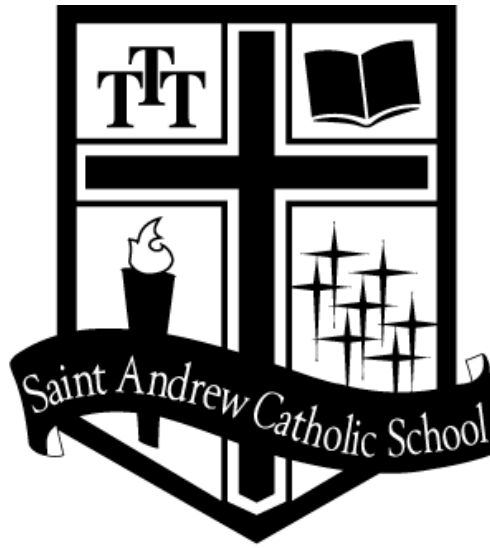


# **Saint Andrew Catholic School**

## **Parent/Student Handbook 2010-2011**



**Saint Andrew Catholic School  
9990 NW 29 Street, Coral Springs, FL 33065  
Phone: (954)753-1280 Fax: (954)753-1933  
[www.standrewparish.org/school](http://www.standrewparish.org/school)**

**Mission Statement:**

*“To provide a safe and nurturing Christ centered learning environment where faith formation, stewardship, academics, and accountability are the cornerstones of our Catholic Community.”*

**Accreditations:**

Florida Catholic Conference,  
SACS/CASI  
NCPAS/National Council for Private School Accreditation

Pastor: Rev. George Puthusseril  
Principal: Mrs. Trina Trimm  
Assistant Principal: Mrs. Luz Soto

**PARENT/STUDENT HANDBOOK  
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## **INTRODUCTION**

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

## **SCHOOL MISSION STATEMENT**

*“To provide a safe and nurturing Christ centered learning environment where faith formation, stewardship, academics, and accountability are the cornerstones of our Catholic Community.”*

May all who are part of St. Andrew Catholic School embrace this mission.

## **SCHOOL VISION STATEMENT**

*“To Teach and Learn as Jesus Did”*

## **GOALS**

- Goals for improving student performance will be based on student needs. Performance of both low and high achieving students will be addressed.
- Decisions on instructional material, instructional process and curriculum, and assessment instruments will be collaborative, data-driven and research based.
- Change will be viewed as a systemic process requiring planning, support and collaboration by all community members.

## **STATEMENT OF BELIEFS**

St. Andrew Catholic School believes that:

- Catholic values and stewardship enhance the school's learning and environment.
- Catholic Education is an integral part of the church's mission to proclaim the gospel message to Jesus, to build communities, to celebrate through worship, and to serve others without distinction.
- Christian formation is at the heart of Catholic Education.
- Each student is a unique child of God with individual talents and strengths.
- All students need to have an equal opportunity to learn.
- A variety of learning activities must be included in the curriculum to accommodate differences in student learning.
- Student learning is a priority in this school.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- A supportive and challenging learning environment increases a student's potential for responsible decision making.

- Teachers, administrators, and parents share the responsibility to create a safe and healthy environment which promotes student learning.

### **OPEN ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

### **GENERAL SCHOOL INFORMATION**

#### **HOURS OF OPERATION**

Kindergarten – 2 with no older siblings	7:45 a.m. – 2:30 p.m.
Kindergarten – 2 with older siblings	7:45 a.m. – 2:45 p.m.
Grades 3 – 8 and younger siblings	7:45 a.m. – 2:45 p.m.
Office Hours	7:30 a.m. – 4:00 p.m.

All visitors, upon entering the school, are required to report to the front desk. Volunteers must sign in the volunteer book and wear the appropriate badge. Please see volunteer requirements. (Appendix A)

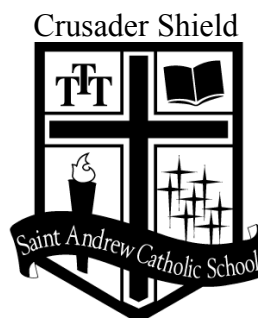
#### **ARRIVAL/DISMISSAL SCHEDULE**

7:00 a.m.	Early Arrival/school opens
7:30 a.m.	Students Arrive
7:45 a.m.	Tardy Bell
7:50 a.m.	Morning Prayers and Announcements
2:30 – 2:45 p.m.	Dismissal for K through 2 without siblings
2:45 – 3:00 p.m.	Dismissal for K through 8 with siblings
3:15 p.m.	End of teacher day

#### **EARLY RELEASE DAYS**

12:45 p.m.	Grades K – 8 dismissal
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#### **MASCOT: Crusader**



The Saint Andrew Catholic School is divided into four quadrants by a cross to signify our commitment to faith formation, stewardship, academics, and accountability.

- The upper left quadrant contains three letter T's. These three T's define our commitment to stewardship: Time, Talent, and Treasure
- The upper right quadrant contains a book. The book signifies our quest for education and learning.
- The lower left quadrant contains a torch. This symbolizes our desire to pass on the legacy of Christian teachings.
- The lower right quadrant contains seven crosses. They represent the seven sacraments. The three center crosses represent the sacraments most of our students receive while attending our school.

## **SCHOOL COLORS**

The school colors are maroon, white, and gray.

## **CAMPUS MINISTRY**

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to the following:

- At 7:50 a.m. each school day, there is a school-wide prayer and pledge of allegiance.
- Each class begins with a prayer or moment of spiritual reflection.
- School Masses are held weekly and all students are required to attend and participate.
- The Sacrament of Reconciliation is held school-wide during the liturgical year.
- During the school year there are various religious programs including class Masses, Stations of the Cross, and Respect Life presentations.
- Every first Friday of the month, our families are invited to an hour long children's ministry activity prior to dismissal.

## **ACADEMIC POLICIES**

### **ACADEMIC CALENDAR FOR 2009 – 2010 SCHOOL YEAR**

School begins August 23, 2010 and ends June 10, 2011. For specific dates refer to the school website [www.standrewparish.org/school](http://www.standrewparish.org/school)

## **GRADING POLICY**

### **GRADING SCALE**

#### **KINDERGARTEN**

CN	I can
WO	I am working on it

#### **GRADES 1-2**

Letter grades apply to all subject areas:

O	Outstanding
VG	Very Good
G	Good
S	Satisfactory

I	Improvement Needed
U	Unsatisfactory

Numerical grades apply to personal/social growth and effort/study skills:

4	Exceeding
3	Developing Appropriately
2	Needs Improvement
1	Unsatisfactory

### **GRADES 3-8**

Numerical grades apply to all major subject areas: Religion, Language Arts, Mathematics, Science, and Social Studies. Letter grades apply to minor subject areas: Technology, Foreign Language, Art, Music, and Physical Education.

A	93-100
B	85-92
C	77-84
D	70-76
F	60-69

Numerical grades apply to personal/social growth and effort/study skills

4	Exceeding
3	Developing Appropriately
2	Needs Improvement
1	Unsatisfactory

### **INTERIM REPORTS (GRADES 3-8)**

Grade level reports are available on a daily basis. Parents have a username and password or the online parent portal. Parents should check the website daily. It is the parent's/guardian's responsibility to contact the guidance counselor for a conference.

