

ST. BRENDAN HIGH SCHOOL PARENT-STUDENT HANDBOOK 2020-2021

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Miami, Florida 33165

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www.stbrendanhigh.org



SAT/ACT/CEEB Code: 101097

“Led by Christ, who changes our hearts and the world”

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Curriculum	Maria Victoria Chacon
Instruction	Patricia Alvarez
Finance and Human Resources	Katrina Ramos
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GENERAL INFORMATION

INTRODUCTION - ADOM

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, expressed 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.

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

OPEN ADMISSION POLICY - ADOM

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. Prospective students will normally take an entrance test and a placement test. St. Brendan High School accepts students whom the school discerns will contribute to the school and who will adhere to the philosophy and mission of St. Brendan High School. The school does not 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.

MISSION STATEMENT

The mission of St. Brendan High School is to provide its students with an authentic Catholic educational experience characterized by a safe and diverse environment of academic excellence, mutual respect, and the holistic development of the individual –intellectually, physically, socially, and spiritually.

Teachers and staff are on a journey of professional and personal maturation that enables them to help students grow in self-awareness and the awareness of our complex and global world. In addition, they help them become college and career ready in the 21st Century through the use of the latest educational resources and cutting-edge technological tools available. Thus, our school community builds its unity through a lived experience of faith, culture, innovation, and charity.

VISION

To continue leading authentic Catholic education in the United States, St. Brendan High School will:

- Provide students with a co-educational experience of faith and charity that meets their human needs and accompany them on their personal journey of growth in self-awareness.
- Guarantee a diverse and safe environment that emphasizes humanity is inherently common, universal, and unifying.
- Implement innovative and interdisciplinary academic programs to guarantee student success in career development for a global society.
- Be the forefront of the cutting-edge technological evolution in the field of education.
- Encourage an athletic philosophy where success is measured through personal growth and fulfillment, and the body is considered the home of the soul.
- Foster meaningful and productive two-way communication with parents, students, faculty, and the community, understanding that strong school-community partnerships contribute to academic, human and spiritual success.

EDUCATIONAL OBJECTIVES

Guided by this philosophy, St. Brendan High School endeavors to:

1. Strengthen religious and spiritual development by:
 - a. Imparting accurate knowledge and appreciation of the Catholic Faith and Church teaching through formal classes in religion.
 - b. Enhancing the connection between faith and reality through meaningful prayer, frequent liturgies, reception of the sacraments, and retreats.
 - c. Guiding students and faculty to experience the mystery in reality, leading them towards a search and love for truth.
2. Establish a safe, positive, and diverse learning environment by:
 - a. Providing clean, well-equipped, technologically ready, and comfortable classrooms and facilities.
 - b. Discouraging prejudice and preconceptions by embracing diversity and seeking unity with others.
 - c. Encouraging peer learning and group work to encourage students to discover the value and the good in everyone.
 - d. Nurturing the study and appreciation of cultures and traditions to gain an understanding of the world.
3. Establish a strong alliance among the school, the parents, and the community by:
 - a. Fostering productive and meaningful communication that builds mutual trust.
 - b. Providing several opportunities for parent-teacher conferences throughout the academic year, promoting a non-antagonistic attitude between teachers and parents that emphasizes the need for mutual respect.
 - c. Inviting students, parents, and the community to embrace the school vision through active participation in the school.
4. Increase intellectual competence by:
 - a. Offering a comprehensive curriculum which fosters students' curiosity and wonder by promoting critical thinking.
 - b. Encouraging education as a life experience that awakens inquiry of existential questions, autonomous reasoning, and self-awareness.
 - c. Favoring interdisciplinary learning to link content with reality as a whole.
 - d. Emphasizing the human dimension through all subject matters to highlight the existential relevance of their content.
5. Strengthen social and emotional development by:
 - a. Promoting sound principles of good mental health.
 - b. Offering opportunities for individual and group counseling.
 - c. Supporting growth in maturity through freedom and responsibility.
 - d. Using a counseling approach to discipline.
6. Increase physical well-being by:
 - a. Providing sports and extracurricular activities that foster education and are connected to a student's academic journey.
 - b. Encouraging students to seek fulfillment through healthy competition, team work, and fair play in organized sports.
 - c. Offering sports and extracurricular activities as an extension of classroom learning where students understand the connection between their bodies and souls.

MOTTO

Led by Christ, who changes our hearts and the world.

SCHOOL SEAL

The school seal depicts the key elements of the mission of St. Brendan High School; spiritual growth, search for truth, and knowledge. At the base of the seal is an open bible, the crown of our creator, and the cross that our Lord, Jesus suffered and died upon. In the center of the seal is the ship of St. Brendan, our patron saint. At the top is the torch of knowledge. These symbols represent our students' journey and the way Christ will change their hearts and the world.

ALMA MATER

We the Sabres of green and white
Proudly roar with all our might
Constantly searching Invenire
Knowledge, truth and life so dear
Like the saint who crossed the sea
Explorers of the world are we
You teach us how to love and share
to help have faith, seek truth and care
Here we sing our alma mater
your ever faithful sons and daughters
you help us spread our wings to fly
for this we love St. Brendan High!



Words by: Eileen Harris '79 and Marilyn Milian '79
Music by: Debra Consuegra-Plummer

SCHOOL COLORS, MASCOT, AND BRAND

Our school colors are kelly green and white. Our mascot was selected by the founding class of the school. They took the first two letters in the first word of the school's name SA and combined it with the first three letters of the second word, BRE. Our mascot, then, is a SABRE. In 2012 a survey was taken among the student body to choose the representation of our mascot. The logo above depicted was the winner.

