved by the principal. Areas for distribution of such notices include the school newsletter, church bulletin, businesses, or magazines/newspapers.

We thank our volunteers for being an example to our children of how to make a difference in the world! We hope the children will be inspired to follow their example. God Bless and thank you or your partnership!

Saint Andrew Catholic School Acceptable Use Agreement**Technology Acceptable Use Policy:**

St. Andrew Catholic School ("School") is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students in K - 5 utilize iPads and Chromebooks on a wireless network in a 1 to 1 setting. iPads, Chromebooks, and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of technology. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Definition of "Technology" for BYOD:

For purposes of Bring Your Own Device (BYOD), "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, cell phones, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing,

wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Students are not allowed to BYOD for use at school. If they choose to bring a cell phone, it must be turned off upon entering campus and stored in their assigned homeroom “cell phone parking lot space”. The use of the phone requires teacher approval for emergencies only.

Internet:

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as, but not limited to cell phones / cell network adapters, are not permitted to be used to access outside Internet sources at any time. Devices will not be allowed to access the local Intranet for retrieval or storage of files.

Wearable Technology:

- Wearable technology refers to clothing and accessories incorporating computer and advanced electronic technologies. The designs often incorporate practical functions and features.
- Common wearable devices include but are not limited to: Apple Watch, Android Watch, Google Glasses, GoPro, Garmin devices, etc.
- Wearable technology is not allowed at any time before, during, or after the school day or on any school field trip.
- If unsure of your wearable device, the final decision rests with Administration.

E-Mail:

- Email services provided by the school are to be used only for the exchange of appropriate information.
- Email is closed to any address that does not end with standrewcw.org. Students can only communicate within the school community. In some cases, other email addresses may be allowed for communication, but they must be approved by the technology director/administration.
- The use of e-mail during class is prohibited unless authorized by the classroom teacher.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a flagrant violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e- mail.
- Students are prohibited from accessing anyone else's email account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student email.
- School email addresses are not to be given to any websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.
- Email services are monitored for vulgar language, attachments, and proper use at all times, on and off campus.

Social Media:

- The use of social media while on the school network for personal use is strictly prohibited. Examples of social media include but are not limited to: Facebook, Google +, TikTok, Twitter, Skype, Flickr, Tumblr, Snapchat, and InstaGram.

- The use of these social networking sites and other publicly/privately viewed social network sites while not in school may impact enrollment at St. Andrew Catholic School.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.
- Examples of chatting and blogging include but are not limited to Facebook, Instagram, SnapChat, Blogger, Google hangouts, etc.

Audio, Video and Photo:

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones *provided by the student* must be used.
- The use of technology to watch movies, unless assigned by a teacher, is not permitted during the school day.
- Any audio, video or photo recording may be done only with the prior permission of all parties being recorded.
- Sharing of music over the school network is strictly prohibited and is subject to disciplinary action.

Games:

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The school reserves the right to remove any game from a school computer/tablet that is considered inappropriate or impedes the educational purpose of the technology program.
- No games that are played over the school network/Internet are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played.
- Wallpapers that include gaming components are not allowed.

Network Access:

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

File Sharing:

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.

- File sharing of any kind is prohibited both on and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on any school owned device. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

Deleting Files:

- Students may not delete any folders or files they did not create or that they do not recognize. Deletion of certain files will result in computer failure and will interfere with the ability to complete class work and may affect grades.

Downloading and Loading of Software:

- Students are not permitted to install custom/individual applications that require Administrator privileges.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto any computer that impedes the educational purpose of the technology program.
- Copyrighted movies may not be "ripped" from DVDs or from other sources and placed on school owned technology nor may copyrighted movies be downloaded from the Internet.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on the computer, but they also slow down the operation of the computer and the network connection.

Wallpaper/Lock Screen/Avatar picture:

- The wallpaper is set to a default school approved background and may be changed to school appropriate copyright free pictures.
- Wallpapers that include gaming components are not allowed.
- Students changing their Avatar picture in their Google Account should only use pictures they own. Using commercially protected images is not permitted.