### **PROMOTION**

#### **GRADES K - 2**

In addition to the student's developmental progress and social maturity, the student's mastery of basic reading and mathematic skills are assessed to determine if the student is ready for promotion to the next grade level.

#### **GRADES 3 – 7**

Students must maintain a C average in all major subject areas for promotion to the next grade level. Any student ending the school year with an F in any major subject area is required to attend the summer school, 30 hours of tutoring by a certified teacher, or take an on-line course through CSK12.com in the appropriate subject area. Verification of attendance in the venue selected should be submitted to the Principal prior to the start of the next school year. Failure to submit documentation to the Principal prior to the start of the next school year may result in retention to prior grade level or declined re-admission to the school.

## **GRADE 8: Graduation Requirements**

A diploma from St. Andrew is granted to students who have successfully completed the course of studies, i.e. the student has failed no more than two core subjects. Secondary schools indicate that they accept a student pending the student's receipt of a diploma from the elementary school.

**Class Rank:** All eight grade students will receive class ranking. This rank will be based on their GPA. The GPA will be determined by core class grades. (Language Arts, Math, Social Studies, Science, and Religion).

**Valedictorian and Salutatorian:** The Valedictorian and Salutatorian for the graduating class will be determined by academic performance, mass attendance, and discipline. The final decision will be made by administration and Pastor.

## **RETENTION**

If a student fails more than two major subjects for the year, he/she may be retained. The final decision resides with the Principal.

Students who have been absent 20 or more days may be retained unless the student makes up work to compensate for the days absent via summer school and/or on-line classes. The final decision will be at the discretion of the Principal.

## **STUDENT SERVICE HOURS**

Service hours are required in middle school grades. Service hours may be a combination of parish activity events, school activity events, and/or community service events. Requirements are:

- Grades K-5      2 Hours
- Grade 6        10 Hours
- Grade 7        15 Hours
- Grade 8        20 Hours

## **HONOR ROLL (GRADES 3 – 8)**

An Honors Assembly is held each trimester to recognize all students who achieve Principal's List, First and Second Honors as well as Perfect Attendance and recipients of other awards.

## **PRINCIPAL'S LIST**

- All A's (93-100) in the major subject areas: Religion, Language Arts, Mathematics, Social Studies, and Science.
- A's in minor subject areas: Technology, Foreign Language, Art, Music, and Physical Education.
- 3.5 or above in Personal and Social Growth and Effort and Study Skills.

## **FIRST HONORS**

- All A's in the major subject areas: Religion, Language Arts, Mathematics, Social Studies, and Science.
- All B's (or above) in the minor subject areas: Handwriting, Art, Music, Physical Education, Technology, and Foreign Language.
- All B's/3's (or above) in Personal and Social Growth and Effort and Study Skills.

## **SECOND HONORS**

- All B's (or above) in all subject areas.

- All B's/3's (or above) in Personal and Social Growth and Effort and Study Skills.

### **CITIZENSHIP AWARD**

Students who receive recognition for Citizenship at the Honors Assembly are selected by their homeroom teacher each trimester based on stewardship and classroom behavior.

### **STUDENT OF THE MONTH**

Each month, a student from each class is recognized by his/her homeroom teacher for his/her regular mass attendance, exceptional academic effort, and/or good citizenship.

### **ATTENDANCE**

#### **PERFECT ATTENDANCE**

To receive recognition for perfect attendance, a student must be in attendance each day during the grading period.

#### **TARDINESS**

- Students arriving after 7:45 a.m. are tardy. The tardy students should be walked into the building by a parent where they receive a tardy slip.
- Students not in their homeroom by 7:50 a.m. are tardy.
- Excessive tardiness may result in a student intervention and parent conference.
- It is the responsibility of the student to make up any work missed due to tardiness or absence.

#### **ABSENCES DUE TO ILLNESS**

- When a student is unable to attend school due to illness, the school should be notified by phone or phone message (954-753-1280) by 7:50 a.m.
- When the student returns to school, a parent/guardian note is required with an explanation of the absence. If a note is not provided, the absence is considered unexcused. Unexcused absence class work receives a grade of 69. Make up class work will only be accepted for excused absences.
- The school is required to report 'truancy' to the Department of Children and Families when there is an extended absence without notification from parent/guardian.
- A student who is absent 20 or more days in a school year may not be eligible for promotion to the next grade or may receive an incomplete for the course. A conference may be scheduled with the Principal to discuss extenuating circumstances.

#### **ABSENCES NOT DUE TO ILLNESS**

- If a parent/guardian must request a leave of absence for a student, the parent/guardian should fill out the Student Vacation Request Form in the main office and have it signed by all of the student's teachers prior to the leave of absence. It should be authorized by the Principal. (See Appendix B)
- Absences not due to illness are discouraged and parents/guardians should take full responsibility for such absences.

#### **EXCUSAL FROM PHYSICAL EDUCATION**

- A student requiring an excuse from PE class should submit a written notification with a valid explanation from parent/guardian.

- A student requiring more than one excusal from PE class should submit a physician's note to the school office.

### **REQUESTS FOR MISSED WORK**

- If a student is absent, parents/guardians may request homework by 7:50 a.m. the same day by calling the front desk (954-753-1280).
- Student's work may be picked up in the student's homeroom after 2:45 p.m.
- Parents are asked to use the Parent Portal on Information Now as a first resource and/or email the teacher directly for missed work.

### **MESSAGES/FORGOTTEN SCHOOL ITEMS**

Classroom interruptions should be limited to emergencies.

- Students are not permitted to call home for forgotten items unless authorized by the teacher.
- Parents can leave school items with the receptionist's desk for the student to retrieve at break time.

### **USE OF SCHOOL GROUNDS**

All extra-curricular activities that take place on St. Andrew Catholic School campus must be approved by the Principal.

### **PARENT/TEACHER CONFERENCES**

Parents/guardians are encouraged to maintain open communication with their child's teacher regarding student progress and concerns. Parents/guardians are encouraged to e-mail teachers with questions or concerns regarding their child. Parent/teacher conferences should be scheduled, as needed, throughout the school year by contacting the guidance counselor. Impromptu conferences should not be held at pick-up time.

### **VISITOR POLICY**

All visitors must sign in with the school receptionist and affix a badge upon entering the school.

## **SCHOOL REGULATIONS**

### **SCHOOL RULES**

#### **ARRIVAL PROCEDURE**

- After 7:30 a.m., all students will be dropped off via the carline (see traffic pattern at the end of this booklet). Students will walk into the school building following the arrival pattern assisted by designated staff, parent volunteers, and student safety patrol. (See Appendix C)
- After 7:45 a.m. parents should park and escort their child through the main lobby where students will be marked tardy and given a late slip.

#### **RAINY DAY ARRIVAL**

On rainy days or poor weather conditions, parents must park and escort their child into the main lobby.