St. Brendan High School uses the capital "B" for branding purposes. This letter is seen on car stickers, clothing, accessories and school equipment. The school name, mascot, and "B" cannot be used nor printed without the written consent of the Principal.

OFFICE AND SCHOOL HOURS

The school office is open from 7:00 am until 3:30 pm on school days. Appointments outside of these times will be made when necessary. The school day begins promptly for students at 7:45 am and ends at 2:30 pm. Wednesdays are reserved for professional development and students will be dismissed at 2:00 pm.

CLASS SCHEDULE

VIRTUAL LEARNING CLASS SCHEDULE

Class Schedule	Monday (8:00am - 3:00pm)	Tuesday (8:00am - 3:00pm)	Wednesday (8:30am - 2:00pm)	Thursday (8:00am - 3:00pm)	Friday (8:30am - 2:00pm)
Attendance will be taken by period, daily	Per. 1, 8:00 – 8:45 Per. 2, 8:50 – 9:35 Per. 3, 9:40 – 10:25 Per. 4, 10:30 – 11:15 LUNCH, 11:15 – 12:30 Per. 5, 12:30 – 1:15 Per. 6, 1:20 – 2:05 Per. 7, 2:10 – 3:00	Per. 1, 8:00 - 9:30 Per. 2, 9:35 - 11:05 Lunch, 11:05 - 11:55 Per. 3, 11:55 - 1:25 Per. 4, 1:30 - 3:00	Per. 5, 8:30 - 10:00 Per. 6, 10:05 - 11:35 Lunch, 11:35 - 12:30 Per. 7, 12:30 - 2:00 <hr/> Faculty meeting at 2:10pm followed by Department meetings	Per. 1, 8:00 - 9:30 Per. 2, 9:35 - 11:05 Lunch, 11:05 - 11:55 Per. 3, 11:55 - 1:25 Per. 4, 1:30 - 3:00	Per. 5, 8:30 - 10:00 Per. 6, 10:05 - 11:35 Lunch, 11:35 - 12:30 Per. 7, 12:30 - 2:00 <hr/> Department Chairs meeting at 2:10pm
Test days	Art, Business, PE, Theology, and World Languages	Math and English	Math and English	Science and Social Sciences	Science and Social Sciences

***Schedule is subject to change.**

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Students must meet the following requirements to earn a diploma from St. Brendan High School:

- 2.0 un-weighted cumulative GPA
- 28 credits as outlined below:
 - 4.0 credits in Theology
 - 4.0 credits in English
 - 4.0 credits in Math
 - 1 credit must be in Algebra I
 - 1 credit must be in Geometry
 - 3.0 credits in Social Science
 - 3.0 credits in Science
 - 2 of the sciences must have a laboratory component
 - 2.0 credits in Foreign Language (in the same language)
 - 1.0 credit in Personal Fitness and Life Management
 - 0.5 credit in Fine Art
 - 0.5 credit in Computer Applications (Vocational Art)
 - 6.0 credits in Electives
- 100 hours of service learning
- One full faith-based retreat
- Return any and all property belonging to St. Brendan High School
- Meet any and all outstanding disciplinary obligations
- Meet any and all financial obligations
- These requirements are guided by the Florida Department of Education (FLDOE) and the State University System of Florida (SUSFL).

The principal will determine the graduation requirements in each individual case. Transfer students may not be specifically held to these requirements, depending on the grade level in which they enroll.

Seniors who do not meet the graduation requirement may not be allowed to participate in graduation activities – Mass and Commencement. Any disturbance created by a student’s behavior, or any prohibited behavior demonstrated during either activity may result in administrative withdraw or in withholding the diploma until the student complies with the resulting consequences.

High school credit earned in 7th or 8th grade will be added to the total number of credits earned but will not be factored into the student’s cumulative GPA. High School credit earned through Florida Virtual School (FLVS), MDC, FIU, or any other dual enrollment program while enrolled at St. Brendan High School requires the approval of the principal in writing, and will be added to the total number of credits earned but will not be factored into the student’s cumulative GPA.

Any student, in any grade with an un-weighted GPA below a 2.0 who earns a D as a final grade in any class must attend summer school for remediation. Any student, in any grade who earns an F as a final grade in any class must attend summer school for remediation.

GRADE REPORTING

PROGRESS REPORTS

Teachers post student grades on the Internet each week. Access to grades is through PlusPortals. A password is sent in the mail before the school year begins to initiate access to PlusPortals. Contact the school’s Main Office if you do not receive the password or lose the one sent to your home.

PLUS PORTALS

Plus Portals connects parents and students with schools and teachers. It is a way for the school and teachers to share information with parents. It is available online 24 hours, 7 days a week. Teachers are encouraged to post lesson plans, student progress, attendance, and report cards/transcripts can be viewed by parents from home or work. A high level of security allows parents to see only their child’s records.

REPORT CARDS

First and third quarter report cards are posted on PlusPortals. Hard copy report cards are distributed twice a year - at the end of each semester. The first semester report card includes a semester average. This average is 40% of the first quarter grade, 40% of the second quarter grade, and 20% of the mid-term exam grade. The second semester report card includes

final averages for each course. The final average is based on 20% of each of the quarters and 10% of the mid-term exam and/or final exam in the course.

GRADES

Averages printed on the report cards at the end of each semester are cumulative and un-weighted to facilitate determination of a student's eligibility for graduation, extra-curricular or co-curricular activities. *Un-weighted* averages are also on PlusPortals. *Weighted* averages are printed on official transcripts. The chart that follows indicates the quality point equivalent to the numerical grade and phase.