Internet Use:

- Parents and students must realize that students may encounter material on a website that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.). Although a CIPA compliant filtering firewall software is in place, there is no guarantee that all controversial material will be blocked. As a parent, you agree to not hold St. Andrew Catholic School responsible for controversial material that may not be detected by the content filter. It is the student's responsibility not to pursue material that the school may consider offensive. If a student encounters such material, he/she must turn off the computer monitor or close the laptop screen and notify the classroom teacher immediately.
- I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school.
- Students using network or computing resources must comply with the appropriate rules for the network or resource.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher and/or the Technology Director immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety:

- I understand that St. Andrew Catholic School uses online services for instruction. These services include but are not limited to: Google Apps for Education, Factsmtg, Renaissance Place, and Canvas. These services require a student username and password. When possible, student usernames are created using the last name and a 4 digit code. First names and last names may be used for account creation. No other identifiable information about the student is provided to any of these services for account creation. By signing this technology agreement, you agree that St. Andrew Catholic School has permission to create these accounts for your children's use in accordance with COPPA and FERPA.
- I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my iPad or Chromebook file, and in my Google Drive account provided by St. Andrew Catholic School.
- I realize that, after prior notice has been given to me, files may be deleted from the devices because of space limitations. Any school provided accounts will be terminated upon student graduation.
- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Frequently, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and computer access.
- This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- Students are responsible for treating all technology with utmost care and to make every attempt not to damage equipment in any way. If a piece of equipment is found damaged, the student *must* report the damage immediately to the classroom teacher.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;

- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
- Breaking into an e-mail accounts and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
- Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure.
- Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- iPads and Chromebooks that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content associated with the iPad or Chromebook at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Copyright:

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- Software applications, games, “apps” or CD-ROMs from home are not to be used on school equipment without proof of licensure and prior written approval of appropriate school personnel.

iPads/Chromebooks:

- iPads and Chromebooks are learning resources and belong to the school. Students should demonstrate care and due protection for these items. Any destruction or loss of these resources, the family may be liable for replacement or repair of the item. Damaged iPads and iPad cases are the financial responsibility of the family. A cracked iPad screen fee of \$100 will be charged for the first two cracked iPad screens. All subsequent cracked screens will be billed at cost. Damaged and destroyed iPad cases will be replaced at a fee of \$50.
- Student iPads/Chromebooks must not be left unattended at any time. If an iPads/Chromebook is found to be unattended, it will be turned in to the Main Office.
- iPads/Chromebooks must be in a student's possession, a designated storage area, or secured in a locked classroom at all times.
- Students may not lend iPads/Chromebooks to other students.
- Students may not borrow an iPad/Chromebook from another student.
- iPads/Chromebooks must be carried and transported appropriately on campus. iPads should be carried in their approved cases at all times. Failure to do so could damage the device and result in permanent loss of data.
*Note: Students are entirely responsible for backing up their own data. **Lost or damaged data is not the school's responsibility.** All school-issued iPads must be in the school-issued case.
- Students may not consume food or beverages near the Chromebooks at school or home.
- iPads/Chromebooks should be handled with care. Inappropriate treatment of school iPads/Chromebooks is not acceptable. Damages that occur to the iPads/Chromebook are the sole responsibility of the student/parent.
- No writing or stickers will be allowed on the iPads/Chromebooks. These are not to be defaced in any way.
- Students may not remove, move or write on the identification sticker on their iPads/Chromebooks.
- Students are not allowed to create any administrative passwords on their iPad/Chromebook.

- Students are expected to come to school with a fully charged battery on a daily basis. Failure to do so carries the same classroom consequence as not being prepared for class.

Damage

- The Chromebook/iPad is the sole responsibility of the student while it is in the student's possession.
- The School will provide a case to protect the iPad/Chromebook that must be in place at all times. If the student loses or damages the assigned iPad/Chromebook, there will be a fee charged.

Consequences:

- Securly software is in place for all student accounts in K - 8th grade. This software allows for content filtering in and out of school wherever the student is logged into their Google Account. This software also gives a detailed list of all sites visited, YouTube content accessed, and more.
- While Securly is in place, the School does not take responsibility for websites/activities that are accessed outside of the school campus. It is the parent's responsibility to ensure that proper content filtering is in place in addition to Securly at home to prevent access to objectionable webs.
- All decisions regarding the violation of the technology agreement and use of school provided electronic devices rest with Administration.



Technology Agreement Signature Page

Student:

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of St. Andrew Catholic School Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Printed Name/Signature: _____ Date: _____

Student's Printed Name/Signature: _____ Date: _____

Parent/Guardian: As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that St. Andrew Catholic School has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for St. Andrew Catholic School to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold St. Andrew Catholic School (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Parent(s) PRINTED Name: (Family Last Name and Student Last Name(s)): _____

Parent(s) Signature: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the St. Andrew Catholic School Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

DIOCESE OF VENICE AUTHORIZATION FOR RELEASE AND USE OF STUDENT IMAGE IN PHOTO, VIDEO FILES OR OTHER MEDIA

Registering at Saint Andrew Catholic School constitutes consent for school and DOV Authorization for Release of Student Image in Photo, Video File or Other Media.