## **DISMISSAL PROCEDURE**

1. Students are only released to parents/guardians and/or authorized individuals listed on the Emergency Information Card. Exceptions may be granted with written authorization and parent/guardian signature.
2. Any student who has not been picked up by 3:00 p.m. (1:00 p.m. on early release days) are brought to the Aftercare Program and charged accordingly.
3. Once a student is dismissed to the parent, he/she may not return to the building for any reason without permission from a staff member.

## **TRAFFIC PATTERN**

A diagram of the school arrival and dismissal traffic pattern can be found at the end of this handbook. The pattern must be followed in order to maintain a safe arrival and dismissal pattern. (See Appendix C).

## **WALKERS**

Walkers and bike riders are dismissed at the end of the dismissal routine and escorted off school grounds by a staff member.

## **RELEASE PRIOR TO REGULAR DISMISSAL**

- If possible, routine medical, dental, and other appointments should be made during non-school hours/days.
- No child may leave school before regular dismissal unless a request is made by the parent/guardian or authorized person. The parent/guardian or authorized person is to enter into the school lobby and sign the student out. The student will be summoned from class to meet in the lobby.
- Students who leave school early may not be eligible to participate in extra curricular activities.
- Students who return to school on the same day are to be escorted into the building and signed in by parent/guardian or authorized individual.
- Students are to make up all work missed. Students have two days, per days missed, to make up missed work, unless prior arrangements are made with the teacher.

## **CLASSROOM VISITS**

Parents may contact the teacher or administration to arrange a classroom visit. A conference with administration is required prior to classroom observations.

## **SEARCH AND SEIZURE POLICY**

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

## **USE OF CELL PHONES**

In cases where the parent feels that it is necessary for a child to have a cell phone during school hours, a cell phone permission slip must be signed by the parent and approved by the Principal or his/her designee. (See Appendix D for slip) If permission is granted by the Principal or his/her designee, the cell phone must be turned off and remain in the student's locker/cubby during school hours. Violation of this rule may result in the revocation of this privilege.

## **LOST AND FOUND**

Please mark your child's personal items with name tags/marker for identification. Lost items are held in the Lost and Found until Friday or the last day of the school week. School clothing is then given to the school used uniform sale. All other unclaimed items will be discarded at the end of the school week.

## **MEDICATIONS**

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

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form. (See Appendix E)
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

## **PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to withdraw a student if administration determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **RULES OF CONDUCT**

### **DRESS CODE**

- Hair should be traditional and conservative in style and color.
- Boys' hair should be above the ears and above the collar of the shirt. It should be neatly groomed. Long hair or long sideburns are not permitted. Boys should be clean shaven
- Boys'/girls' hair should be natural colors.
- Accessories – hats or other types of head covers are not permitted in school or on campus during school hours, including lunch periods and assemblies unless approved by administration.
- Piercing – Boys may not wear piercings on any body part. Girls are permitted piercing on the lower ear lobe only. No more than two piercings per lobe are permitted.

- Additional jewelry or accessories such as necklaces, bracelets, etc, should be conservative and Catholic school appropriate. The student, at the discretion of the teacher and/or administration, may be asked to remove jewelry that is flashy, inappropriate, or does not meet dress code criteria.
- No more than two necklaces, two earrings, or two bracelets should be worn at one time.
- No make-up of any kind is permitted.
- Long nails or fake nails of any kind including acrylic and gel are not permitted.
- Clear and French manicure nail polish may be worn. Colored nail polish or nail decoration is not permitted.
- No tattoos, branding or writing on the skin are permitted. This includes fake tattoos.
- Colored and/or patterned eye contacts are not permitted
- Skirt lengths no shorter than 4 inches above the center of your knee

The decision of the Principal / Assistant Principal regarding appearance standards is final. Appearance violations are subject to disciplinary action.

### **OFFICIAL SCHOOL UNIFORM**

Through the use of school uniforms, St. Andrew Catholic School students demonstrate pride and dignity for their Catholic faith and education. Students are to be in complete uniform and well-groomed each day. Uniforms are to be clean and in good condition. Uniform shirts are expected to be tucked in. Boys must wear belts at all times. Shirts worn with P.E. uniform may be tucked in or worn out. If a student is demonstrating a uniform infraction, the parent/guardian is contacted to rectify the infraction. In the event an issue has developed in which proper uniform cannot be worn, a written notification should be provided to administration to explain the lack of adherence to the dress code.

Dress code violations are subject to disciplinary action and may affect the student's effort grade and honors recognition.

### **UNIFORM PURCHASE**

- St. Andrew Catholic School uniforms, PE uniforms, sweatshirts, sweatpants, sweaters, and jackets are to be purchased through Jonathon Reed which is located at 5695 Coral Ridge Drive Parkland, FL 33076. (954) 346-2533
- The PSO sponsors the used uniform sales on campus and our supply store.

### **DAILY UNIFORM**

#### **GRADES K-4:**

#### **GIRLS**

- Plaid jumper with white blouse
- Plaid flap-over skort with short sleeve burgundy polo
- Jumpers and skorts may not be shorter than 4 inches above the knee

#### **BOYS**

- Gray pants/walking shorts
- Short sleeve burgundy polo

## **GRADES 5 – 8**

### **GIRLS**

- Plaid skirts with long or short sleeve white oxford blouse (must be worn on school mass days/tie optional)
- Plaid flap-over skort with short sleeve burgundy polo
- White or complexion colored undergarments are permitted under shirts
- Only one button may be open on the polo
- Skirts and skorts may not be shorter than 4 inches above the knee

### **BOYS**

- Gray pants.
- Short sleeve burgundy polo
- Long or short sleeve white oxford and tie are to be worn on school mass days
- Plain white short sleeve undershirts are permitted under shirts
- Plain, black, fitted belts

### **PHYSICAL EDUCATION UNIFORM**

- St. Andrew School maroon shorts with gray tee-shirt with school logo.
- On various days school fundraising tee shirts may be worn with administration approval (i.e. Field Day Tee-shirts, Earth Day tee-shirts).
- Athletic shoes with laces or velcro closure. No slip-on shoes are to be worn.
- High top sneakers must be laced completely
- No rollerblade sneakers or cleats are to be worn in the school building.

### **FOOT WEAR – ALL GRADES**

- Black school appropriate shoes. No sneakers, high heels, open-toed, or open-toed high heels.
- White, black, or approved socks from Jonathan Reed.
- Appropriate athletic shoes are worn on PE days or jeans days only.
- Administration will have final say.

### **JEANS DAY**

On days designated as ‘Jeans Day’, students may come to school wearing jeans and a school spirit shirt. If the ‘Jeans Day’ is designated as a fundraising activity, the student is required to pay the appropriate fee. The students must adhere to the following guidelines:

- Blue or black jeans, jean shorts – Catholic school appropriate, or capris only are allowed.
- Regular shoes/sneakers should be worn. High top sneakers must be laced completely.
- Socks must be worn.

### **FREE DRESS DAY CLOTHING NOT PERMITTED:**

**\*\*On special occasions, it may be determined that students have a free dress day. This means students can come out of uniform and the clothing that is not permitted is listed below\*\***

- Holes or rips in jeans
- Shorts which are 4 inches above the center of the knee.
- Sleeveless shirts, tank tops or low-cut shirts
- High-waist shirts/blouses which expose stomach skin when raising hands or bending over
- Overly tight clothing
- No open-toe or backless shoes or crocs may be worn.