Grade Scale	Standard PHASE 1		College Prep PHASE 2		Honors PHASE 3		Advanced Placement PHASE 4		State of Florida Graduation & Athletic Eligibility
90-100	A	4.0	A	4.5	A	5.0	A	6.0	4.00
80-89	B	3.0	B	3.5	B	4.0	B	5.0	3.00
70-79	C	2.0	C	2.5	C	3.0	C	4.0	2.00
60-69	D	1.0	D	1.5	D	2.0	D	3.0	1.00
0-59	F	0.0	F	0.0	F	0.00	F	0.0	0.00

All records are adjusted to reflect the above values for grades earned. All grade equivalents are weighted, except for the Standard and the Florida State scale. Colleges and universities do not use high school weighted averages. Instead, admissions offices at each school calculate GPA's according to their own values. Weighted GPA's are used only for class rankings and determination of academic awards.

DUAL ENROLLMENT COURSES

Courses taken for dual enrollment credit through St. Thomas University appear on the report card and high school transcript as a high school credit. They are included in calculating GPA. To obtain a record of college credit, students must request a transcript from St. Thomas University. Dual enrollment for a course is dependent on the qualifications of the instructor and may change.

ABSENCES

Attendance in high school is required by law. A student who accumulates excessive absences may be disqualified from extra-curricular activities and may also be placed on probation. When returning to school from an absence, a student must provide documentation from parent or doctor's office to the Counseling Office. The student will receive an Admit Slip to be admitted to class. Illness, hospitalization, or doctor's visit does NOT excuse an absence, as a student is permitted up to 9 absences per semester. Attendance is taken each period, absences are accumulated by period. If a student is absent more than 9 times in a semester in a particular class, he or she will receive a no-credit failure (NCF) in that class and MUST remediate it in summer school. Students absent more than 9 times in a semester in 3 or more classes may be asked to withdraw from St. Brendan High School.

MAKE UP WORK

Upon returning to school after an absence, students have 3 days to schedule the make-up of any missed assignments or assessments. Students then have 2 weeks from the date they returned to school to make up the missed work. The student may forfeit the opportunity to make up tests if he/she demonstrates a pattern of missing school on test days or missing make-up tests. If a make-up test is scheduled and the student fails to attend, the teacher may assign a grade of zero. Students may NOT be sent to the library, guidance office, or other classrooms or school offices to take make-up tests during the school day. Make-ups are administered by the teacher before or after school, or in the testing lab after school.

SCHOOL-RELATED ABSENCES AND MAKE-UP WORK

If a student is absent from a class or classes for an athletic event or other school-related activity, the student must see his or her teachers before leaving campus to turn in assignments, and to inquire about work to be prepared for class the next day. If a student is absent for a few days, such as for a school sponsored retreat, college trip, or competition; then the teacher will set the due dates and assignments. These pre-arranged absences must be approved by the Director of Counseling. The student will obtain a Field Trip Consent and Release Form which will be signed by his/her parent and by each of his/her teachers. The completed form must be turned in to the moderator prior to leaving school for the activity. Absences for off-campus college visits must also be approved in advance in the same manner. Assignments for **any** pre-arranged absences are due the day the student returns unless the teacher and student have coordinated an agreed upon a due date prior to the absence.

ACADEMIC PROBATION

Academic probation is automatically imposed when a student's un-weighted GPA falls below a 2.0. GPA is calculated at the end of each semester; however, a student's GPA may be calculated at any time during the year. Therefore, a student may be placed on probation at any time. Students placed on academic probation will meet with their grade level counselor and parents will be notified in writing. It is our goal to motivate a student to improve academic performance. Probation should be considered a very serious measure with appending circumstances; therefore, students are forewarned to fulfill the requirements of the probation. If there is no improvement, or if the terms of the probation are not met, the school reserves the right to ask the student to withdraw from the school.

FINAL GRADES

The final grade in a subject is recorded on the student's permanent record. A student who does not demonstrate mastery in a semester or full-year course will receive a failing grade in that course. Students may not earn a grade higher than 100 or lower than a 50 on semester exams or quarter grades. If the student is a senior, the diploma will be withheld until all failures are remediated and the cumulative un-weighted GPA is above a 2.0.

INCOMPLETES

Only in special circumstances, a student who does not complete course requirements (including semester exams) in any marking period will be awarded an incomplete (I) for that marking period. A designated amount of time will be granted for the student to complete the course requirements. If the requirements are not met, then the final grade for that marking period will become an "F." The Principal may grant an extension of time resulting from extenuating circumstances. The forgiveness policy (see explanation which follows) does not apply to an "F" earned as a result of an *incomplete* earned in a course.

FAILURES

Any student who earns an "F" as a final average in any a subject is required to attend summer school for remediation. Students who fail **three or more credits** at the end of the school year may not be invited to attend summer school for remediation and may not be invited to return to St. Brendan High School for the subsequent year. Students must attend St. Brendan High School Summer School or a school designated by the administration for all make-up credits. Such courses may not be remediated with a private tutor or by homebound services provided by or approved by Miami-Dade County Public School system. **Students who fail to earn a passing grade in summer school may not be permitted to enroll at St. Brendan High School for the subsequent year.**

NCF (NO CREDIT F)

An NCF is an *F* entered as a result of a student accumulating more than **nine absences per semester**. The course must be re-taken during our summer session. The actual grade earned in the course during the year is averaged with the grade earned in summer school. *That* average is then entered as the final grade for the course. If the student has earned an *F* in the course, the *F* supersedes the NCF and will be entered on the record. A student who earns three or more NCF's may be asked to withdraw from school.

