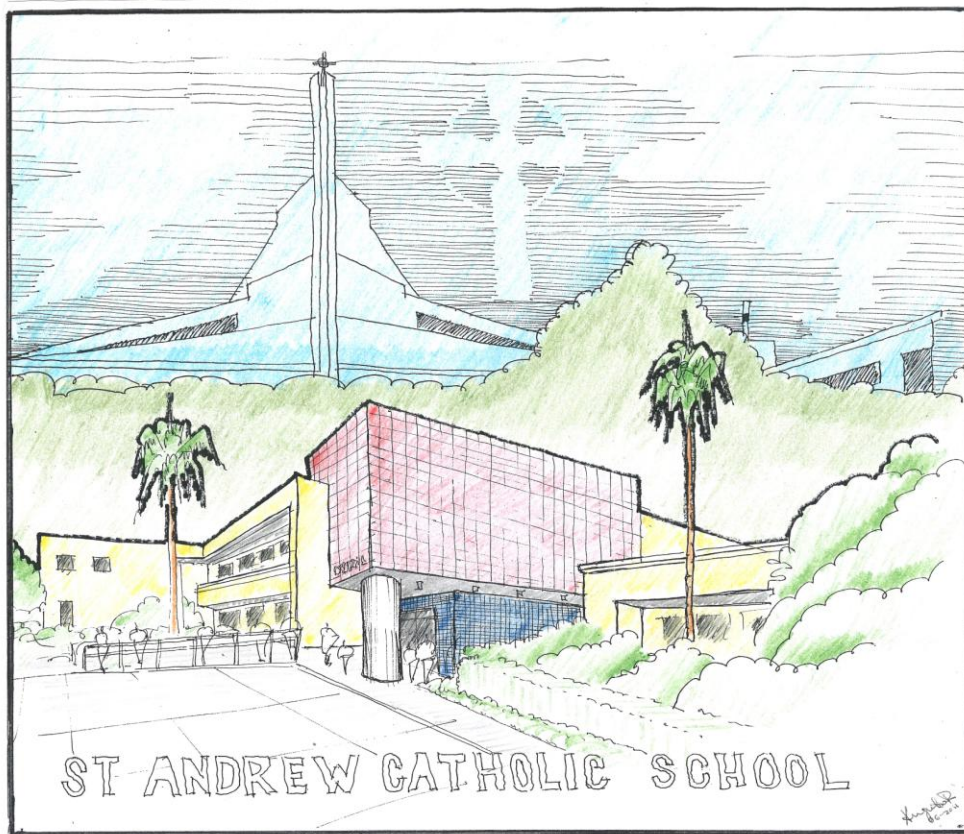


**Saint Andrew Catholic School**

# **2019-2020 Faculty/Staff Handbook**



**Monsignor Michael Souckar, Pastor**  
**Kristen Hughes, Principal**

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**Nothing contained in this handbook or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. The handbook does not create a contractual relationship between the employee and the school except, as required by the Archdiocese of Miami, Department of Schools, as it relates to faculty and administrators.**

**The policies in this handbook do not supersede the policies stated in the Employee Handbook and policy manuals of the Archdiocese of Miami.**

## **HISTORY AND PHILOSOPHY OF THE SCHOOL** **AS A MISSION OF SAINT ANDREW CATHOLIC PARISH**

Opened in 1976, Saint Andrew Catholic School is an integral part of Saint Andrew Catholic Parish. The parish supports the school and the school relies heavily on the parish for its spiritual and temporal well-being.

Liturgies are planned for students and their families as well as for those seeking a quiet or more traditional worship experience. Over 5,000 people attend weekend masses at Saint Andrew Catholic Church.

**SAINT ANDREW CATHOLIC PARISH IS AN ACTIVE STEWARDSHIP PARISH.** This means that we constantly strive to remember that all the gifts which we, as parishioners, have been given, are indeed gifts from God and as good stewards, we return those gifts to God through our giving back in ministry work with our time and talent. We also include the giving of our treasures in this stewardship commitment, and parishioners are encouraged to tithe so that we can take care of the needs of our own parish and serve others outside of our parish, as well. We have a large, active Outreach Ministry at Saint Andrew Catholic Parish.

### **PARISH MISSION STATEMENT**

Saint Andrew Catholic community draws its identity and strength from the Eucharist as it grows in the faith through sacred worship, living the joy of the Gospel, and lifelong catechesis. The parish family, guided by the Holy Spirit and within the communion of the Catholic Church, serves as the light of Christ by practicing compassion, serving the poor and needy, and continuing the tradition of Catholic education in its parochial school. Saint Andrew Parish shares God's love and mercy across intergenerational and multicultural lines, celebrates the diversity and gifts of its members, and always seeks first the Kingdom of God.

### **SCHOOL MISSION STATEMENT**

*“Saint Andrew Catholic School, as part of the parish community, prepares students in a spiritual, academic, and nurturing environment to become productive leaders rooted in the Catholic virtues of faith, hope, and love.”*

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

### **SCHOOL VISION STATEMENT**

The vision of **Saint Andrew Catholic School** is to be the cornerstone in the development of the whole student who has been created in the image of God. Students deepen their relationship with Jesus Christ by living the Gospel and participating in the sacramental life of the Catholic Church and so become the next generation of Catholic leaders.

### **STATEMENT OF BELIEFS**

We believe:

- We believe that each student should be recognized and valued as a unique child of God in his/her spiritual, academic, emotional, and social development

- We believe that a healthy, safe, and comfortable learning environment promotes success and is the responsibility of the parish and school communities
- We believe that student learning is a priority aided by an improving and evolving curriculum, based on core Catholic values..
- We believe that 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.
- We believe that mutual respect among and between students, pastor and clergy, principal and administration, faculty and staff, parents, and members of the parish is a shared responsibility for the success of the Saint Andrew community.
- We believe that increasing students’ awareness of cultural diversity will encourage them to become socially responsible and active citizens.
- We believe that Catholic education serves to instill in students an understanding that living a moral life is a pathway to eternal life.

## **ROMAN CATHOLIC THEOLOGY**

Failure to publicly uphold the official teachings, doctrines or laws of the Roman Catholic Church can be grounds for immediate dismissal. Faculty and staff are to hold themselves to the standards of conduct compatible with the teachings of the Roman Catholic Church, and to the policies and procedures of the school and the Archdiocese of Miami. Faculty and staff members further agree to perform these duties to the best of their ability and to support and exemplify in conduct and instruction both Catholic doctrine and morality; to refrain from any action which would reflect discredit to the Roman Catholic Church or be detrimental to its religious doctrine and tenets; and be guided by principles of sound, law-abiding and loyal American citizenship.

## **CODE OF ETHICS FOR CATHOLIC EDUCATORS NATIONAL CATHOLIC EDUCATION ASSOCIATION (NCEA)**

The professional conduct of every educator affects attitudes about the teaching profession and Catholic education. Aware of the importance of maintaining the confidence of students, parents, colleagues, and Church community, Catholic educators strive to sustain the highest degree of ethical conduct.

### *Commitment to Students:*

The Catholic educator makes the well-being of students the foundation of all decisions and actions. Therefore, the Catholic educator:

- Provides educational assistance with respect and reverence for each student.
- Preserves the student’s right to privacy by judiciously protecting information that is confidential.
- Protects students when their well-being is threatened by unsafe, incompetent, unethical or illegal actions of any person – student or adult.

*Commitment to the Ministry of Teaching:*

The Catholic educator performs teaching responsibilities with diligence and integrity. Therefore, the Catholic educator:

- Enhances self-competence by continuing education to increase knowledge and skills.
- Fosters a philosophy of education which encourages lifelong learning.
- Promotes professionalism by respecting and preserving the privacy and dignity of colleagues.
- Upholds the authority of the parish when communicating with parents, students, and the community.

*Commitment to the Community:*

The Catholic educator believes the Catholic community is both an agent of appropriate change and a preserver of basic tradition. Therefore, the Catholic educator:

- Regards the learning community as an integral part of the parish and vital force for preparing future Church and civic leaders.
- Develops peacemaking strategies that reflect Christian problem-solving techniques.
- Designs and develops age-appropriate activities that foster leadership with the school community.
- Challenges students to respond to the needs of the time and live out their Christian virtues.

## **ACADEMIC POLICIES**

### **Grading (ADOM)**

Grades should be issued for academic work only. Attendance, behavior, and effort are not to be included in the academic grade.

1. Parents and students should have the grading policy in writing.
2. Grades must be posted according to school policy.
3. Grades may not be used to punish a student.
4. Do not have students call out grades. Collect the papers to record the grades or have students approach teacher's desk privately.
5. Before permitting peer review seriously consider whether it is appropriate for students to grade each other's work.
6. If the reason for allowing peer review is that the teacher doesn't have time to grade the papers, the teacher should reconsider the assignment.

### **Grading Policy and Honor Roll**

The Archdiocese of Miami outlines a policy for grading students on Progress Reports and for compiling a school's Honor roll. This policy is to be followed at each grade level.

### **GRADING POLICY**

Saint Andrew Catholic School as directed by the Archdiocese of Miami follows specific grading scales and polices for all grades. Students receive grades for all major and minor subjects including enrichment classes. Personal growth, effort, and so on are part of Active Learner Traits that are also assessed during the school year.