- Shoes/sneakers with heels
- Inappropriate slogans, messages, or advertising

If a student comes to Free Dress Day inappropriately dressed, his/her parents/guardians will be contacted. Parents will be required to bring a student a school uniform. If a student does not adhere to the specified guidelines, he/she may not be permitted to participate in future Free Dress Day.

### **COLD WEATHER ATTIRE**

- Only school uniform jackets, sweatshirts, and sweaters may be worn during school hours.
- Girls may wear white, black, maroon, or gray tights.
- School approved sweatpants are permitted on PE days.
- Only maroon/gray sweat pants may be worn under skorts, skirts, and jumpers on very cold days.

### **BACKPACK & LOCKER POLICIES**

#### **BACKPACKS**

Students are to use a backpack to carry their books to and from school. Students are not permitted to carry their backpack from class to class. Students in grades K-4 will be provided with personal storage in their classroom. Students in grades 5-8 will be provided with a locker and with classroom storage. Students may use rolling backpacks provided they fit into the lockers and/or cubbies.

#### **LOCKERS**

Students in grades 5-8 will be assigned a locker where books and personal belongings may be stored. Students are permitted to go to their lockers at designated times. Students should abide by the following guidelines:

- Students may keep belongings only in the locker assigned to him/her.
- Lockers should be locked at all times with a combination lock. Only combination locks are permitted.
- Students must provide his/her own lock. Students are responsible for replacing any lost or missing locks.
- It is the student's responsibility to ensure his/her locker is locked at all times. The school is not responsible for any lost or missing items from the locker.
- The Principal or his/her designee reserves the right to inspect student lockers at their discretion. This inspection may result in the damage of a lock. The student is responsible for the replacement of the lock.

#### **PERSONAL PROPERTY NOT PERMITTED**

- Personal electronic equipment of any kind, such as Ipods and handheld games, are not permitted in school without permission of the Principal and his/her designee. This includes items that are on premises but turned off. These items may be confiscated by the teacher and retrieved by the parent in the Administrative Office.
- St. Andrew Catholic School is not responsible for any lost or personal items on the school campus.

#### **HARASSMENT AND DISCRIMINATION**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or

discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Pastor. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **DRUG AND ALCOHOL POLICY**

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

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

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

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

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

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

### **ANTI BULLYING POLICY**

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

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

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

## II. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

## III. Reporting Complaints

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

## IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

## **WEAPONS POLICY**

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

## **THREATS OF VIOLENCE**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **PUBLIC DISPLAY OF AFFECTION**

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

### **DISCIPLINARY PROCEDURES**

#### **STUDENT CONDUCT**

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic Faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to enforce disciplinary action against any behavior that violates this policy, even if not specifically stated in this handbook.

Appropriate consequences are enforced when any rule or policy is not followed. The Pastor and/or Principal are the final recourse in all disciplinary matters. Normal course of action for dealing with improper behavior are:

- Verbal correction and warning from a teacher
- Loss of student privileges.
- Parent notification
- Detention
- Three detentions may result in a Student Intervention Report.
- Three Student Intervention Reports may result in a parent conference with the Principal and his/her designee.
- Internal or external suspension
- Continued violations may result in a disciplinary report.

#### **CODE OF CONDUCT BOARD**

The Code of Conduct Board convenes at the request of the Principal and his/her designee to deliberate serious infractions and suggest disciplinary action/corrective intervention. The Code of Conduct Board is comprised of faculty members and four eighth grade students. The Guidance Counselor is a non-voting member of the Board. The students are chosen by the Middle School Faculty and trained by the Guidance Counselor. Three of the students sit on the board and the fourth student, the President of Student council, serves as an advocate for the student being reviewed. Final disciplinary actions are at the discretion of Principal.

#### **STUDENT INTERVENTION REPORTS**

- Student Intervention Reports are signed by the parents and returned to the school administration the next school day.
- Depending on the severity and degree of the infraction, one or more of the following disciplinary actions may be assigned:
  - Detention
  - Parent Conference

- Referral to Guidance
- Suspension
- Disciplinary Report

## **DISCIPLINARY REPORTS**

- Disciplinary Reports are signed by parents and returned to school administration the next school day.
- A conference will be held with administration, parents/guardians, and student to discuss appropriate consequences and intervention. The ultimate decision regarding consequences and intervention is at the discretion of the Principal and Pastor.
- Three Disciplinary Reports within a period of three successive years may result in expulsion from the school.
- If a student completes one school year without receiving any Student Intervention Reports, one Disciplinary Report from the prior time period will be removed.

## **CONSEQUENCES**

### **DETENTION**

- Detentions are held on school grounds either during lunchtime or after school and supervised by a teacher.
- Students serving a detention may not be permitted to participate in after school activities that day.
- Parents are responsible to arrange pick-up of students serving detention by 3:30 p.m. or the student will be brought to after care and be assessed a fee.
- If a student does not serve an assigned detention, he/she will be issued two detentions (the original plus one additional).

### **SATURDAY DETENTION**

- At the discretion of the principal and his/her designee, a student may be assigned a Saturday detention. There will be a \$25 fee for Saturday detention.

### **IN SCHOOL SUSPENSION**

- Students who receive an In School Suspension will attend school, but will be assigned to a teacher and not remain with their class for the day.
- The student is responsible for and must complete all work assigned by their classroom teacher.
- The student will be marked absent from class but listed as ISS (In School Suspension) on school attendance records.
- The student will not be permitted to attend extra curricular activities during the next five class days.
- The student will receive a “1” in Personal & Social Growth in the subject(s) where applicable. If the infraction occurred in any location on campus other than the classroom, it will be assigned in Religion.

### **OUT OF SCHOOL SUSPENSION**

- Students who are assigned an out of school suspension are not permitted on the school campus for any reason on the date of the suspension.
- Students who receive an out of school suspension is responsible for and must complete all work assigned by their teacher.

- The student will be marked absent for the date of the suspension.
- The student will not be permitted to attend extra curricular activities during the next five class days.
- The student will receive a “1” in Personal & Social Growth in the subject(s) where applicable. If the infraction occurred in any location on campus other than the classroom, it will be assigned in Religion.

## **EXPULSION**

The following infractions, whether committed before, during or after school hours, committed on school campus, committed at a school sponsored activity, and/or while wearing a school uniform, may result in immediate expulsion at the discretion of the Principal and Pastor. A student who is expelled from one Catholic school in the Archdiocese may not be accepted by another Catholic school within the Archdiocese, unless the principal of the first school supports the application of the student and reveals all pertinent information regarding the infraction.

- Possession or use of illegal drugs
- Consumption of alcoholic beverages or giving alcohol to other students.
- Illegal activities.
- Amoral behavior.
- Endangering the lives of others.
- Any association with gang activities or relating to gangs.
- Any weapon brought on the school grounds or to a school sponsored activity.
- Internet misuse as described in the Acceptable Use for Technology policy.
- 3 disciplinary reports in 3 years.