REMEDIATION

A student may remediate a course in which a D or F is earned, the highest grade that will be recorded on the St. Brendan High School transcript is a B. The grade recorded for summer school will be used to recalculate the cumulative GPA. The student's permanent record will show both grades, the one earned during the regular school year with no credit earned, and the one earned during summer school (no higher than a B) with credit earned. The grade earned in summer school will have no effect on course selection for the following school year.

PARENT AND TEACHER CONFERENCES

Parent and Teacher Conference nights are scheduled during the academic year. However, parents are encouraged to contact teachers and/or guidance counselors at any time during the school year to discuss their child's academic status. To do so, parents should use e-mail to contact teachers and staff. Staff e-mail addresses are on our website. In any instance regarding concerns about a teacher or course, parents are to contact the teacher **first**. If a resolution is not reached, the next person to contact is the counselor. The following should be contacted in the order stipulated, only if the parent cannot resolve the issue(s) with the counselor: Department Chairperson, and then, Assistant Principal. The Principal should be contacted if the parent still has concerns after discussing the matter with the teacher, counselor, department chairperson and the Assistant Principal. If a conference is desired with a teacher, counselor, or administrator, please **call for an appointment**. If you come in without an appointment, the individual may not be available to assist you.

MIDTERM AND FINAL EXAMS

All students must take a midterm examination in each of their classes. All students, except juniors and seniors who are exempt, must take a final examination. Students may not earn a grade higher than 100 or lower than 50 on a semester exam. The midterm exam is worth 20% of the first semester average, and 10% of the final average. In order to sit for the semester examinations, a student must:

1. Fulfill all course requirements.
2. Settle all financial accounts.
3. Return all books to the media center and pay any outstanding fines.
4. Return all athletic team uniforms.
5. Show an exam permit to the supervising teacher.

The Tuition Office distributes permits for midterm and final exams. Students whose accounts are up to date will receive an exam permit. Students whose accounts are delinquent will not receive an exam permit. Students without permits are not allowed to take midterm or final exams.

SPECIAL REQUEST FOR ABSENCE FROM SEMESTER EXAMS

Students absent for midterm and/or final exams must present, with adequate time, appropriate documentation of an adequate reason for the absence to the Counseling Director. Once the paperwork and request is received, the Counseling Director, or a designee will communicate with the parent(s). If the Counseling Director determines that the student may take a make-up midterm/final exam, the grade-level counselor will arrange for the exam to be administered before the absence.

ABSENCE FROM SEMESTER EXAMS DUE TO ILLNESS OR EMERGENCY

A student absent from a semester exam must make up the exam **within the semester exam week**. The monetary penalty may also accrue. If the student does not contact the teacher and make up the exam within that week, an *F* is awarded as the exam grade.

TARDINESS TO SEMESTER EXAMS

Students tardy to semester exams will **not** be provided with additional time in which to complete the exam.

EXEMPTION FROM FINAL EXAMS FOR JUNIORS AND SENIORS

In order for a junior or senior to be exempt from a final exam in a full year course or semester course, he/she must earn a final average of 95 or better in the course, with no quarter average or mid-term exam mark below an 80, **and** receive the approval of the course's teacher. In a semester class, the 95 average corresponds to the average of the two quarters. In a full-year course, the average of the four quarters and midterm exam will be used to determine exemption. The student determined to be exempt will be assigned the average earned at the time of the exemption as the final exam grade. Students exempt from a final are not required to be in school while that exam is being administered. An exemption from a final examination is not a right, but must be earned by excellence in academics, conduct, and effort. Additionally, all financial obligations to St. Brendan High School must be met. **Students enrolled in Advanced Placement courses must take the corresponding AP exams. The student will then be exempt from the course's final exam.**

HONOR ROLL LISTINGS

At the end of each grading period an honor roll of students is published based on grades. In order to be considered for the Honor Roll, students must have a satisfactory attendance and discipline record. The Honor Roll identifies two types of achievement:

Principal's Honor Roll is merited by those who achieve grades of 90 or above in all subjects.

Sabre Honor Roll is merited by those who achieve grades of 85 or above in all subjects.

TESTING DAYS

To avoid excessive number of tests on the same day, the following days have been assigned for tests and are to be followed. Testing days are subject to change in the second semester or under certain circumstances.

Monday	Tuesday/Wednesday	Thursday	Friday
Art, PE	Math	Science	Science
Business, Theology	English	Social Science	Social Science
World Languages			

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian must have attended St. Brendan High School from freshman through senior year. They must have attained the two highest weighted cumulative grade point averages calculated to the thousandths decimal point at the end of the fourth quarter of their senior year. At the end of the fourth quarter, the Valedictorian and Salutatorian will be announced. The valedictory and salutatory addresses will be approved by the Principal. In the event of a tie, the weighted cumulative grade point average will be calculated using the final average in each course based on a 100 point scale.

In other situations where weighted GPA is a determining factor, the above criteria will apply. Some examples of this are academic awards, admission to special programs, Top Ten, etc.

HONESTY IN STUDIES

Cheating occurs when a student presents as his/her own what is not. Cheating takes many forms and not only includes exams, but also reports, homework and assignments. Refer to *The Academic Honor Code* in the section titled Standards of Behavior.

COURSE SELECTION AND ACADEMIES

The selection of an academy and of one's courses is a very serious responsibility for a student and should be made in consultation with counselors, teachers, administrators, and parents. A student's commitment to selecting their academy and courses allows for growth in self-discovery and the fulfillment of God's plan. Full assistance will be given to students when they are choosing courses. Once a schedule is issued, a student will not be able to change it. Course selection worksheets, as well as the Curriculum Guide for the following school year, are available on the school's web page when course selection begins in the second semester. Placement in the following year's courses depends on first semester averages, teacher recommendation, and the availability of the course offered.