Students are encouraged to work diligently and exert their best effort in all school work and assignments. Teachers employ a variety of educational activities and regularly evaluate, monitor and assess student performance.

Specific grading policies and requirements that are developmentally appropriate have been devised and established for various grades groups. The primary, intermediate, and middle school grades all have specific grading policies that are further described and outlined in written communications and listed on report cards.

The following criteria for elementary and middle school (Grades 4-8) honor roll:

### **PRINCIPAL'S LIST**

- All A's (93-100) in 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.
- No minuses in the active learner traits

### **FIRST HONORS**

- All A's (90 and above) in 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 "S's" in active learner traits

### **SECOND HONORS**

- All B's (or above) in all subject areas.
- No more than 2 minuses in active learner traits

### **Classwork/Homework**

Homework is an essential part of a good school program. It is assigned at the discretion of the teacher who can determine the needs of the class. Homework is reinforcement of concepts that have been newly learned or previously taught. All teachers, particularly in departmentalized grades, should arrange a homework schedule so that students are not burdened with homework. All teachers must supply parents with written guidelines for homework at the start of the school year.

Students are required to use an assignment book (planner) or agenda. Assignment books are provided for specific grades.

Homework should be for reinforcement; Teachers should not use homework as a disciplinary tool. Homework is intended to reinforce material taught in the classroom or as an assignment for classes to follow.

All students are required to record their daily homework assignments in their agenda or planner.

### **Recording of Grades and Minimum Grades Requirement**

All grades must be recorded and kept in the information management system. Grades may also be recorded in teachers handwritten grade book as a backup. If daily grades are recorded electronically, and not written in a gradebook, a print out of the quarterly grades must be made at the end of each marking period and kept in a gradebook binder. This binder will be submitted at the end of the year as well as the handwritten gradebook.

In all major subjects, each student should receive grades that reflect teaching using varied assessment techniques. Varied assessments should include: projects, book reports, essays, oral reports, class work, group projects, homework, tests, quizzes, labs, group assignments, etc.



Rubric based assessment is encouraged. Cross curricular projects are a part of student assignments and assessment.

### **Retention**

The criteria for retaining students in the same grade level are outlined in the Parent-Student Handbook. Teachers are to be aware of the criteria so that they may discuss the student's progress more fully with parents. After the first quarter Report Card, teachers are to contact the parents of students who are struggling or are in danger of failing a subject or grade level for the year. After each subsequent Progress Report and /or Report Card teachers must continue to identify students in danger of failing (a subject or grade level) for the entire year and contact the parents of those identified students. Teachers must conference with parents if a student is in danger of retention followed with written notices from teachers and school administration.

## **ADMINISTRATIVE POLICIES**

### **Camps and Private Lessons (ADOM)**

All day or overnight camps and private lessons on or off campus must be authorized by the principal.

Schools may not provide tutoring for the high school entrance examination as the test should reflect the child's true ability.

### **Complaints and Grievances**

In the event that a staff member has a disagreement about school policy, a concern about a particular situation or an objection to the way the staff or principal is conducting school business, that individual may wish to bring the subject up for discussion at a private conference or at a faculty meeting. It is never appropriate for an employee to discuss another employee with parents, students or outside parties. The chain of communication is: individual staff member, then principal, then pastor, then the school's coordinator at the Archdiocesan Office of Catholic Schools.

In the event that school policies need to be changed or supplemented, the principal will seek the ideas and advice of faculty and staff members. Changes will be given to faculty and staff members in writing in the form of handbook revisions.

### **Confidentiality**

Saint Andrew Catholic School abides by the rules set forth in the Family Educational Rights and Privacy Act (FERPA). No school employee shall reveal personal information concerning any student without proper approval from administration. Teachers must use good judgment when discussing school business, students or parents.

### **Cumulative Records**

Full and accurate records of each pupil's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records. The official form for these records is designed by the Office of Catholic Schools. After five years, schools records may be stored electronically.

Teachers are expected to keep cumulative folders up-to-date and be familiar with the contents of the folder (especially if behavioral or learning difficulties are involved). Instructional personnel

need to review these files as soon as possible to avoid problems and become familiar with the needs of the child.

Cumulative folders are kept in the administrative office and are always available to teachers. It is a parent/guardian's right to review their child's cumulative folder, however they must fill out the appropriate form. In the event that a teacher needs to review a folder, it must be signed out through the secretary. These folders may not leave the administrative office building.

**Cumulative files should include:**

1. Permanent Record
2. Initial registration information form
3. Student conduct and discipline forms
4. Exceptional Student Education Folders with I.E.P. or Private School Education Plan.
5. Testing results
6. Duplicate Report Cards (in descending order) and Interim Reports (in descending order)
7. Cumulative School Health Records
8. Parent – teacher conference notes
9. Any other pertinent information (birth/baptismal certificates)
10. Absence notes kept on file for 5 years

**Custody Issues (ADOM)**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

**Drugs, Alcohol, Smoking**

The use or possession of illegal drugs or paraphernalia, the consumption of alcohol during school hours or at school functions where students are present, or intoxication caused by drugs or alcohol while at school by any faculty/staff member is prohibited.

Saint Andrew Catholic School maintains a smoke-free environment, as required by federal regulations. Staff members and all visitors are asked to refrain from smoking in any and all of the school's facilities.

**Freedom of Expression (ADOM)**

Religious institutions have the legal right to set certain requirements for the conduct of personnel, especially when that conduct violates a religious belief. Teachers must publicly support the teachings of the Catholic Church. There is no legal requirement that one agree with the beliefs, but courts will generally uphold employment decisions based on an employee's behavior that is inconsistent with the tenets of the sponsoring religion.

**Homeroom Student Files**

Each homeroom teacher is responsible for maintaining a file for each student. The file should include but is not limited to:

- Parent-Teacher Conference Forms
- Parent-Student Correspondence
- Clinic passes
- Samples of student work
- Any other information you find pertinent

This file needs to be accessible to administration whenever needed. The file of work samples and other forms is labeled with the school year and teacher name and filed in the student's cumulative file.

### **Jury Duty**

A teacher will suffer no loss of salary as a result of jury duty. It is recommended that the teacher be paid his/her regular salary and endorse the jury duty check over to the school.

### **Money Collections**

It is not appropriate for staff members to collect money from students for any reason unless it has been approved by the principal. All monies collected for fundraising activities are to be sent to the office daily.

### **Paraprofessionals/ Teacher Assistants**

Teacher assistants (also called paraprofessionals) are available to assist teachers in the classroom and supervise students outside of the classroom (ex: lunch, recess, field trips). This may include working directly with students or performing clerical work for the teacher. This may include; sorting papers, filing, preparing materials for instruction, and making copies.

Paraprofessionals are not to discuss a student's academic or behavioral progress with the parents/guardians. If a paraprofessional has concerns regarding a student, these concerns should be addressed with the student's teacher or the principal. Paraprofessionals should not be asked to copy materials that are covered by copyright laws.

### **Parties**

Classroom parties are permitted during the school year but are limited to two occasions; preferably Christmas and the end of the school year. Teachers will inform parents if there is to be a party and will provide them with the necessary information. Teachers may recognize the birthdays in the lunchroom. Parents may not send in cupcakes, donuts, or cookies to be distributed to the class during lunch. Parties, balloons, flowers, etc. are not appropriate. Parents may send in pencils, stickers, bookmarks, or other small non-food items to be given out at the end of the day. It is the responsibility of the teacher to inform all of the classroom parents about this policy.

## **STUDENT ATTENDANCE**

Please refer to the Parent/Student Handbook for additional details on attendance policies.

- ❖ Keeping an accurate record of student attendance is a legal requirement. An accurate record of attendance must be forwarded each day for input into the attendance system.
- ❖ Each teacher is to conduct a daily roll call. Absences and tardiness are to be posted according to the key on the attendance card and in the computer. Attendance should be completed by 7:55 a.m.
- ❖ A dated written note signed by a parent or guardian explaining the student's absence is required when the student returns to school. The absence notes will be picked up by office

personnel during morning rounds. These absence notes are filed by the office and kept on file for five years.

- ❖ A student who is absent from school more than twenty days in a year (or seven days per trimester) may not be promoted to the next grade or may not receive credit for courses in which this absence has occurred unless the Principal grants an exception and determines a way in which the student may receive additional instruction.
- a) Unexcused absences must be investigated fully. Unexcused absences are absences for which no absent note was received. Truancy should be reported to the appropriate authorities by administration.
- b) Grades may be withheld if a student has been absent for more than fourteen days if the work is not made up.
- c) When a student is absent and the parents have not contacted the school by 10:00 a.m., a designated staff member will contact the family. If the reason for the student's absence can be ascertained, the teacher will be notified.
- d) Students are allowed to make up any work for an excused absence.
- e) Upon request, absent student's work will be sent to the school lobby for parents to pick up.
- f) Emergency Dismissals: Emergency dismissals may be made when serious conditions such as sickness, accidents, and/or disasters exist. The Pastor and/or Principal must grant permission for emergency dismissals. The Archdiocese of Miami Office of Catholic Schools must always be informed of emergency dismissals.
- g) Any student reporting to class after 7:45 a.m. is tardy.
- h) In all cases, students are to be dismissed through the school office. This procedure is imperative for safety and protection of the child and the teacher.