## **SCHOOL FACILITIES**

### **COMPUTER USE**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school’s operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

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

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

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

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

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

## **GUIDANCE**

St. Andrew Catholic School provides guidance services in order to better serve the student body and their families.

- Students may be referred to Guidance Counselor by the faculty or administration.
- Students may seek counseling without prior notification to parents.

## **LIBRARY/MEDIA CENTER**

St. Andrew Catholic School Library/Media Center serves the total school community: students, parents, faculty, staff, and administration. Students are permitted to borrow books. Lost and damaged books must be paid for or trimester Report Card may be withheld until all fines or fees are paid. Book fines may be levied for overdue books.

## **CLINIC SERVICES**

- If a student is exhibiting signs of a fever, cough, stomach ailments, or any other illness that may be communicable, please refrain from sending the student to school.
- Any student who becomes ill or is injured during school hours should report to the teacher.
- Upon teacher assessment, a student will be issued a clinic pass and report to the office to assess the situation and determine course of action.
- The clinic personnel or school representative will determine if the student should return to class, remain in the clinic, return home, or be transported to the hospital.
- Attempts will be made to contact the parents/guardians by utilizing the student information provided on the Emergency Contact Form.
- In the event the parent cannot be reached, additional persons listed on the Emergency Contact Form will be contacted.

## **ELEVATOR USAGE**

- If it is medically necessary for a student to use the elevator, a note from a physician must be provided to the office and an elevator pass will be issued.
- Specific elevator guidelines will be explained to the student.
- The student is required to have the elevator pass with him/her at all times.

## **SCHOOL LUNCH PROGRAM**

Students eat lunch in the School Cafeteria/Parish Social hall. Students are escorted across the St. Andrew Catholic School parking lot by their teachers at the designated lunch period.

- Students may bring their lunch from home or buy it in the school cafeteria.
- Lunches may not be dropped off at the school after 8:30 a.m.
- No fast food is to be brought to the school or cafeteria.
- Lunches should be ordered weekly or monthly by filling out a lunch order form.
- Full payment (by check or cash) for lunch orders must be submitted with a completed order form no later than the Wednesday the previous week.
- If a lunch order form has not been submitted for a student, he/she may still purchase a 'same day' lunch for \$4.00. Payment should be sent in a sealed envelope labeled with the student's name and lunch selection and submitted to the homeroom teacher to be placed in the cafeteria envelope.

- Students arriving after 8:30 a.m. who need to purchase a lunch will be charged a ‘same day’ lunch fee (\$4.00).
- Students may not “skip” lunch if he/she forgot a lunch. Students in this situation will be provided with a lunch and charged ‘same day’ lunch fee (\$4.00).
- Snack tokens may be purchased on the weekly order form. Snack tokens may not be charged.

### **LUNCH CREDITS**

- If a student is absent or needs to leave school before lunch and a lunch has already been ordered for that day, the parent/guardian/student must inform the front desk by 7:50 a.m. the same day to cancel the student’s lunch. If this procedure is followed, a lunch credit will be issued. If this procedure is not followed, a lunch credit will not be issued.
- Credits will be issued in the form of tokens and may be used as payment for one lunch.

### **CAFETERIA VOLUNTEERS AND VISITORS**

- All families are required to serve 9 hours of service hours during lunch/recess (see PARENT INFORMATION for additional details)
- All cafeteria volunteers and visitors must sign in with the school receptionist and affix a badge before coming to the cafeteria.
- Parents/guardians are not to drop off lunches/money/tokens/items to their children during lunch.

### **BIRTHDAYS**

- Parents may bring in store bought baked goods for their child’s birthday. Arrangements should be made with the homeroom teacher and cafeteria staff prior to the event.
- Parents may purchase the school’s ice cream for a birthday occasion for the class. A weeks notice would be appreciated to ensure quantities are available.

### **RAINY DAY AND BROWN BAG LUNCH**

- On rainy days students will be served lunch in their classrooms.
- Several times throughout the year necessities arise in which the lunch room is not available. These days are designated, in advance, as brown bag lunch days. Students should bring in a lunch from home to eat in his/her classroom. If a student does not bring a lunch, a “Chef’s Choice” brown bag lunch will be provided for a charge of \$4.00
- Parents already assigned to volunteer for lunch, will be assigned to a classroom.

### **EXCEPTIONAL STUDENT EDUCATION (ESE)**

Academic enrichment and developmentally appropriate interventions to meet specific learning needs is available through the ESE Program. This program encompasses the student with special needs including students with learning difficulties/challenges and students who need enrichment.

### **SPEECH AND LANGUAGE SERVICES**

Speech and language services are available at St. Andrew Catholic School for students who demonstrate speech and language delays or disorders.

### **TITLE I/CATAPULT**

Through a federal government program with Broward County schools we are able to offer our students with a supplemental services program. The criterion for eligibility for students is their residential zone and educational status. Please contact the school for additional information.

### **MORNING CARE**

- Parents may drop off students for Early Arrival between 7:00 – 7:30 a.m. at a charge of \$1.00 per day. Students are to be dropped off in the Multipurpose room by the parent/guardian.

### **AFTERCARE PROGRAM**

- An Aftercare Program is available until 6:00 p.m. on most school days.
- Any student still on the grounds after 3:00 p.m. may be taken to the Aftercare Program for a fee.
- Aftercare will begin at 1:00 p.m. on days of early release.
- There will be a charge for students who are not picked up on time on the days that the school does not provide aftercare.

### **SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES**

#### **LITURGY**

All students will attend Mass as a student body weekly and on Holy Days of Obligation, which fall on school days.

The Sacrament of Reconciliation is available several times throughout the school year. Students participate in the Blessing of Throats, Reception of Ashes, and the Stations of the Cross at appropriate times.

#### **FUNDRAISING**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. The PSO board coordinates all official fundraising in cooperation with administration.

#### **FIELD TRIPS**

- Some academic and social enrichment activities may be experienced by students outside of the school building.
- Parent permission slips must be signed and on file with the school on assigned due dates.
- Only the school's field trip form will be accepted. Verbal consent will not be accepted. The form should be completed in its entirety as all information is pertinent.
- If proper consent and/or documentation has not been provided to the school, the student will remain at the school for the duration of the trip with another class.
- Any student demonstrating behavioral concerns may be withdrawn from attending the field trip.
- Students should wear appropriate school uniform on field trip unless otherwise directed by the teacher and/or administration.
- Students and chaperones may be transported by bus for distant events or walk to local events and returned to the school upon completion of the field trip.
- Students and/or siblings who are not members of the class may not attend the field trip.

- Parent chaperones are required to provide completion of appropriate documents as well as have appropriate volunteer documents such as Virtus certification and fingerprints and background check completed through the Archdiocese of Miami.
- Overnight field trips are not permitted.

## **SCHOOL SPONSORED EVENTS**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## **PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS**

The school recognizes the following sports, activities, and clubs (others may be added that are approved by administration):

School Clubs: Drama Club, Girl Scouts, Choir, Hand Bell Choir, Student Council, National Junior Honor Society (Protokletos Chapter), High School Placement Test Prep Class, Yearbook Club, and Homework Club.