Ultimately, the administration will determine the availability and placement in an academy, as well as course availability and placement. The administration will set guidelines for admission and permanence in each of the academies, and guidelines are subject to change. Once an academy is selected, it may NOT be changed.

HOMEWORK

Since students receive assignments in each subject, they are expected to spend time studying each night before a school day. Homework is not to be interpreted merely as written work, but also includes assignments of review and reading. Reviewing the day's lesson is an excellent form of home study, as is reading ahead and preparing for the next day's class. Refer to the individual teacher's Course Policies and Guidelines for details regarding homework.

AFTER SCHOOL RESOURCES

The Math Lab is available to all students who need additional assistance in mathematics. Tutoring is provided free of charge by math teachers and members of Math Honor Society and the Math Club. The English Lab is available to any student who needs additional assistance with the English language. Tutoring is provided free of charge by English Teachers and members of the English Honor Society. Homework Lab is available for any student who needs additional help. Teachers are available to assist students with their homework. The Champagnat Program also offers its own assistance with homework.

NATIONAL STANDARDIZED TESTS

St. Brendan High School offers two standardized test days; the first in October for the PSAT and the second in the spring for the ASPIRE and ACT. Attendance at school on these testing days is considered mandatory for freshmen, sophomores, and juniors. An absence on these days will be recorded as such.

AP EXAMS

AP Exams are taken each May by students all over the world. At St. Brendan High School students enrolled in AP classes are required to sit for the AP Exams. These standardized exams are designed by CollegeBoard to measure how well a student has mastered the content and skills of the course. A successful score could earn a student credit and advanced placement in college. CollegeBoard does not require a student to take an AP class before taking the AP Exam. **A student not enrolled in an AP Class who wishes to take an AP Exam at St. Brendan High School, must request permission to take the exam before the end of the 1st semester.**

GENERAL SCHOOL POLICIES AND PROCEDURES

ADVERTISING AND DISPLAY OF POSTERS

Innovation and technology has allowed St. Brendan High School to advertise activities and events through electronic devices. Therefore, distribution of flyers or displaying posters in the hallways or on the school premises is prohibited. Advertising of activities and events requires the approval of the principal. Advertising without permission may be grounds for immediate dismissal from St. Brendan High School.

ASBESTOS

Prior to the end of 1988 all schools of the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA). As required by federal law, the three year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2017-2018 school year by the firm of ARS Environmental, Inc. St. Brendan High School was found to be in full compliance with federal standards and the school does not anticipate taking any asbestos-abatement actions this year. In further accordance with AHERA 40 CFR 763.93 (g), the Management Plan for asbestos containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office or at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, Florida.

CHANGE OF ADDRESS

Any change of address or phone number(s) must be given to the school in writing.

COMMUNITY SERVICE ADOM

Community service activities are not school activities and St. Brendan High School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Brendan High School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

DEADLINES

In the interest of fairness to all students and parents, deadlines in all areas must be respected. If a deadline has passed, a student or parent is in an indefensible position. Students and parents have a right to be informed of deadlines. The responsibility of meeting these deadlines rests with the student or parent.

DRIVING AND PARKING

Students who drive a vehicle to school must register the vehicle with the school office each year, park on campus, and obey all campus driving rules. For safety reasons, parking on the easement or swale of the school's property is prohibited. Students will be extremely cautious when driving on school grounds in order to ensure a safe environment for all. Students driving to school, must drive slowly, safely, and be alert of pedestrians. Students should never be inside stationed cars before, during, or after school, or during any school event. A student who abuses the privilege of driving will lose driving privileges on campus.

Parking on school grounds is a privilege. Students who wish to park on school property are required to sign a consent form allowing their vehicle to be searched by the Principal or designee. There are a limited number of spaces available; therefore, not all students are able to park on school grounds. Students may park only in designated spaces in the student parking lots and not in the visitor or teacher parking lots. Students may not go to, or sit in parked cars, at any time once they arrive at school. Students who must go to their cars for any reason must receive written permission from the Counseling Office. Students who do not display the school parking decal may have their parking privilege revoked. Parking decals must be prominently displayed in the proper place. The parking lots are off-limits once students have arrived at school until dismissal. Students may not park or loiter in the teachers' parking areas at any time.

Failure to comply with the above stated rules may result in disciplinary action, including loss of parking privileges, suspension, and/or the student may be asked to withdraw from St. Brendan High School.

Please Note: Due to construction, it may be necessary to alter student parking on campus or revoke a number of student permits for a period of time.

DROPPING OFF AND PICKING UP STUDENTS

Cars may enter St. Brendan High School from 87th Avenue or 28th street. Traffic on campus is ONE WAY headed west at ALL times. Visitors may park in the Visitor Parking between 8:00 am and 2:00pm. Students must be dropped off and picked up only in the designated zones. Students should NOT be dropped off or wait to be picked up along the school road between the A-building and 87th Avenue or the Seminary circle. Students may NOT be dropped off or wait to be picked up outside the school gates on 87th Avenue. Not only does such endanger the welfare of the student, but also may result in a fine by Miami-Dade Police. The only reason a student may wait on 87th Avenue is for the public bus, and then, only at the bus stop. Students are forbidden from leaving campus to wait for a ride home.

After dismissal, students are expected to move to designated areas for pick up. Pick up is on the south side of the C & D Buildings and the east side of the gymnasium. After 5:00 PM, the A-Building closes and security remains in the A-Building courtyard. Student-athletes traveling to and from games or practices off campus should wait to be picked up on the east side of the gym. Any student walks off campus after school may not return to school once they have left.