### **School Forms**

All school forms filled out by teachers are to be written neatly in black or blue ink. Some forms are available from the administrative assistant or school secretary and other forms must be requested from the principal. Teachers should use care and caution when completing forms since the forms become part of the schools' permanent records. They should always be factual, reasonable and defensible by the staff. Some forms are more effective when teachers follow them up by contacting parents directly to reinforce the form's message.

Student Attendance: Student attendance is recorded daily and sent to the office and will be written on permanent attendance cards. Records should be neat, accurate and follow the system of attendance notation established at the start of the school year.

Absentee Notes: Every student absence requires a written excuse from parents explaining the absence. Teachers are expected to have a system by which they request and receive absentee notes. No student, once absent, is to be re-admitted to class without a written excuse. All absentee notes should be placed in the student's cumulative file.

Accidents: When a student is involved in an accident, a written report is to be completed and signed by both the principal and the teacher who is at the scene of the incident.

Parents/guardians are to be notified when an accident occurs. When an accident occurs, the principal is to be notified immediately.

### **SCHOOL RECORDS AND OTHER REPORTS**

1. **Cumulative Records:** Full and accurate records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records.

2. **Health 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.
3. **Emergency Information Forms:** The school shall have on file and readily available family emergency information that is current and complete. Emergency cards are distributed to parents in August and returned to the school office via the homeroom teachers.
4. **Transcripts:** When a student transfers to another school, a copy of the student's permanent record card is sent to the new school. Copies may not be given to students or their parents/guardians. A record of the date and reason for transfer must be entered.

## **Confidentiality**

Saint Andrew Catholic School abides by the rules set forth in the Family Educational Rights and Privacy Act (FERPA). No school employee shall reveal personal information concerning any student without proper approval from administration. Teachers must use good judgment when discussing school business, students or parents.

## **Testing Policy**

A comprehensive testing policy is an integral part of an education program. Saint Andrew Catholic School offers academic standardized testing in grades two through eight, a variety of health screening examinations, and supplemental testing for diagnosing learning disabilities and cognitive levels. Teachers should read thoroughly the section in the Parent-Student Handbook concerning testing. All referrals for formal testing of students who are suspected of having special learning needs must be handled through consultation with exceptional student education director, the school counselor and principal.

## **Tutoring:**

### **Conflict of Interest (ADOM)**

No teacher may charge a fee to tutor a student on school property; no teacher may tutor his or her students off campus for a fee.

Counselors employed by the School may not see students in their private practice.

## **Visitors**

All visitors must wear a visitor badge while on campus. Former students and faculty children volunteering for service hours must be pre-approved by administration while on campus, appropriate dress and supervision is required.

## **CLASSROOM MANAGEMENT/SUPERVISION**

### **Assemblies**

Teachers are responsible for supervising their own students at school assemblies and programs. Teachers may not skip assemblies nor may they prohibit students from attending them unless arranged beforehand with the principal. All faculty and staff are expected to attend school wide assemblies.

## **Cafeteria/School Lunch Procedures**

Students should say grace before and after meals. Prepare students for lunch so that you will arrive at the serving line on time. Encourage students to be quiet and maintain good behavior to and from the cafeteria. It is the homeroom teachers' responsibility to teach cafeteria rules to their students. Teachers are expected to walk students in lines to the cafeteria and wait until students are seated. Teachers should meet their students at the designated area when the lunch period is over. Provide a restroom break for the class before lunch.

## **Cafeteria Behavior**

The cooperation of the entire faculty is needed in promoting desirable student behavior at lunchtime. The faculty/staff member(s) on cafeteria duty will monitor the lunch period. No child may be denied either food or drink as a means of discipline. Students are expected to speak in a quiet tone using "inside voices".

## **Class Exchange**

Students *must be supervised* during class exchanges, whether the exchanges are for enrichment classes or between departmentalized grades. Teachers should position themselves outside the classrooms where they will be better able to safeguard all students. All students should be lined up, single file (one line OR one boy line and one girl line), and silent when traveling in the halls.

## **Classroom Management**

The single most important factor governing student learning is classroom management. Classroom management refers to all things that a teacher does to organize students' space, time and materials so that instruction in content and student learning can take place. The teacher is responsible for organizing a well-managed classroom where the students can learn in a task-oriented environment.

## **Elevator Usage**

Students may NOT use the elevator without administrative approval. This approval will be granted only upon submission of a doctor's note for a medical condition

## **Negligence (ADOM)**

Negligence is an unintentional act that results in injury. Teachers need to be engaged while performing assigned duties. "The younger the child chronologically or mentally, the greater the standard of care needed."

All students must be supervised from the time they arrive at school until they leave.

## **Supervision (ADOM)**

Supervision is both a mental and a physical act. It is not enough to be physically present. One must know what is going on in the areas and with the people being supervised. Great care must be taken in supervising students and insuring their safety.

## **Supervision of Students**

Effective supervision is an important skill for all teachers. Teachers should be aware of student whereabouts and activities at all times. Whenever possible, teachers should not leave a class unsupervised, unless it is due to an emergency. If a teacher must leave his/her class, another teacher should be asked to monitor the students. The students should know what is expected of them while their teacher is gone, and the teacher's absence should be brief. **Teachers may not ask students to leave the classrooms without assigning them a proper place to go where the student can be supervised.** Removal to another classroom is acceptable; standing unsupervised in the hallway is not acceptable. Questions concerning supervision may be referred to your colleagues and then to the principal.

### Remember:

When in doubt ask yourself, "What would a reasonable person do in these circumstances?" "If someone else were in this situation, what would I advise him/her to do?"

## **TEACHER ASSISTANTS**

1. A teacher assistant is provided to facilitate developmentally appropriate practices in individual and small group activities. A teacher assistant shall be under the immediate supervision and direction of the principal and/or the classroom teacher.
2. **Teacher assistants may not discuss the academic or behavior progress of a child with parents.**
3. All teacher assistants duties must be school related and must be supervised by instructional personnel.
4. Teacher assistants may need to supervise students during lunch seating. Effective monitoring is a must. This can best be accomplished by patrolling the aisles (not visiting with each other or eating while on duty.) Approaching the students and speaking to them about expected behavior should correct improper student behavior. Teacher Assistants are also to monitor the students who have been assigned specific duties in the cafeteria such as washing or cleaning the tables.

## **COMMUNICATION**

### **Cell Phone Use (ADOM)**

Faculty and staff are not permitted to use cell phones during instructional time or regular school hours for business or personal phone conversations or text messaging.

### **Communication Between Faculty and Staff**

Communication between all staff members is important. Through administrative memos, meetings, email and conferences the data system at school attempts to keep the faculty informed and up-to-date on policies and activities. Teachers may wish to submit topics for department meetings, faculty meetings, or discussion by the entire staff.

Communication between all employees should be conducted in a professional manner. School employees should never argue or speak unkindly to one another. It is essential that all private, school, and confidential conversations do not take place in the presence of students and parents.

### **Communication with Parents**

Teachers must maintain consistent and extensive communication with parents through notes, telephone calls, email, and conferences. Other means of communicating with parents are communication folders, school agenda, teacher's newsletter and/or school newsletter. Parents appreciate the concern shown by teachers and effective communication will prevent misunderstandings and potential problems. Regular contact with parents is encouraged of all teachers.

Written reports are given to parents eight times a year in the form of four mid-quarter Progress Reports and four quarterly report cards. Teachers are encouraged to have as much contact with parents as possible; regular communication avoids misunderstandings and prevents problems. When talking with parents, it is best to accentuate the positive so as to persuade them to work in harmony with school staff.

Teachers are asked to arrange all conferences for non-instructional time during the school day or before or after school. Teachers cannot expect to instruct, supervise and confer with a parent simultaneously. Teachers are encouraged to be mindful of work schedules of parents. Teachers should also reply to parent phone calls, e-mails, and requests as promptly as possible. Teachers are required to keep a written record of parental communication for the purpose of professional documentation.

A written newsletter and School Reach messages serve as the main source of communication with parents. Teachers should read over the newsletters with their students and post a copy in their classrooms. Teachers are encouraged to submit information for insertion in the newsletter, church bulletin and School Reach.

### **Communications with Students (ADOM)**

1. Do not stay alone in a room with a student unless there is a window permitting others to view the interior of the room or the door is open.
2. Do not allow students to become overly friendly or familiar with you. Students should never call teachers by their first names or nicknames.
3. Do not engage in private communication or correspondence with students by phone, email, or social media.
4. Do not visit students in their homes unless their parents are present and the reason for the visit is related to the employee's professional responsibilities.
5. Do not invite students to your home.
6. Do not transport students in your vehicle without the written permission of their parents and consent of principal.
7. Do not take the role of surrogate parent with a student.
8. Do not criticize a student's parent to the student.
9. Do not give students your home or cell phone number without the permission and knowledge of principal.
10. Do not communicate with students from your home email address.
11. Do not use instant messaging. Do not put students on your "buddy list."
12. Remember that boundaries must be respected in written correspondence as well as in oral communication. Don't push the boundaries of teacher/student relationships.
13. Do not hire students to work in your home without the express knowledge and consent of



principal.