Major School Activities: Fine Arts Night, Field Day, Christmas Concert, Kindergarten & 8<sup>th</sup> Grade Buddies, Grandparents Day, Commitment Breakfast, Torch and Medallion Ceremony, Pre-Kindergarten Graduation, Kindergarten Graduation, and 8<sup>th</sup> Grade Graduation.

Dances: Harvest Dance, Valentine Dance, and the 7<sup>th</sup> and 8<sup>th</sup> Grade Graduation Dance

## **ATHLETIC PROGRAM**

St. Andrew Catholic School offers a large sports program for both boys and girls including baseball, basketball, cheerleading, soccer, softball, track, and volleyball.

- Students desiring to participate in athletic activities are to maintain an overall “C” average in all major subjects and an “S” average in conduct in all subjects on a trimester basis.
- If a student has a “D” in any two subjects or an “F” in any one subject or has an “1” in Personal and Social Growth” he/she may not be eligible to tryout or play on a school team. Third semester grades from the prior school year may be considered for beginning of the year teams. If a student receives trimester grades midseason that would deem the student illegible, the student will be benched for the remainder of that season.
- Parents/guardians should complete the Pre-participation Physical Evaluation Form, the Athletic Consent and Release from Liability Certificate, and other required documents and submit them to the office within the specified time. Students will not be permitted to try out or participate without the proper documentation.
- An activity fee will be collected for the particular sport. Returned fee policy will be enforced for any returned checks.

- Uniforms are the property of the school and are loaned to players. All uniforms need to be returned one week after the last game or tournament, unless otherwise specified, or a fee may be assessed.
- Participation in athletic events may be denied to students who demonstrate behavioral infractions during school hours, receive a detention, and or suspension.
- All students attending an athletic practice or event should be picked up promptly or may be sent to the Aftercare Program and incur a fee.

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

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

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

## **ADDITIONAL POLICIES**

### **STUDENT RECORDS**

#### **EMERGENCY PROCEDURES**

At the start of the school year, students are issued an emergency form that is to be completed by the parents/guardians. The information will be kept in the school clinic to be accessed in the event of an emergency. It is the parents'/guardians' responsibility to keep the school informed of any changes and update the information as needed to include:

- All known allergies
- Medications being taken by the student
- Student's change of address or telephone number
- Change of parents'/guardians' work or cellular number
- Change of authorized persons who may or may not be able to pick up the student

#### **EMERGENCY PHONE TREE**

In order to expedite the dissemination of information during emergency situations in a timely, efficient manner, St. Andrew Catholic School provides a structured means of reaching the school community by telephone (phone tree). The phone tree is activated by the Pastor, School Principal, Assistant Principal, or parish administrator. All school families, who have maintained current contact information, are included in the telephone tree, which is organized by grade level. The phone tree will only be activated in emergency situations. However, several impromptu emergency drills may be conducted throughout the school year.

## **SEVERE WEATHER**

- St. Andrew School will observe the same regulations as the Archdiocese of Miami regarding weather conditions (tropical storm, hurricane, tornado, and flood warnings/watches).
- If there is not an announcement from the Archdiocese of Miami, then follow the Broward County Public Schools alerts.
- Parents should follow radio and television announcements.

## **NON-MEDICAL EMERGENCIES**

In the event of severe weather or other emergency conditions, the school will implement an appropriate response to the situation. If such an emergency arises during the school hours, parents should come to the school and pick up their children.

## **IMMUNIZATION RECORDS**

Each child shall have on file a health record card. This card is to be treated with professional care. On the card shall be noted all poliomyelitis, diphtheria, tetanus, pertussis, measles, mumps, and rubella immunizations, hepatitis B series, as well as other pertinent information. State law requires these immunizations for each student unless such immunization is contrary to his or her beliefs or medical condition. These records are sent to receiving schools when students transfer or graduate.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

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

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

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

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

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

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

## **FINANCIAL POLICIES**

### **TUITION & FEES**

All tuition and fees are listed on the Enrollment Contract.

### **WITHDRAWALS**

If a student is being withdrawn from the school, the registrar must be notified in writing. In order to have student records released to another school, the parent or guardian must complete the "Request for Records/Withdrawal Form", which may be obtained from the registrar's office. All books and materials belonging to the school need to be returned and all financial obligations must be fulfilled. Records will not be forwarded until these requirements have been fulfilled. Registration fees may not be refunded once a student is registered for the following school year. Once the registration fee and enrollment contract are signed the obligation to pay all fees and tuition for the full academic year is unconditional and binding, even if the child is withdrawn at any time after registration, or dismissed for disciplinary reasons from school at anytime during the school year.

### **RETURNED CHECKS**

Any returned checks may be assessed an additional \$25 fee. Reimbursement for returned checks should be paid by cash or money order for the amount of the returned check, plus the additional \$25 fee. After receiving 3 returned checks during the school year, all payments may be required to be paid in cash or by money order. Users of the Smart Tuition payment plan may be charged fees according to their guidelines.

### **FINANCIAL OBLIGATIONS**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students

from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### **CHILD PROTECTIVE INVESTIGATIONS**

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

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **CUSTODIAL RIGHTS**

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, tardiness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and records and information pertaining to a minor child, including, but not limited to, school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

### **USE OF PHOTOS**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY**

**RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **ETHICS IN EDUCATION POLICY**

Every school that accepts scholarship students under the John McKay Scholarship for Students with Disabilities (Fla. Stat. 1002.39) or Corporate Income Tax Credit Scholarship program (Fla. Stat. 220.187) must comply with the terms of Florida's Ethics in Education Act. Among other requirements, every regulated school will adopt a Code of Ethics for Instructional Personnel and School Administrators and will ensure that all instructional personnel and school administrators receive training on the Code and its reporting requirements. In addition, every regulated school will promptly post its Code of Ethics on its campus and on its website.

### **NEW STUDENT POLICY**

All new students will be admitted subject to a ninety day probationary period.

## **PARENT INFORMATION**

### **COMMUNICATION TO PARENTS**

1. All students are to have a gray communication folder. Information (forms, notices, etc) will be sent home with the students via the gray communication folder. All information for parents is available on the InformationNOW Parent Portal. Paper copies will be made available to parents without internet access by calling the school office.
2. The school website address is [www.standrewparish.org](http://www.standrewparish.org). The website contains valuable information including:
  - School calendar
  - Lunch menu
  - School events and fundraisers
  - Teacher e-mail addresses
3. The School Reach is a telephone/text/email communication tool used to keep parents updated and informed.
4. Various classroom activities and events will be communicated via e-mail through the Homeroom Parents. All parents should provide their homeroom parent with their e-mail information in order to receive current information.

### **PARENTAL COMMUNICATON WITH THE SCHOOL**

Parents/guardians who have concerns with a teacher should first attempt to address their concern with the teacher by setting up a designated conference. If the concerns are not able to be resolved, the Assistant Principal should be contacted first. If not resolved with the Assistant Principal, the Principal, and finally the Pastor should be contacted. Only in the event that a resolution cannot be developed, should the Department of Schools be contacted.