Students may not enter designated construction zones and never be unaccompanied on the property outside of school hours. During construction, all drivers and pedestrians should use extreme caution to avoid incidents. Students of St. Brendan High School and visitors should always remain on the south side of campus and are prohibited from crossing to St. John Vianney College Seminary. The area around the reflection pond, the seminary buildings, and the seminary chapel are off limits. Before or after school, a St. Brendan High School student may not enter Christopher Columbus High School or St. Brendan Elementary or wander around the premises of St. Brendan Church.

Any student who violates these policies will face disciplinary action, including suspension and/or may be asked to withdraw from St. Brendan High School.

Please Note: Due to construction, it may be necessary to alter the traffic on campus and change the designated drop off and pick up areas.

ELECTRONIC ACKNOWLEDGMENTS - ADOM

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

EMERGENCY DISMISSAL

In the event of an emergency like 9-11 an EMERGENCY DISMISSAL may be necessary. Telephone and computer messaging will be activated by the school and parents will be informed. Students will be released from their homeroom according to the information provided by parents on the **School Safety Acknowledgement and Consent Form**. Students that obtained permission to walk or drive home will sign out and be released first. The remaining students must sign out before being released. If an evacuation is necessary, the school follows its fire evacuation routes. Fire drills and lockdown drills are conducted with students throughout the course of the school year.

FIELD TRIPS

See section titled *Student Activities and School Events*

FINANCIAL OBLIGATIONS – ADOM

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 within 30 days of due date.

Tuition and fees are due no later than the 10th of every month starting in the month of August. Tuition and fee payments must be made through FACTS Tuition Management. Additionally, course fees, digital book fees, standardized test preparation fees, and Advanced Placement exam fees will be billed in October. These fees are listed next to specific courses in the Curriculum Guide found on our website: www.stbhs.org. Any student whose account is 30 days past due WILL BE SENT HOME until the tuition agreement is satisfied.

Any family encountering financial difficulties should contact the Finance Office immediately. Attending school is contingent upon fulfilling all financial obligations to the school. This rule may also apply to extra-curricular activities, participation in sports, school events, and field trips.

FIRE DRILLS AND LOCKDOWN DRILLS

Fire drills and lockdown drills are important and serious exercises. It is of the utmost importance to follow the procedure that is posted and explained by the teacher. When a fire drill or a lockdown drill is conducted, students accompany their teacher to a pre-designated meeting area. Everyone must move quickly, quietly, and in an orderly fashion. Initiating a false fire alarm or lockdown is a criminal offense. Any student committing such an act will be subject to immediate administrative withdraw. When a lockdown drill is conducted, students follow the procedure established and the teachers' instructions.

FOOD AND DRINK POLICY

Food and drinks are not allowed outside the cafeteria and/or patio area. Exceptions are made only for students with a medical condition. Students will be required to provide a letter from their doctor and obtain a pass from the counseling office.

FUNDRAISING - ADOM

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

HURRICANE OR CATASTROPHIC EVENT

Generally, in the event of a hurricane or other catastrophe, St. Brendan High School will follow the decisions of the Miami-Dade County School Board regarding the cancellation of classes; therefore, listen for announcements on radio and television. Our automated phone message system and website will advise accordingly as long as there is power available to communicate.

ILLEGAL SOLICITING OR SALE OF GOODS

Students are prohibited from selling any items for which all proceeds are not applied directly to a fundraiser sponsored by a school-sanctioned organization. Any sale of goods must be previously approved in writing by the principal. Distribution of fliers or pamphlets on campus, such as club fliers, party fliers, etc., is not permitted and may be grounds for immediate dismissal from St. Brendan High School.

IMMUNIZATIONS - ADOM

The Archdiocese requires that prior to enrollment or attendance, each student presents or has on file with the school a certificate of immunization form for the prevention of 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.

IPADS

The iPad is required to be at school every day, fully charged. Charging at school is prohibited. Students are required to have their iPad in their book bags when traveling from class to class. Students are required to purchase protective cases for their iPads and their use is mandatory. *Refer to the acceptable use policy in the Technology section of the Parent-Student Handbook.*

LOCKERS

Lockers are no longer assigned to all students. Lockers are the property of the school and subject to periodic searches without prior notice. Personal items are to be kept in locker and not in the students' cars. Lockers are assigned by the Counseling Office, and students may not switch lockers without proper authorization. *Gym Lockers are assigned in the gym by the Athletic Trainer.* The lock combination is a safeguard for personal use. The contents of the locker are the responsibility of the student assigned to that locker. Therefore, no one except the student assigned to the locker, should have the combination of the locker. Locks must be purchased through the school office. Any lock, other than those purchased through the school, will be removed from the locker. Lockers should be kept locked and in order at all times. Students tampering with lockers or found vandalizing lockers are subject to disciplinary action. The school is not responsible for the contents of a student's locker or personal property. It must be clearly understood that school lockers remain the property of St. Brendan High School and the Principal, or his designee, has the right to inspect any locker.

LOST AND FOUND

Students are responsible for their own belongings and for keeping them secure. The school is not responsible for any items which are lost, stolen, or damaged on school property. Anyone who finds another's personal property (books, iPad, cell phone, bag, clothing, etc.) must turn in the item(s) to the Counseling Office. To claim a lost item, go to the Counseling Office. Items remaining at school one week after the end of each quarter will be donated to charity. The school cannot be held responsible for items lost or misplaced by students.