### **Email**

It is the faculty member's responsibility to check their school e-mail account regularly. E-mail should be checked at least once daily. Please respond promptly to e-mails; preferably within Forty-eight hours.

### **Mailboxes**

Mailboxes for teachers are located in the administrative offices. The mailboxes are used for relaying important information and distributing some supplies. Teachers are to check their boxes daily in order to collect information.

### **Social Media (ADOM)**

Employees should not interact with students through any type of social media.

### **Social Networking Sites**

As an organization with a mission to educate young people, Saint Andrew School encourages appropriate online communication. One of the challenges of the digital age is that everything that is written or posted online leaves a permanent record that has the potential to be seen by students, their families, and other members of the extended community. This is particularly true with social networking and media sites.

While Saint Andrew Catholic School respects the right of employees to use social networking and media sites, as well as personal websites and blogs, it is important that employees' personal use of these sites does not damage the School's reputation, its employees, its students, or their families. While it is preferable that employees not use social media employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what appears private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Saint Andrew School strongly encourages all employees to carefully review the privacy settings on any social networking and media sites they use (such as Facebook, Twitter, YouTube), and exercise care and good judgment when posting content and information on such sites. When using a social networking site, an employee **may not include** current students as "friends," "followers," or any other similar terminology used by various sites. If an employee has a personal community that extends to persons who are parents, alums, or other members of the School community, she/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines:

An employee should not make statements that would violate any of the School's policies, including its policies concerning discrimination or harassment.

An employee must uphold the value of respect and avoid making defamatory statements about the School, its employees, its students, or their families. The employee must be supportive of all teachings of the Catholic church.

An employee may not disclose any confidential information of the School or confidential information obtained during the course of his/her employment about any individuals or organizations, including students and/or their families.

If the School believes that an employee's activity on a social networking site, blog, personal website, or other media site may violate the School's policies, the School may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

All faculty and staff who choose to utilize social media sites must do so without discussing any confidential school information. It is considered unprofessional and therefore unacceptable, to discuss student grades, student behavior, tuition issues, disputes with colleagues, and confidential school issues on these sites.

### **Telephone**

Telephones are located in the school office, faculty lounge and clinic for use by the faculty and staff. These phones are for school business only. The use of cell phones is prohibited while a class is present. Teachers should limit their use of cell phones to their break time. The phone in the faculty lounge should be used for calling parents during the day.

Student use of the office phone is for emergencies only; teachers are asked not to send students to the office to call home for forgotten items. Forgotten medication, eyeglasses, illness, changed school schedules, etc. are valid reasons for students to call home.

## **DISCIPLINE**

### **Behavior Reports**

Behavior reports are issued to students displaying inappropriate choices. They may be used for a first time offense, at the teacher's discretion, and depending on the severity of the action. They may also be used, at the teacher's discretion, after a detention has been issued and the student failed to correct his/her choices.

### **Detention**

Detention may be assigned to students for a variety of reasons, including (but not limited to): repeated infractions of classroom rules, lack of cooperation, wasting class time, disrespect, mistreatment of school property, and unkindness toward others.

Notice of a detention should be written on a Detention Form. Once filled out, one copy is given to the parent, the teacher keeps one and the third is filed in the school office. Parents must be given 24 hours notice.

Students are not excused from detention to participate in any after school activity, including sporting events.

### **Discipline**

Student discipline is very important at Saint Andrew Catholic School. Students are expected to behave, to be respectful to others and to treat everyone as they wish to be treated themselves. The guidelines for behavior are set forth in the parent-student handbook, which is given to each teacher in August. Teachers are expected to conduct themselves professionally at all times when administering discipline. Professionalism means: first, teachers should use Jesus as their model to be calm and respectful even if students are just the opposite; second, teachers are NEVER authorized to carry out any form of corporal punishment on students since it is contrary to civil law, against the teachings of the Catholic Church and also grounds for immediate dismissal. Teachers should maintain consistent communication with parents regarding the conduct of their children, remembering to confer with the principal whenever necessary.

### **Suspension/Withdrawal**

Student suspension and withdrawal from the school is at the discretion of the principal and pastor. These decisions, once made, will be communicated to the appropriate faculty/staff. Please refrain from discussing these confidential matters with anyone other than the school administration.

## **EMPLOYMENT**

### **Contracts**

Those holding contracts are obligated to fulfill the terms of the contract regarding service and time. A person who has signed a contract may not negotiate for another position for the same period of employment without the permission of the principal. Such formalized “bad faith” negotiations could be grounds for dismissal.

Ordinarily, persons holding contracts will be offered a contract for the coming year or advisement of non-renewal by May 15<sup>th</sup> of the current year. Those intending not to return to the school should indicate such by this date as well.

In the case of newly hired contracted employees, the first ninety day period is considered probationary in nature and the employment may be terminated in cases where the principal/pastor judges that the employee is unable or unwilling to fulfill the responsibilities of the position.

For sufficient reasons, the principal/pastor may decide not to renew the annual contract of an employee. Where one or more of the following deficiencies are in evidence, non-renewal of contract may be considered:

- Failure to know and carry out the religious and educational philosophy and objectives of the school.
- Failure to give full and loyal support to the local school administration and policies.
- Failure to fulfill the duties inherent in one’s profession.
- Failure to aid in the Christian formation of the students.
- Immorality or public scandal.
- Public disagreement with the position of the Church.
- Inadequate knowledge, organization, or presentation of subject matter.
- Inability to maintain reasonable order and discipline in the classroom.

- Tardiness or excessive absences.
- Failure to comply with regulations of the School and Archdiocese.
- Insubordination or lack of professional attitude.
- Lack of cooperation with the principal or colleagues.
- Failure to obtain/maintain professional teaching certification.

### **Evaluation of Faculty and Staff**

Faculty and staff members are evaluated by the principal in numerous professional areas, through a variety of methods. Observation of job performance includes teaching skills, supervision of students, and interaction with parents and colleagues. There are appraisals of the required paperwork such as progress reports, lesson plans, forms, files, etc. There are assessments of job responsibilities as outlined in an employee's job description. In all areas, the principal will inform an employee of strengths and weaknesses and will seek to work with that individual to bring about the improvements needed. Ordinarily there will be a minimum of one formal observation per academic year.

### **Hiring Procedures for Principal (ADOM)**

- Pastor/Supervising Principal will contact the Office of Catholic Schools to coordinate participation of Office of Catholic Schools with the hiring process.
- Office of Catholic Schools will assist pastor/supervising principal by posting the position and conducting the preliminary background check.
- A committee will be formed to interview the candidates.
- The Pastor/Supervising Principal will appoint the new principal in consultation with the Superintendent.

### **Hiring Procedures for Teachers (ADOM)**

- The school will post the opening on the Archdiocese of Miami website and the school website.
- The principal will contact both the Office of Catholic Schools and Human Resources as well as all the references.
- The Pastor will approve the candidate and make the appointment to the position.

### **Performance Improvement Plan (ADOM)**

#### **The supervisor:**

1. Enumerates precisely what is wrong and needs improvement.
2. States that the school wants the employee to improve.
3. States what the school will do to help the contracted employee.
4. Provides a deadline for all parties to review improvement or lack thereof.
5. Explains to the employee the consequences of disciplinary action if improvement within the time frame stated is not accomplished.
6. Gives the employee a copy of the conference document stating the first five points and asks the teacher to comment on the document to ensure understanding.
7. Has the employee sign the document and add any comments he or she wishes to include. If employee refuses to sign, have another person witness the refusal.

### **Performance review (ADOM)**

Principal Evaluation will consist of four components:

- A self evaluation
- Teachers' evaluation
- Pastor's evaluation
- Office of Catholic Schools evaluation

All components will be completed on SurveyMonkey. The Office of Catholic Schools will gather the results and provide to both principal and pastor/supervising principal.

Teacher evaluations will consist of three components:

- Walk throughs conducted by principal or designee
- A minimum of one classroom observation by principal or designee
- A summative evaluation and conference with principal

### **Statement of Non-discriminatory Practices**

Saint Andrew Catholic School, as part of the Archdiocese of Miami, does not discriminate in its employment practices. Acts of prejudice, sexual harassment or intolerance are to be reported to the principal or pastor so that they may be handled properly.

### **Types of Employees (ADOM)**

Contracted—Teachers and Administrators only

As defined on page 13 of the Employee HB, Exempt

As defined on page 13 of the Employee HB, Non-exempt

## **EXTRACURRICULAR ACTIVITIES**

### **Dances**

The school or student organizations sponsor dances during the school year. Teachers are required to attend these dances to help chaperone their students. Proceeds from the dances are used for designated charities, student government sponsored activities, or for the school.

### **Extracurricular Activities**

The school sponsors various after-school clubs and activities. Criteria for participation in these activities, established by the faculty, take into account student behavior and academic performance. Teachers interested in acting as an advisor for an activity should consult the principal. Employees who take on the responsibility of coaching/mentoring an extracurricular activity are responsible for supervising all Saint Andrew students involved in the activity until they have been released to their parent or guardian.