### **PARENT AND SCHOOL ORGANIZATION (PSO)**

The Parent and School Organization (PSO) is the parent organization of the school, which supports administration and teachers. All parents of St. Andrew Catholic School are expected to be active members, attend PSO meetings, and take part in school affairs. The aim of the organization is to cooperate with teachers and administration so that the spiritual growth and academic excellence of the student body may be preserved and fostered. The PSO organizes fundraising efforts to help meet the needs of the school and helps coordinate social functions throughout the school year. Scheduled meetings are held throughout the year and posted on the school calendar.

### **SCHOOL FUNDRAISERS**

School fundraisers are coordinated through the PSO with the approval of administration. All families are expected to participate and support school fundraising efforts.

### **SCHOOL ADVISORY COUNCIL**

The purpose of the School Advisory Council is to advise and support the Pastor and Principal concerning school policies. The St. Andrew Catholic School Advisory council consists of the Pastor, Principal, and a maximum of 13 appointed members. The Pastor, in consultation with the Principal, appoints the members. The President of the PSO is an ex-officio member.

### **SCHOOL FAMILIES FOR CHRIST MINISTRY**

Parent Faith Formation Meetings are held weekly and are open to all school parents. The meetings provide a forum for parents to continuously grow in their knowledge of the Catholic faith, to assist in the religious formation of their families at home, and to participate in creating ways to instill our Catholic values within the school environment. School administration and/or clergy proctor these meetings.

### **PARISH MIDDLE SCHOOL YOUTH GROUP (THE EDGE)**

Students in Grades 6-8 are encouraged to participate in the Parish Middle School Youth Group meetings as well as the annual weekend retreat. Parents may volunteer within the Youth Ministry to earn service hours.

### **PASTORAL AND STEWARDSHIP REQUIREMENTS/FAMILY MASS ATTENDANCE**

- Parents and children are expected to attend Mass on weekends and Holy Days of Obligation throughout the year.
- Student Mass attendance is monitored by use of student envelopes and by homeroom teachers. Students must submit an envelope in the collection basket to be marked as attending mass. Students who do not attend Mass on a regular basis may not be eligible for stewardship awards.
- Parents must submit an envelope to be marked as attending mass.
- See contract for additional information regarding financial requirements and commitments.

### **SACRAMENTAL MEETINGS**

When special meetings are scheduled for First Holy Communion, Reconciliation, and Confirmation, all parents/guardians concerned are expected to attend or discuss reason for absence with the teacher.

### **FAMILY SERVICE HOURS**

St. Andrew Parish is a Stewardship Parish and relies heavily on the donation of time and talent from its parishioners to fulfill many of the needs of the parish and of those outside of the parish in need. Therefore, it is mandatory that each family contributes a minimum of 25 hours in any of the many areas of the school and parish.

- Nine (9) of the required service hours must be fulfilled in the school cafeteria. The school is unable to run a cafeteria of its magnitude without the assistance of volunteers. Parents are to sign up for specific dates with the cafeteria coordinator.
- Services hours may be fulfilled in any of the many Faith Life stewardship ministries within the parish. The Parish Stewardship Office validates hours served within the parish ministries.
- A Parent Service Hour Volunteer form must be submitted to the Registrar's Office each year. The form is to be submitted once the family has fulfilled the 25-hour requirement, including nine cafeteria hours. The form is due on or before May, 15<sup>th</sup>.
- A donation to the school or classroom to assist with any of the activities in the amount of \$20 constitutes as one service hour. Please staple receipts to the Parent Service Hour Volunteer form with an explanation of the purchase.
- Families will be assessed \$20.00 for each service hour not completed.
- Failure of any family to complete the fingerprinting process or VIRTUS will not dismiss obligation to complete cafeteria or service volunteer hours.

#### **REQUIREMENTS FOR PARENT VOLUNTEERS VIRTUS & FINGERPRINTING**

In order to protect the safety of our children, the following requirements must be met by all St. Andrew Catholic School staff, service providers, and volunteers:

- A Volunteer Application form must be on file in the school office.
- Digital fingerprinting with the Archdiocese of Miami must be completed every five (5) years. See the St. Andrew Catholic School Registrar for options on how to complete the fingerprinting process.
- Complete a VIRTUS training workshop and submit a copy of the certificate to the administration. Training dates are available on-line at [www.virtus.org](http://www.virtus.org).
- Prior to volunteering, verification that fingerprinting and VIRTUS are completed is to be completed or the volunteer opportunity will be denied. (See Appendix A)

#### **PARENT ATTIRE**

Parents should dress in an appropriate manner when on school campus or attending school sponsored activities. Overly casual clothing or revealing clothing is inappropriate.

#### **CELL PHONES**

Parents should not be using cellular phones when in the school building. When driving in the school parking lot, use of cellular phones is highly discouraged for the safety of the students.

**SAINT ANDREW CATHOLIC SCHOOL**  
**Parent-Student Handbook Acknowledgement Form**

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

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

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

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

**Appendix A**  
**VOLUNTEER REQUIREMENTS**

**Policy: Virtus Training and Fingerprinting for Volunteers**

**Procedures:**

**Virtus Training:**

Once a family has been accepted into St. Andrew Catholic School, the parent/volunteer must attend a Virtus (Protecting God's Children) training session which is held by the Archdiocese. The school gives the parent/volunteer a list of locations where they can attend the session. No parent/volunteer is permitted to volunteer at ANY campus school activity, function, fundraiser or class party, etc, until the training has commenced. Once the parent/volunteer has completed the training session, they must register online at [virtus.org](http://virtus.org) website to receive the monthly updates and training. The parent/volunteer must also bring a copy of their Virtus training certificate to the school to keep on file. It is the parent/volunteer responsibility to maintain their monthly updates. The school will be responsible for making sure all parents/volunteers are up to date with the online training once a parent/volunteer registers online.

**Fingerprinting:**

Once a family has been accepted into St. Andrew Catholic School, the parent/volunteer must go to an Archdiocese approved location to get their fingerprints submitted. The school gives the parent/volunteer a list of locations where they can receive free fingerprinting provided by the Archdiocese. No parent/volunteer is permitted to volunteer at ANY campus school activity, function, fundraiser or class party, etc, until the fingerprinting has been completed and cleared. The Archdiocese will inform St. Andrew Catholic School once the parent/volunteer fingerprints are cleared. If a parent/volunteer fingerprints are not approved, they must meet with Pastor and he will make the decision if a parent/volunteer is permitted to volunteer. All fingerprints are valid for five (5) years. The school will advise the parent/volunteer at least two (2) months prior to their five (5) year expiration date.

Once a parent/volunteer has completed both the Virtus Training (Protecting God's Children) and the Fingerprinting process, the school will maintain a log and record book in the main office. The Virtus and Fingerprint verification will also be entered into the Information Now database, so that all volunteers will be checked upon entering any area of the school campus where students are located.



(954) 753-1280  
(954) 753-1933

**St. Andrew Catholic School**  
9990 NW 29<sup>th</sup> Street  
*Coral Springs, FL 33065*

e-mail: [principal@sacccs.org](mailto:principal@sacccs.org)

FAX

Fr. George Puthusseril, Pastor

Mrs. Trina Trimm, Principal  
Mrs. Luz Soto, Assistant Principal

**STUDENT VACATION FORM**

Dear Parent or Guardian:

This letter will clarify the policy of this school regarding absence from regular classes for the purpose of a family vacation.