MEDICATION - ADOM

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

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

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

MORNING PRAYER AND ANNOUNCEMENTS

While in the 1st period class, students are asked to respectfully stand, listen, and participate in Morning Prayer and the Pledge of Allegiance to the flag. If for personal reasons they cannot participate, students are asked to respectfully stand and be quiet. The same behavior is expected from students in the hallway during Morning Prayer and pledge. Students must be attentive during school-wide announcements.

NOTIFICATION OF RIGHTS UNDER FERPA - ADOM

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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA and 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

PARENTAL COOPERATION - ADOM

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.

PEANUT ALLERGY POLICY

In order to ensure the safety of students with peanut allergies, the Counseling Office must be notified of the allergy prior to the start of school. If the student requires medication to be administered, the parent must fill out and submit a Prescription Medication Release Form, available in the Counseling Office. All allergies must be listed on school registration forms. If an EpiPen is necessary, it must be provided to the Counseling Office. Teachers will be notified if they have students with allergies at the beginning of the school year.

PRIVATE TUTORING, COACHING, OR LESSONS - ADOM

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring services. Parents who engage school staff members for the provision of tutoring 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 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 provision of private tutoring services, regardless of where they may occur.**

RECORDING

Students may not record lessons or teachers without their expressed written consent.

REPORTING ISSUES/CONCERNS

St. Brendan High School, in conjunction with the Archdiocese of Miami, encourages parents to contact teachers and/or guidance counselors at any time during the school year to discuss any issues or concerns they may have. To do so, parents should use e-mail to contact teachers and staff. E-mail addresses are available on our website.

In any instance regarding concerns about a teacher or course, parents are to contact the teacher first. If a resolution is not reached, the next person to contact is the counselor. The following should be contacted in the order stipulated, only if the parent cannot resolve the issue(s) with the counselor: Department Chairperson, Director of Guidance, Director of Counseling, and then, the Assistant Principal. The Principal should be contacted if the parent still has concerns after discussing the matter with the above faculty and administrators. If a conference is desired with a teacher, counselor, or administrator, please call for an appointment. If you come in without an appointment, the individual may not be available to assist you.

If the concern is regarding athletics, parents are to contact the coach first. The Athletic Director is to be contacted only if the parent cannot resolve the issue with the coach. A meeting with the Athletic Director is required prior to contacting the office of the Principal.

SEARCH AND SEIZURE POLICY - ADOM

The principal and his/her designee has access to any lockers, handbags, book bags, electronic devices, cell phones, 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. **Seizure of any object which is illegal or contrary to school policy will result in disciplinary action.**

SEXTING - ADOM

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 administrative withdraw 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.

SOCIAL MEDIA

St. Brendan High School has developed a comprehensive social media plan that will allow us to share instant and engaging communications regarding school life and news with all of our stake-holders. The school reserves the right to use student or parent photos in any school publication and on the school's website or social media site. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

Students may not use social media during the school day. Acts of cyberbullying, harassment, or threats made on social media; sexting or child pornography involving a student via social media will be considered a grave infraction and the student may face disciplinary action including, suspension, withdrawal, or administrative withdraw. A student's personal social media site is not considered private and if used as a platform for cyberbullying, sexting, or publishing child pornography, it may be punishable by law. Please see the *Acceptable Use Policy* for more details.

SPECIAL NEEDS STUDENTS

St. Brendan High School welcomes a wide spectrum of students; however, educational means may not be available to meet the specific needs of every child. Therefore, the school reserves the right to admit those students for which the school determines it has the resources to serve. The school also reserves the right to determine the maximum number of students to be admitted each academic year in the special needs program or any other educational program.

SUPERVISION BEFORE AND AFTER SCHOOL

Supervision for students is available before school in the media center and in the A-Building from 7:00-7:45 am. After school, in addition to formal sports practice, games and student activities; students may work in the A-Building until 5:00 pm Monday thru Friday. Also, the Math Lab, English Lab, and Homework Labs are available from 2:45-4:00 pm Monday, Tuesday, and Thursday. This schedule is subject to change. **There is no supervision for students before 7:00 am or after 5:00 pm.** Therefore, students should be off campus after 5:00 pm, unless engaged in a formal supervised, extra-curricular activity. Any student who is not picked up by 3:00 pm will be asked to wait in the A-Building or A-Building Courtyard. Students attending or participating in a school activity must be picked up within a ½ hour of the conclusion of the event.

TECHNOLOGY/COMPUTER/IPADS

Violations of the Acceptable Use Policies may constitute a minor, major, or grave infraction which will result in demerits and/or disciplinary action. The disciplinary action will depend on the nature of the infraction and the circumstances involved.

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.

TELEPHONE AND CELL PHONE USE

Personal calls to students cannot be accepted through school telephones. The lines must be kept open for school business or emergencies. Hence, students will not be called to the phone, nor will any messages be delivered during class hours except in cases of emergency at the discretion of the student's counselor. The use or display of cellular phones, Apple Watches, or similar devices is not permitted on campus during the school day between 7:45 am and 2:30 pm and between 7:45 am and 2:00 pm on Wednesdays. During the school day, students **MAY NOT USE OR DISPLAY** cellular phones in their possession; cellular phones must be kept off in students' book bags or lockers. Failure to comply with this policy will result in a Saturday detention and demerits. If a student is seen with a cellular phone, Apple Watch, or similar device during a test or quiz, the student will face consequences for cheating. Continued violations may result in dismissal from St. Brendan High School.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS - ADOM

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.

TRANSPORTATION ARRANGEMENTS - ADOM

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

UNDOCUMENTED STUDENTS - ADOM

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.

USE OF PHOTOS – ADOM

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.**

VIRTUAL LEARNING

Attendance must be taken and recorded for students. For information related to Virtual Learning please visit *PlusPortals*.