## **FIELD TRIPS**

### **Field Trips (ADOM)**

Field trips planned with an educational objective may be sponsored by school authority provided that they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or on the individual student. Ordinarily, vehicles equipped

according to state or county regulations for the transportation of school children are to be used.

A parental consent form, signed by the parents/guardians requesting that their child be allowed to participate in an education field trip, should be obtained for any child to participate in a field trip. A sample form may be found in the appendices.

The original forms should be submitted to the main office prior to the trip. Procedures must be in place to check for forgery of parental signatures. The teacher should carry a copy of this request form for the students while on the trip.

Field trip forms should be kept in the school for one year after the trip takes place.

In cases where an accident occurs on a field trip, a copy of the parental consent form should be kept with the accident report in the student's file.

Field trips that extend beyond school hours are discouraged for elementary schools. Overnight field trips are forbidden for elementary school students by the Archdiocese of Miami.

Parent-chaperones may not bring sibling. Siblings in other grades may not go on field trips.

### **Field Trip Procedures**

Teachers may plan field trips throughout the school year. Field trips should be scheduled for their educational value. Teachers are responsible for handling bus service, reservations, permission slips, fee collection, chaperones, etc. The Archdiocese uses a specific field trip form that is on file in the school office. The requests for field trip form must be filed thirty days prior to the field trip.

There is a maximum of two (2) field trips per year and no field trips are permitted after May 15<sup>th</sup>. The students must return to school by their regularly scheduled dismissal time.

Teachers shall make arrangements for the field trip. Permission must be requested in writing thirty (30) days prior to the field trip for Principal's and ADOM approval. Teachers will complete a Field Trip request form; request a check for the bus, a check for the field trip location. Additionally, teacher will request a check made payable to the teacher or cash for a tip for the bus driver (\$10.00 suggested). Please request all checks at least three (3) weeks in advance.

Students must be given the permission slips for the field trip at least one week prior to the scheduled field trip. Teachers are responsible for collecting the signed (parental) permission slips from the students. A list of chaperones must be submitted to the office prior to the field trip. Only students who are currently enrolled at Saint Andrew are allowed to go on field trips. Teachers are required to bring a copy of the permission slips with them on the field trip; these will serve as your emergency contact cards on the field trip.

## HEALTH/MEDICAL

### **Health and Pension Plan**

All full-time employees are eligible to receive pension and health benefits. The Archdiocese requires five years of employment in order to be vested in the pension plan. Full-time employees may also choose to be on the Archdiocesan health plan. Booklets are available from the principal. Every full-time employee automatically receives life insurance coverage from the Archdiocese. Further information can be obtained from the parish bookkeeper.

### **Injuries and Accidents**

All injuries occurring on school grounds must be reported immediately to the office so that first aid may be administered, emergency services called and parents or family contacted if any of these are warranted. All teachers and staff must follow the universal safety guidelines when dealing with injured students, particularly when dealing with bodily fluids. Teachers are to fill out an Incident Report to ensure the proper documentation.

When a faculty/staff member is injured there is an accident form from the Archdiocesan insurance carrier that should be filled out. This is a requirement, regardless of the need for workman's compensation.

CODE RED: A code red may be called when a person has been injured and we need to call the paramedics. This means to keep all students in the classroom and close the doors. No one is allowed in the halls for any reason. Once the code red has been lifted, you will be notified and all may proceed with regular activities.

### **Medication**

*See Appendix I*

### **Universal Precautions**

Bloodborne pathogens are pathogenic microorganisms that are present in human blood or certain body fluids and that can infect and causes diseases in persons who are exposed to body fluids containing these pathogens.

The administration of this educational institution recognizes the potential danger to all employees which result from occupational exposure to the bloodborne pathogens as addresses by OSHA's Occupational Exposure to Bloodborne Pathogens Final Rule. Recognizing that it is in the best interests of administration, teachers and staff, the administration supports and desires to fully comply with the letter, spirit and intent of these rules. To this end, an Exposure Control Plan has been compiled will be followed. This plan shall be under continual evaluation and review. Particular attention is given to the identification of the degrees or classification of risk associated with different jobs based on tasks which individuals in those jobs may be called upon to perform. The specific policies and procedures of this plan are intended to strengthen the widely used *Universal Precautions* (a method of infection control in which all human blood and certain body fluids are treated as if known to be infectious).

At the beginning of each school year, all teachers and staff receive training in the use of Universal Precautions. Universal Precautions provide the first line of defense for all employees and support personnel against the risks of exposure to bloodborne pathogens. Faculty and staff also receive personal protective equipment at the beginning of the school year. This equipment

is to be maintained by each faculty or staff member and it is the responsibility of each person to notify the administration when any equipment needs replacing.

## **LESSON PLANS/GUIDELINES/CURRICULUM**

### **Curriculum Guidelines**

The instruction students receive is based primarily on the objectives set down in the Archdiocese of Miami's curriculum guidelines. Teachers are provided with their own copies of the guidelines and should familiarize themselves with the objectives for the subjects and grade levels they teach. Other sources of curriculum objectives include textbooks and teacher manuals, student needs and interest, church and liturgical occasions and the principles of Catholic education expressed in "To Teach as Jesus Did."

Religious and academic instruction comprise two integral duties for every teacher. The school follows the Archdiocese of Miami's plan of suggested minimum minutes for instruction in all subject areas. This plan can be found in the appendix of this handbook. Teachers are responsible for utilizing instruction time properly, i.e., for teaching and working with students - not for grading papers, doing paperwork or other chores.

### **Lesson Plans**

Teachers are required to write weekly lesson plans. The principal, or her designee, will review each teacher's lesson plans once a week. Plans must include the following items: (1) an objective written in the working of the Archdiocesan curriculum guidelines [Benchmarks/Projected Outcomes] or teacher manual if guidelines are not applicable; (2) instructional procedures; (3) evaluation techniques; and (4) students' assignment. (Lesson plans should indicate Common Core in the objective if applicable). Teachers must also submit emergency lesson plans which will remain on file in the office to be used in case of absence or tardiness. Teachers must update emergency plans as needed throughout the school year.

Lesson plans may be typed, handwritten, or submitted electronically and must meet any stated requirements of the school as far as format. Teachers must submit lesson plans to the office every Monday morning.

Teachers' lesson plans/grade books are an important means of professional documentation of what a teacher does in the classroom. Therefore, the plans/grades that the teachers submit to the office will be kept on file each year. The school owns the lesson plan and grade books.

### **Planning Periods**

Teachers are provided with a daily planning period.

## **LUNCH**

### **Lunch, Lunch Money, Lunchroom Guidelines**

Meals are a very important part of our lives - not just for the nutritional factors, but for socialization and communication between family, friends and colleagues. It is important that students be taught proper behavior during lunch time. As important as classroom procedures, teachers are to have set procedures and guidelines for student behavior in the lunchroom.



With some exceptions, such as holidays or special occasions, all lunches are to be eaten in the Social Hall. Teachers are assigned lunch times at the start of the school year and are asked to be prompt so that other classes and parent volunteers are not inconvenienced. If a class is going to be late, the teacher is to notify the office. Teachers must also inform the office at least one week in advance of dates on which their class will not be ordering lunch because of picnics, field trips or special events.

Teachers should try to be aware of students without lunch or lunch money. This should be done during morning classroom attendance duties. Teachers should then notify the office so arrangements can be made with the student's parents for lunch. Teachers are asked to be aware of students who frequently forget lunch or lunch money in order to contact their parents to discover the reason for the forgetfulness.

The following guidelines must be followed by all classes in the lunchroom:

1. Teachers are responsible for students saying Grace before and after meals at lunch
2. Students are to be supervised at all times in the social hall
3. Once students have purchased their lunches, they are to remain seated
4. No food or drinks can be purchased in the last ten minutes of the lunch period.
5. Teachers are only to dismiss students once trash is picked up and eating areas are clean
6. No student is to take any food item out of the lunchroom
7. No student is to be left in the lunchroom unsupervised
8. All students are to sit at assigned tables

## **PROFESSIONALISM**

### **Confidentiality (ADOM)**

Teachers may receive confidential information from students. However, teachers do not enjoy the privileged relationship of doctor and patient, or lawyer and client. Also if a student tells a teacher that suicide or other violent action, to the student or to others, is being considered, such information must be shared with the principal or pastor immediately, following proper procedure protocol. Confidentiality protects both students and teachers.

### **Professionalism**

Professionalism requires that staff members look, speak and behave properly and respectfully at all times. It is NEVER acceptable to act rudely, to trade insults, or to lose one's temper, even though parents, students, or others may be exhibiting this type of behavior. Teachers should always remain calm and polite as working in a Catholic school presupposes that the staff use Jesus as their model of behavior toward others. The effectiveness and integrity of the entire school community are harmed when staff members do not behave in a truly Christian manner. Teachers have no authority to discuss private school or family matters, such as personal issues or delinquent tuition accounts, with anyone other than the appropriate administrators. Finally, as a contracted professional in a Catholic school, it is understood that no staff member will behave or conduct himself/herself in any manner that may demoralize or contradict the Catholic Church.

### **Professionalism/Loyalty (ADOM)**

Catholic school officials should be concerned about protecting the good name of all entrusted to their care. Disciplinary procedures, records, may have an impact on a student's reputation. Care must be taken to guard against unnecessary harm.