I, the undersigned parent/legal guardian of a minor student(s) hereby grant to Saint Andrew Catholic School the following irrevocable rights:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively

known as “image”) of the minor student(s) in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;

2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the minor student(s) individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;

3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the minor student(s) individually or in conjunction with other images or printed matter on the School/Parish/Diocesan’s entity Internet web site. No personal information such as home address or phone numbers will be published;

4. The right to record, reproduce, amplify, edit, and simulate the minor student(s) image and all sound effects produced; and

5. The right to copyright, in its own name, works that contain the image of the minor student(s); and

6. The right to assign the above-mentioned rights to third parties.

I understand that the video files, still photos, or other media incorporating the image the minor student(s) will become the property of the School. I hereby waive the right to inspect or approve the image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of the minor student(s) image, and nothing herein will create any obligation on the part of School to make use of the rights or materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of the Diocese of Venice, his successors in office, a corporation sole, Saint Andrew Catholic School, their agents, employees and assigns from any and all claims demand, rights, and causes of action of whatever kind that may arise from the use of above named participant’s image, including all claims for libel and invasion of privacy.

I hereby certify that I am the parent/legal guardian of the minor student(s), and I give my consent, without reservation, to the above agreement on behalf of said minor(s). This agreement shall be valid for a period of four years from the date hereof and while at Saint Andrew Catholic School, unless revoked in writing.



**DIOCESE OF VENICE IN FLORIDA
AUTHORIZATION FOR RELEASE AND USE OF IMAGE IN PHOTO, VIDEO FILES OR OTHER MEDIA**

Name of Participant: _____ DOB: _____

School/Parish/Diocesan Entity: _____

I, the undersigned adult participant or parent/legal guardian of the above named minor participant hereby grant to the above named School/Parish/Diocesan Entity the following irrevocable rights:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as “image”) of the above named participant in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the above named participant individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the above named participant individually or in conjunction with other images or printed matter on the School/Parish/Diocesan’s entity Internet web site. No personal information such as home address or phone numbers will be published;
4. The right to record, reproduce, amplify, edit, and simulate the above named participant’s image and all sound effects produced; and
5. The right to copyright, in its own name, works that contain the image of above named participant; and
6. The right to assign the above-mentioned rights to third parties.

I understand that the video files, still photos, or other media incorporating the image the above named participant will become the property of the School/Parish/Diocesan Entity. I hereby waive the right to inspect or approve the image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of the above named participant’s image, and nothing herein will create any obligation on the part of School/Parish/Diocesan Entity to make use of the rights or materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of the Diocese of Venice, his successors in office, a corporation sole, _____ Catholic School/Parish/Diocesan Entity, their agents, employees and assigns from any and all claims demand, rights, and causes of action of whatever kind that may arise from the use of above named participant’s image, including all claims for libel and invasion of privacy.

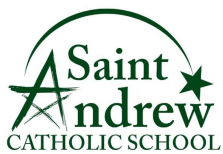
I hereby certify that I am the above named participant or the parent/legal guardian of the above referenced minor, and I give my consent, without reservation, to the above agreement on behalf of myself or said minor. This agreement shall be valid for a period of four years from the date hereof, unless revoked in writing.

Adult Participant or Parent/Guardian Signature

Date

Address

Phone Number



Building Faith, Hearts and Minds

*** PLEASE RETURN THIS SIGNED FORM BY MONDAY, AUGUST 14 ***

2023-2024 Acknowledgements

PLEASE PRINT FAMILY & STUDENT NAME(s):

Parent Student Handbook:

Please access/print the “2023-2024 Parent/Student Handbook” from:

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

(If you have no internet, please request a copy from the front office to be picked up before school begins).

Please check your Family Portal regularly for current information.

Please review the Handbook carefully with your child(ren).

Our **Parent/Student Handbook** is intended to be a helpful source of information. Not every situation is, of course, going to be covered, and it may be amended as the need arises. Because the policies and procedures contained here are binding for all students and parents, it is essential that you read and discuss this information with your child(ren). It is easily accessible on your Family Portal for reference.

I/We have read/discussed the policies of St. Andrew Catholic School with my/our child(ren). He/she/they understand the policies to the best of his/her/their ability. **We, as parents/guardians, understand and agree to be governed by these policies.**

Parent/Guardian Signature(s): _____ Date: _____

Student Signature(s): _____, _____, _____
(Grades 3-8)

**FINANCIAL AGREEMENT/SUPPORT REQUIREMENTS:
(FORM COMPLETED AT TIME OF REGISTRATION)**

I/We have read and agreed to the Financial and Volunteer Service Obligations stated.