School personnel do not have the legal authority to give students permission to be absent during school hours or for the purpose of taking vacations during the school year. This is a decision that can only be made by the parent/guardian.

It is the policy of this school that students who take vacations during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since part of a student's evaluation includes daily contributions and mini-tests, absence from school has a direct effect upon this learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material. We are concerned that vacations during class time will affect your son's/daughter's progress.

Please complete the information below and sign the form. Your child is to discuss the upcoming absence with each subject teacher and/or homeroom teacher and find out if any steps can be taken to minimize the effect of the absence. After each teacher has initialed this form, please return the form to the school office to be recorded and filed. This form needs to be returned before the student leaves for vacation.

Sincerely,  
Mrs. Trina Trimm  
Principal

**Teachers: Please record your awareness of this absence by initialing the appropriate space.**

Homeroom Teacher for Grades K – 5: \_\_\_\_\_

Grades 5 – 8:

Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_ Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_ Period 7 \_\_\_\_\_

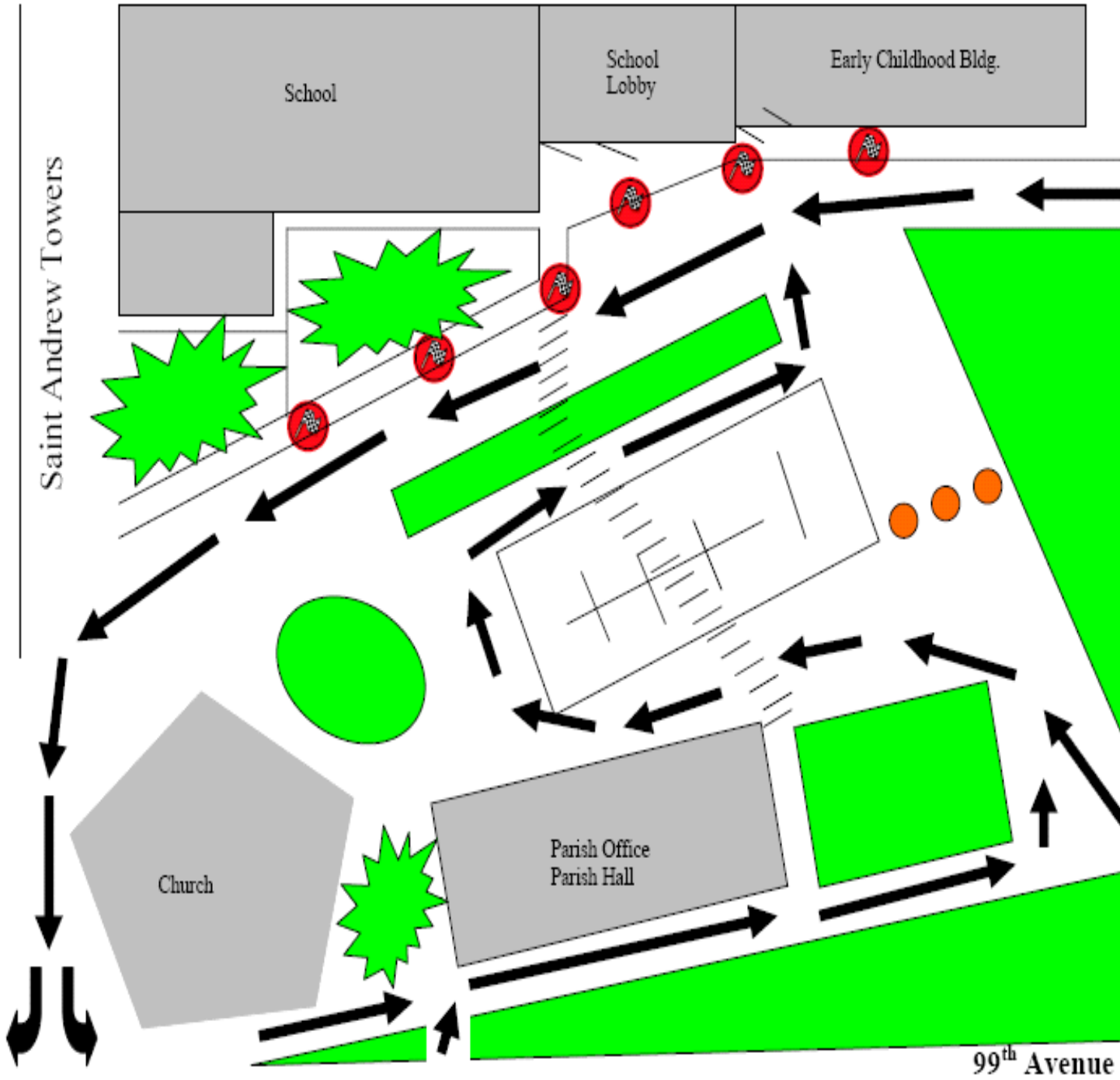
**PARENTAL PERMISSION**

I understand the policy of the school with regard to student attendance and evaluation.

My son/daughter, \_\_\_\_\_, has my permission to be absent from

school for the purpose of a family vacation on the following dates: from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_





(954) 753-1280  
FAX (954) 753-1933

# St. Andrew Catholic School

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

e-mail: [principal@sacces.org](mailto:principal@sacces.org)

Fr. George Puthusseril, Pastor

Mrs. Trina Trimm, Principal  
Mrs. Luz Soto, Assistant Principal

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Dear Parent,

*By signing this form, you are allowing your child to bring his/her cell phone on campus. This should be for an emergency only circumstance. Please write below why your child needs to have his/her cell phone during school hours.*

Date of phone on campus: \_\_\_\_\_

Reason for student having the phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_



Accredited by the Florida Catholic Conference

**NOTE:** Any student on medication **MUST** have this form on file in the school office.  
(This is for Prescription Drugs as well as over-the-counter medications.)

## St. Andrew Catholic School

Authorization for Medication

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School: St. Andrew Catholic School Date: \_\_\_\_\_

\*\*\*\*\*

### Medication Treatment Plan To Be Completed By Physician

Diagnosis: \_\_\_\_\_

Medication, Dosage, Specific Time & Direction for  
Administration: \_\_\_\_\_

**Note:** Medication must be supplied in the original prescription  
container. Ask pharmacist to divide the medication into two  
completely labeled containers, providing one for home and one for  
school.

Side Effects/Special  
Instructions: \_\_\_\_\_

**Note to Physicians:** Please write on the back of this form the plan for a  
student who requires special health procedures during school hours.

\_\_\_\_\_  
Printed Name or Stamp of Physician                      Physician's Signature

\_\_\_\_\_  
Physician's Phone Number                                      Physician's FAX #

\*\*\*\*\*

### Parental Permission To Be Completed By Parent/Guardian

I grant the principal or his/her designee the permission to assist in the  
administration of each prescribed medication/procedure to be provided during  
the school day, including when:

\_\_\_\_\_ is away from school property on official school business.

Name of Student \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_