### **Teacher Dress Code**

The dress and general appearance of teachers and staff is important to the school mission as Catholic educators. This code applies to all employees, full or part time, and substitute teachers. No visible tattoos are allowed. No excessive jewelry is allowed. The physical education teacher will wear the appropriate attire for the requirement of the position. If the physical education teacher chooses to wear shorts, they must be long gym shorts or walking shorts. If it becomes necessary, a teacher/staff member will be asked to return home to comply with the dress code if the guidelines are not followed.

All faculty and staff members are required to wear professional attire. Women may wear dresses, pants, skirts, or suits with a professional blouse or top. Skirts/dresses should not be shorter than two inches above the knee. Comfortable shoes, including open back and open toe may be worn as long as they present a professional appearance. For women, sleeveless shirts are permitted only if a sweater or jacket is also worn. Men shall wear dress slacks, dress shirt or collared shirt, tie and dress shoes.

Clothing that is not acceptable includes: jeans, shorts, sweatpants/shirts, leggings, stretch pants, capris, overalls, tank tops, fad t-shirts, t-shirts with inappropriate writing or logos, skirts/dresses with high slits, spaghetti straps, low cut necklines, revealing clothing, flip flops, tennis shoes, crocs, or sandals. Flat shoes must have a back. Open toe or open back shoes should have a heel or a wedge.

Dress down days for teachers are only allowed on field trips, field days, teacher workdays, or other special activities as approved by the principal and/or pastor. Final word on the propriety of clothing rests with the principal and pastor.

## **SCHEDULES**

### **Schedules**

Teachers work on their schedules during the first few weeks of school before finalizing them. Teachers should not deviate much from their schedules except for emergencies or unforeseen situations. Schedules are to be posted for students in order to help structure their day. Teachers should prepare two schedules. Post one in the classroom and return one to the office.

### **School Work Days and Teacher Work Days**

The "regular" school day for the teacher begins at 7:30 am and concludes at 3:30 pm. All faculty and staff are expected to be in their assigned area by 7:25 am and ready to receive the students. Faculty and staff are required to remain on campus until the workday ends at 3:30 pm. If, for any reason, a faculty or staff member needs to leave work early they must notify the principal or the school secretary if the principal is unavailable.

Designated days are scheduled each school year as Teacher Work Days. These days are full work days, generally beginning at 9:00 a.m. and ending at 3:00 p.m. To derive the greatest benefit from these days, the time should be spent assessing students' progress, evaluating goals,

policies, programs, continuing professional growth through in-service workshops, or grade level meetings.

## **SCHOOL RESOURCES**

### **Supplies**

At the beginning of the school year, teachers receive many classroom supplies and are allotted a dollar amount in order to purchase materials at local stores. Any other purchases must be approved by the principal and are usually reserved for special occasions.

Classroom and teacher supplies are stored in the school office and in the supply closet. Never remove supplies without asking the office secretary, the administrative assistant and/or the principal. Requisition forms are available to the teachers and must be used to request supplies.

### **Teaching Materials and School Resources/Property**

Staff members are expected to handle all school equipment and possessions properly. Materials should be returned in the same condition in which they were borrowed. When teachers use school property correctly, students learn to use it properly also. Some teaching materials are kept secured, and teachers may need to speak to the media specialist or principal in order to borrow them.

## **SCHOOL SAFETY**

### **SAFETY REGULATIONS**

1. Students should travel from classrooms to the office etc. in pairs. If a student is to be escorted to the clinic, early dismissal etc. two students should accompany the third student to avoid students being alone walking on the school property.
2. Playground Supervision: Adequate supervision of all playgrounds connected with the school (park included) must be maintained during each recess and during lunch. Reliable parent assistance for recess and lunch duties may be used to assist you.

### **Weapons**

Possession or use of weapons is a major violation of the school's discipline code, and students are subject to expulsion from the school. Knowledge of weapon possession must be reported immediately to the office so that the proper action may be taken and school safety protected.

Refer to the Saint Andrew Parent-Student Handbook for the complete school policy concerning this matter.

\*Also see: Appendix I

### **Weather Problems, Evacuations, School Emergencies**

In the event of hurricanes, major storms, bomb threats, and/or police evacuations, the school shall contact parents immediately so that students may be picked up and taken home. If there is a

need for swift action, the rapid alert telephone / email notification system will be utilized. Since the school's first consideration is student safety, the administration will comply with all Archdiocesan or municipal requests to cancel or evacuate school.

Evacuation procedures:

1. Teachers should follow the school's fire evacuation plan for all evacuation emergencies.
2. Teachers should take their class list when they evacuate the building. Once outside, roll should be called. Office personnel will have a list of emergency numbers.
3. Never return to the building for any reason! If there are students who are not accounted for, notify the principal and/or police or fire departments immediately.
4. Keep the media away from students. Utilize the police for assistance in containing the press to a specific location. Inform the police who is in charge and who will give press releases.
5. Always have the school's Crisis Management Plan on your desk and be prepared to implement the plan.

## **FIRE DRILLS**

Fire and disaster drills will be held in school as often as directed by the administration and/or local authorities and in the manner directed by them. A fire drill must be held during the first two weeks of school. Thereafter, a fire drill should be held at least once a month. Teachers, staff and students should follow the evacuation plan that is posted in the area where they are at the time of the fire drill.

The signal for a fire drill will be the sounding of the Fire Alarm.

**Procedure to be followed for a fire drill:** Students are to leave classrooms single file, walking quickly and silently. Be sure to close doors when the last student is out of building. Remain in designated areas in silence until clearance signal is given. Teachers should take roll and check to see that every student is present and accounted for.

**Once the “all clear” signal has been given, students proceed back into the building in a quiet, orderly fashion.**

## **BOMB THREATS**

The **signal** for a **bomb threat** will be that the **fire alarm will be pulled**, and the **same procedure for a fire drill will then be used** to evacuate the building. **Once students and teachers have evacuated the building and are in designated areas, the administration will give further instructions.**

## **TORNADO DRILL**

A **tornado drill** should be conducted at least once a year to familiarize all students and faculty with the procedure. The **signal** for a tornado drill will be the following announcement: **“This is a tornado drill. All students and staff are to report to their assigned tornado areas.”**

**Procedure to be followed:** Each class will be assigned a specific location away from the outside walls of the building. Proceed immediately to that area and sit facing the interior of the building. Specific

personnel will be assigned to round up the children on the playground or other outdoor areas during a tornado watch.

After students are assembled in the “tornado area”, they will be instructed to assume “tornado position”. This means they should crouch on elbows and knees, hands over the back of the head, with heads toward the interior of the building. It is essential that the command be followed immediately. There should be no talking during the tornado drill.

## **TORNADO WATCH/WARNING**

A **tornado watch** means there is a chance of dangerous weather with damaging winds. Should the area be under a tornado watch, an announcement will be made over the intercom. **What to do:** Be on the lookout for thunderstorms, heavy rains, strong winds, hail, roaring noise, and/or dark funnel cloud. Make sure that all your students are with you. Listen for further directions. Be ready to move quickly to safety. Administration and designated personnel will monitor radio and television for weather conditions.

A **tornado warning** means that a tornado has been sighted. Should there be a tornado warning issued, the warning announcement will be made over the intercom and the tornado procedure should be immediately followed. Should you see or hear a tornado coming, do not wait for the warning signal. Go to the shelter area if there is time. If not, get away from glass windows, curl up on the floor and protect yourself. (Crouch face down, draw your knees up under you, and cover the back of your head with your hands.) If your students are in the cafeteria or on the playground, get them to the nearest designated, safe area.

## **TEACHER RESPONSIBILITIES**

### **Abuse Concerns**

In consideration of the best interests and well-being of our students, and in complete compliance with government regulations, the staff is expected to communicate to the proper authorities any suspected cases of child abuse, molestation or neglect. For further information, teachers are to check the policies of the Department of Children and Families.

### **Catechetical Certification (ADOM)**

- All principals must attend the ADOM Faith Formation Day.
- All teachers must complete the four (4) required courses for Catechist certification.

### **Class Schedules**

Primary teachers should prepare schedules during planning week, and submit to the administration before Friday of that week. Post a copy of the schedule in the classroom. These schedules should reflect your daily scheduled activities and adhere to time frames for each subject area. Schedules must be followed as posted.

## **Change of Classes**

During the change of classes, teachers must stand at their classroom doors to monitor the hallways as well as students in their rooms. (See duty schedule)

## **Faculty Meetings**

Faculty meetings are held periodically throughout the year, generally on the first Friday of each month and meetings are scheduled in advance. At times, other meetings are scheduled for special purposes. The principal outlines an agenda for each meeting, but staff members are welcome to suggest additional topics or to consult the principal about guest speakers or presentations. All faculty meetings are mandatory.

## **Faculty/Staff Child Care**

All teachers and staff are responsible to make arrangements for their children's care during early release days, professional days, teacher workdays and parent/teacher conference days. Teachers and staff may put their children in before/aftercare for no charge if it is available.

## **Faculty/Staff Meetings and Workshops**

Check your e-mail regarding specific meetings/workshops and times. Other meetings will be called when it becomes necessary.

## **Maintenance**

A maintenance company cleans the school daily. However, students and teachers are expected to keep classrooms neat and orderly and should take pride in how their classrooms look. Cleaning supplies are available for each room and teachers should set aside time on a regular basis to tidy classrooms. Aisles should be clear of book bags and belongings for easy exit in case of an emergency. Bulletin boards are expected to be current and student work should be plentiful and prominently displayed. Chairs are to be put up each day. Finally, it should be obvious that the classrooms are in a Catholic school, so prayer tables, devotional pictures and images of Christ must be present in all classrooms.

Students are to be encouraged to keep other areas of the school clean, such as restrooms, grounds, and the parish hall. Students should not eat in the classrooms unless the parish hall is unavailable.

Concerns about maintenance of the classrooms may be directed to the administrative assistant and/or principal to be resolved.

## **Morning Procedures and Prayers**

All teachers are expected to be signed in and in their classroom or designated area by 7:25 a.m. Each class will enter their homeroom, put supplies away, and prepare for morning prayers. Following the prayers will be the Pledge of Allegiance, mission statement, and school announcements. All students should be in the classroom during morning prayers. It is very important that all faculty, staff, and students remain silent and listen to the prayers and announcements. Students should be seated during this time.

### **Student Information**

Parents fill out emergency cards every year, which are kept in the office. These cards contain information about family members and student health. Teachers must familiarize themselves with information pertaining to their students. This list is to be kept confidential at all times.

### **Student Uniforms**

Complete information concerning student uniforms can be found in the Parent-Student Handbook. Teachers are responsible for enforcing the uniform code and encouraging students to take pride in being dressed neatly and appropriately.

### **Teaching Certification**

It is the responsibility of each faculty member to obtain and maintain Florida State Certification. The Archdiocese provides what assistance it can to the faculty member in processing the paperwork. In addition, the Archdiocese sponsors two programs which assist a teacher in obtaining/maintaining certification: The Professional Educational Competencies Documentation Program and the Master In-Service Program.

### **Required Certifications (ADOM)**

- All principals must have Florida certification or be eligible to receive certification within three years of hire according as required by the Archdiocesan contract.
- All teachers must have Florida certification in the area in which he/she teaches or be eligible to receive certification within three years of hire as required by the Archdiocesan contract.

### **Worship and Prayer**

Worship and prayer are two essential components that help to provide a strong Catholic identity for Saint Andrew Catholic School. Church liturgies and services are organized as opportunities for all the school community to participate in both components. Teachers are expected to model proper Christian behavior in church and, if Catholic, to share in the sacraments. Teachers should also practice church responses and music with their classes, discuss feasts and liturgical themes and promote an interest in and understanding of personal reflection, daily prayer and true spirituality. All staff members are expected to attend liturgical and paraliturgical services.

When there is a school Mass, classes are responsible for preparation of liturgy and readings. The DRE and/or the Middle School Religion Teacher will let you know your responsibilities regarding preparation for the school Masses.

Every morning there is communal prayer for the entire school. Classes are also expected to pray before and after meals. Teachers are encouraged to pray often during the day with their students in order to be mindful of the presence of Jesus in their classroom. Each classroom should have a designated "prayer place" where students can pray or meditate individually.

Devotion to the Blessed Mother and praying of the rosary are emphasized. During October, the month of the Holy Rosary and May special devotionals to the Blessed Mother take place. Students are encouraged to pray the rosary especially during these months.

## LEAVE OF ABSENCE/TIME OFF

### **Maternity Leave**

Full time teachers and staff will be granted a maternity leave with pay according to the guidelines set forth in the Archdiocese of Miami Employee Handbook.

### **Personal/Sick Days**

The Archdiocesan contract and school job description outline the criteria for employee attendance. Staff members are to inform the principal as soon as possible about absences, tardiness, or leaving school early. It is not acceptable to call in absent or tardy AFTER school has begun for the day, to inform the principal about attendance via a fellow staff member, or to have another person call in absent or tardy for an employee.

To report an absence, notify the school secretary. This should be done as soon as you know of your impending absence. Please avoid calling after 7:00 a.m. unless an emergency occurs. You may call until 11:00 p.m. or after 6:00 a.m. Anyone absent without giving proper notification is subject to job termination at the discretion of the principal.

Personal and sick days should be used for their intended purpose. Personal days should be used when teachers need time off for special needs, provided such needs cannot be taken care of outside of the school day. Personal days are not to be used for making travel arrangements for extra travel time. *Personal days may not be taken the first or last week of school, nor the day prior to or immediately after a holiday/vacation.* A teacher must give reasonable notice to the principal that he/she needs to take a personal day.

Regardless of the reason for taking time off from work, teachers are to provide a lesson plan and detailed information for the substitute. This information should include, but is not limited to, the following: procedures for leaving the classroom, lunchroom policies, seating chart, dismissal procedures, or other procedures specific to the individual classroom.

### **Sick Days (ADOM)**

Contracted employees receive 10 sick days (2 of which may be used as personal days) for use during the contracted school year. Sick days used as personal days may not be taken either preceding or following school holidays, nor may they be taken during the first or last week of the school year.

Sick days not used during the year may be accumulated from year to year, up to a maximum carry-over balance of twenty (20) days. Regardless of the carry-over balance, ten (10) days are received at the beginning of the contract year. Contracted personnel may use two of the available sick days as personal days during the school year.

Sick days may not be transferred to another teacher or be used to provide additional compensation if not taken.

### **Vacations (ADOM)**

Contracted employees are required to work the dates that are specified on the school calendar as instructional days. Vacation time is part of the school calendar. Teachers are not able to take



vacation during scheduled school days. If a teacher requests vacation during the school year, the principal must contact the Office of Catholic Schools to discuss the impact on the education of the students and next steps to be taken.

### **Family Leave of Absence (ADOM)**

All FMLA must be discussed with and approved by the Office of Human Resources after three consecutive days of absence.

## **ADDITIONAL POLICIES/PROCEDURES**

### **Asbestos**

Federal regulations require that the school inform its staff that Saint Andrew complies with all testing and monitoring of asbestos on its premises. There is no current threat of asbestos contamination at the school.

### **End of Year Procedures**

The responsibilities of teachers at the end of the school year include taking an inventory of materials, cleaning rooms, storing supplies, completing cumulative files, and other similar duties. These duties are detailed in a separate memo by the principal and must be performed before the teacher's final paycheck is released. Teachers and paraprofessionals may not pack up their classrooms until students have completed the last day of school.

### **Faculty Lounges**

The faculty lounges are for the use of faculty and staff only. Students are not allowed in the faculty lounge (No Exceptions). The lounges are cleaned daily by the school's maintenance company. Teachers are asked to do their share by picking up after themselves, cleaning coffee mugs, throwing out food and drink items, etc.

The bathrooms in the faculty lounge are for faculty use only. There are also bathrooms for faculty located in the main office, parish hall, and the main building. Faculty/Staff may not use any of the student bathrooms.

### **Fire Drills**

Fire drills are conducted at least once each month for the entire school. There is an emergency exit map in each classroom, as well as a red fire drill folder, and teachers are to practice a swift and quiet, but safe, exit with their classes. Teachers should take their red folders with them when exiting the building for a fire drill. Upon leaving the classroom, both doors must be shut and all lights turned out. Teachers are to take attendance once safely outside the school to ensure that all students are out of the building. Remain in designated area until the clearance signal is given.

### **General Safety Suggestions**

1. Keep all hallways and classroom aisles clear at all times

2. Keep all furniture and other objects out of doorways
3. Remind students to carry scissors and other sharp items with points down
4. Remind students to walk
5. Teach students to carry chairs with the legs pointed down
6. Make sure the fire drill evacuation map is posted near your classroom door
7. Practice evacuation plans with each class you teach and in each classroom your students visit

### **Guest Speakers**

The school encourages the use of guest speakers and programs for students. Teachers should consult with the principal to arrange these. Unless otherwise requested by a speaker, teachers are to remain with their classes during programs.

### **Keys**

Teachers are provided with keys and fobs for the school, their classroom, faculty lounge, and school gates. Teachers who are advisors for extracurricular activities may have additional keys for other school areas. Keys are to be safeguarded at all times. Keys are assigned prior to the beginning of the school year. Teachers are to turn in all keys at the end of the school year.

### **Recess**

Recess can be an important part of the school day if used appropriately. In theory, students should have some type of play in their day where they are free to choose an activity that interests them. Although it may be less of a structured time for the students, it does not presuppose the same for the teacher. During recess, teachers and staff members are to keep students supervised at all times. If recess is held outside the classroom, teachers and/or staff members are to be circulating among the students, have students within a defined area and not out of the teacher's line of vision.

### **Enrichment Classes**

A schedule for enrichment classes (Art, Music, Physical Education, Computers, Foreign Language, and Library) is given to teachers at the start of the year. The schedule follows the minimum weekly minutes suggested by the Archdiocese of Miami. Teachers are required to escort their students to and from enrichment classes. Under no circumstances are teachers allowed to prohibit students from attending these classes. Enrichment classes are components of the curriculum, not supplemental classes.

The Media Center/Computer Labs are used by the entire school because of their importance to the school's curriculum. Therefore, teachers are asked to give the media specialist/computer teacher at least a 24-hour notice before making plans to use these facilities at a time that is not part of your regular schedule.

Enrichment teachers and certain staff members are assigned morning/afternoon supervision of students in the car line and school building. Students are to be monitored carefully and are not allowed in the school or classrooms unless supervised by a teacher.

### **Textbooks**

Teachers are responsible for seeing that students care for textbooks properly. This means requiring students to cover textbooks and that hardcover books are not written on or marked in any way. On the inside of each textbook is a label stating the condition of the book when issued to the student. Parents/students are held responsible for the replacement cost of texts if not

returned in the same condition in which they were issued. When numbering new textbooks, do not write on the spine of the book. Write all numbers on the inside front cover of the text book.

## **COMPUTER USAGE POLICY (ADOM)**

### Saint Andrew Catholic School Policy

#### 1. Objective

The objective of this policy is to define standards of conduct when accessing and using computer resources made available by or through Saint Andrew Catholic School. These computer resources include, but are not limited to, computers, computer files, networks, software, as well as electronic mail, voice mail, and the Internet and/or Intranet, that is made available by and through Saint Andrew Catholic School (collectively “information technologies”). This policy applies to all Saint Andrew School employees, contractors, vendors and agents with Saint Andrew School owned or personally owned computer or workstation used to connect to Saint Andrew School network.

#### 2. General Policies

##### a. Permitted Use

Saint Andrew Catholic School expects all employees to use Saint Andrew School’s information technologies for the benefit of Saint Andrew School. We recognize, however, that employees may, from time to time, use Saint Andrew School’s information technologies, including the Internet and e-mail, for personal use during working hours. Such personal use is permitted provided (i) it does not interfere with the performance of the employee’s job duties and obligations, and (ii) it does not violate this policy or any other Saint Andrew School policy, and (iii) it does not interfere with the operation of Saint Andrew School’s information technologies.

##### b. Right and Ability to Monitor

All information technologies, including the e-mail system, are the property of Saint Andrew Catholic School. All electronic data and information, including electronic messages, on or within Saint Andrew School’s information technologies are the property of Saint Andrew Catholic School.

Employees should not assume that their use of any information technologies, including but not limited to electronic mail, data, and Internet usage, are confidential or private. Saint Andrew Catholic School (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on its information technologies, even if protected by private password. Those individuals using Saint Andrew Catholic School’s information technologies have no expectation of privacy in connection with the use of such information technologies or transmission, receipt, or storage of information through the use of such information technologies.

Saint Andrew Catholic School specifically reserves the right to monitor all Internet usage and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from Saint Andrew School’s system can be intercepted on the local system and on

the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through (Saint Andrew School's e-mail account or through a private web-based e-mail account accessed using Saint Andrew School's information technologies.

### 3. Prohibited Uses

The following uses are strictly prohibited:

- Excessive personal use of Saint Andrew Catholic School's information technologies.
- Using information technologies to violate Saint Andrew Catholic School's Confidentiality Policy, including but not limited to the disclosure or dissemination of confidential information of Saint Andrew School to any third party without express authorization.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Saint Andrew Catholic School .
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Saint Andrew Catholic School or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using information technologies to engage in any conduct that violates any federal, state or local law, or any of Saint Andrew Catholic School policy, including but not limited to, using Saint Andrew School's information technologies to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through Saint Andrew School's information technologies.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords without their knowledge and consent.

- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing, or obstructing the use of computing equipment, facilities, or documentation.
- Installing any software on any computer without Saint Andrew School's permission.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.

This list is by no means exhaustive, but attempts to provide a framework for activities that fall into the category of unacceptable use of Saint Andrew School's information technologies. Any employee who uses Saint Andrew School's information technologies in an inappropriate manner will be subject to discipline, up to and including discharge. Further, any employee aware of any activity or activity by another employee that violates this policy is required to notify his/her supervisor and the Information Systems department immediately. If you are unsure as to an item's appropriateness, consult the Information Systems department or Saint Andrew Catholic School administration.

#### 4. Blogging

We recognize that employees may have their own blog, contribute to another's blogs, or make comments on blogs. Saint Andrew Catholic School may, from time to time, monitor blogs to track what is being said about Saint Andrew Catholic School. Employees who create or contribute to blogs are expected to abide by certain rules. The following activities are strictly prohibited, with no exceptions:

- Disclosing Saint Andrew School's confidential or trade secret information on a blog, or making any statements that violate Saint Andrew School's conflict of interest policy.
- Drafting, creating or accessing any blog on any Saint Andrew School information technologies at any time.
- Representing that you are speaking or acting on behalf of Saint Andrew Catholic School, or that you are representing or presenting Saint Andrew Catholic School's view, unless specifically authorized by Saint Andrew Catholic School.
- Using a blog to harass or attack any Saint Andrew Catholic School employee, contractor, customer, or vendor.

Employees should keep in mind that they are subject to legal action for posting material on a blog that is defamatory to Saint Andrew Catholic School or other persons, and for posting private information about a coworker's medical or financial affairs. In addition, Saint Andrew Catholic School requires that employees make clear that the views and positions described in their blogs are their own and not those of Saint Andrew Catholic School.

Employees should ensure that all content associated with them is consistent with their position at Saint Andrew Catholic School and with Saint Andrew School's values and professional standards.

#### 5. Social Networking

Employees are prohibited from having social interaction with students through the internet, cell phones, or other means of electronic communication. All forms of electronic communication are subject to the same professionalism standards as any other personal interactions. In order to avoid this prohibited social conduct, employees should not:

- Knowingly "friend" or allow a student to access a page on Facebook or similar social networking sites.
- Post any information on any blog, website, or other electronic format affiliated with any student.
- Send any emails to students that do not originate from the school's recognized email account.
- Send or respond to any text messages to students except as specifically authorized by the school principal for necessary communications with appropriate parental permission.

All electronic communications with students must be transparent, accessible to school administrators, and professional in content and tone. Employees must decline or disregard invitations from students to interact through texting and/or social networking sites. In addition to the specific prohibitions as to contact with students, this section also applies to contact with any minor, regardless of whether he/she is a current student.

#### 6. Violations

An employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

# APPENDIX I

## Verbatim Policies for Parent-Student and Faculty Handbook - From the Archdiocese of Miami

(in alphabetic order)

### I. Anti-Bullying Policy

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

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

#### 1. Definition

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

#### 2. Scope

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

#### 3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to 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.

#### 4. Disciplinary Action

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

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

## **II. Child Protective Investigations**

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

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

## **III. Computer Use**

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

1. Respect and protect the privacy of others:



- a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
- a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

### Supervision and Monitoring

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

### Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (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. 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 on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### Consequences for Violations

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

## IV. Conduct

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

## V. Drug and Alcohol Policy

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

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

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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.

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

## VI. Electronic Acknowledgments

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

## **VII. 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.

## **VIII. Fundraising**

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

## **IX. Harassment and Discrimination**

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

## **X. Immunizations**

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

## **XI. Introduction**

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

## **XII. Medication Guidelines**

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

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

## **XIII. Notification of Rights under FERPA**

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

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

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

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

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

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

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

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

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

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

#### **XIV. 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.

### **XV. Parental Cooperation**

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

### **XVI. Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs: **(insert)**

1. School Clubs:
2. Major School Activities:
3. Dances:
4. Athletics:

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, activities, or volunteer service-hour programs.**

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.

## **XVII. Private Tutoring, Coaching or Lessons**

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

## **XVIII. 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.

## **XIX. School-Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## **XX. 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.

### **XXI. [Section 504 – Policy Statement](#)**

**(Name) School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to**



the requirements of the Rehabilitation Act, (Name) School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers, (305) 762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

\_\_\_\_\_  
Donald Edwards, Ed. D  
Archdiocese of Miami  
Associate Superintendent of Schools  
9401 South Biscayne Boulevard  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

## **XXII. Sexting**

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

## **XXIII. Smoking/Vaping**

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

## **XXIV. 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.

#### **XXV. Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

#### **XXVI. Threats of Violence**

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

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

#### **XXVII. Transportation Arrangements**

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

### **XXVIII. Undocumented Students**

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

### **XXIX. Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **XXX. Weapons Policy**

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

**Saint 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)

## **NOTICE**

**ALL TEACHERS AND STAFF MUST BE FAMILIAR WITH AND ADHERE TO THE POLICIES STATED IN THIS HANDBOOK AS WELL AS THE PARENT/STUDENT HANDBOOK.**

## **NOTICE**

The Catholic Schools of the Archdiocese of Miami restate their open admission policy. No person, on the grounds of race, color or national origin is excluded or otherwise subjected to discrimination in receiving services at any school operated by them. Nor do they discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of the race, color, disability, age, sex or national origin.

**FACULTY/STAFF CONFIRMATION PAGE**

**Saint Andrew Catholic School  
2019-2020 School Year**

**This will confirm that I, \_\_\_\_\_ have read, fully understand, and will comply with the Saint Andrew Catholic School Faculty/Staff Handbook, and Parent/Student Handbook, and all policies contained therein. I also understand that non-compliance will be documented and may result in my contract not being renewed and/or termination.**

\_\_\_\_\_  
(Signature)

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