VISITORS

For safety reasons, St. Brendan High School is a closed campus. All visitors, including alumni, must report to the Main Office and secure a Temporary ID Badge. Visitors must be accompanied by a member of the faculty or staff at all times, unless they are contractors with a Temporary ID Badge. **Students who have withdrawn are not permitted on campus or at school sponsored activities.** Students may not invite friends or relatives to visit them during lunch or after school. Only individuals picking up students after school are permitted on campus under the condition that they do not loiter. Drivers must obey all traffic rules. Visitors to the school may not loiter on the premises after activities are over. Any individual who does not follow these guidelines or obey the instruction of security guards or school personnel may be considered a threat to our students and school. In that case, safety and/or emergency procedures should be followed. Individuals who do not follow these guidelines or instructions may be banned from the school property or school activities.

STUDENT DRESS CODE

Any student not in conformity with personal appearance and dress code guidelines may be subject to disciplinary consequences.

PERSONAL APPEARANCE

GIRLS

1. No excessive jewelry, make-up, non-conventional nail polish
2. No tongue rings, nose earrings, eyebrow earrings, large hoop earrings, gauges or plugs are allowed at any time. Limit is two earrings per ear.
3. No eyebrow etching.
4. No ripped pant hems. Hems should reach the middle of the shoe heel.
5. No flip-flops Crocs may be worn at any time.
6. No inappropriate hair coloring or haircut.
7. No writing on shoes or other uniform items.
8. No visible tattoos or visible body piercing.

BOYS

1. Clean-shaven (no beards, moustaches, or long sideburns allowed).
2. No earrings, excessive jewelry, wallet chains
3. No tongue rings, nose earrings, or eyebrow earrings.
4. No eyebrow etching.
5. Hair must be groomed, styled, and **above** the collar. Hair is too long if it can be tucked behind the ears or falls below the shirt collar. Fad cuts, shaved sides, etchings, hair streaking, or pony tails are not allowed.
6. No inappropriate hair coloring.
7. No flip-flops or Crocs may be worn at any time.
8. No ripped pant hems. Hem length is to be at the middle of the shoe heel.
9. No writing on shoes or other uniform items.
10. No visible tattoos or visible body piercing.

SCHOOL UNIFORM

Students are expected to arrive to school properly dressed and groomed. Parents share the responsibility of ensuring that the uniform is worn correctly by the student, and that the student is properly groomed. Uniforms should be worn properly on and off campus; failure to do so may result in disciplinary action. **While wearing the school uniform, students are representatives of St. Brendan High School; as such they are expected to abide by the standards of behavior as outlined in this Parent-Student Handbook.**

Students should wear their student ID as part of their school uniform. No head coverings, such as bandanas, caps, or hats may be worn by either sex; sunglasses may not be worn at any time on campus. Sleeves on the white long-sleeved oxford may NOT be rolled up. Socks must be at least mid-calf and must be white or navy blue. Boys should have the top button on their white oxford, buttoned and their tie up. Students should wear the designated PE uniform for physical education classes. **Student-Athletes may wear their jerseys on game days but may NOT wear team warm ups or shirts during the school day.** The administration will be the final judge of properly-worn uniform attire and grooming. In the event of an injury or medical condition that prevents a student from wearing the school shoes, the student may wear sneakers or surgical shoe.

Uniforms may be purchased at AA Uniform.

DRESS CODE

Girls	Boys
White Long/Short Sleeve Oxford with embroidery	White Long/Short Sleeve Oxford with embroidery
Khaki Slack Slim Fit/Curvy cotton stretch with embroidery	Khaki Pant Slim Fit/Husky cotton with embroidery
Belt – Green/Navy/White stripes	Tie – Green/Navy/White stripes
Shoes – Cordovan Loafer	Belt – Cordovan leather
Navy/White Dress Socks	Shoes – Cordovan Loafer
	Navy/White Dress socks
Pullover Sweater – Navy with embroidery	Pullover Sweater – Navy with embroidery
Soft shell Jacket – Navy with embroidery	Soft shell Jacket – Navy with embroidery

Girls (Fridays)	Boys (Fridays)
Polo Shirt – Kelly Green with embroidery	Polo Shirt – Kelly Green with embroidery
Pullover Sweater – Navy with embroidery	Pullover Sweater – Navy with embroidery
Soft shell Jacket – Navy with embroidery	Soft shell Jacket – Navy with embroidery

Girls (Mass Days and Special Occasions)	Boys (Mass Days and Special Occasions)
Standard Dress Code (Monday-Thursday)	Standard Dress Code (Monday-Thursday)
Blazer – Navy with embroidery	Blazer – Navy with embroidery

DRESS CODE FOR PHYSICAL EDUCATION

Students are expected to dress in designated uniforms for physical education classes: white dry fit shirt with “B” print and kelly green shorts with “B” print. PE uniforms may be purchased at AA Uniforms.

DRESS CODE FOR SPECIAL SCHOOL ACTIVITIES AND OUT-OF-UNIFORM DAYS

Students are expected to dress appropriately for school sponsored activities. For most special school events, like mass, picture day, field trips, school visits, competitions, and awards ceremonies; students will be required to be in the standard uniform with the school blazer.

Students may be out of uniform during Homecoming Week or as announced. On these days, the following items are **not** permitted: tank tops, midriiffs, mini-skirts, leggings, baggy pants, ragged jeans, sandals, flip-flops, Crocs, t-shirts advertising drugs or alcohol or displaying obscene, lewd, discriminatory, or inflammatory messages. Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable. Skirts should not be shorter than the top of the knee. Undergarments must not be visible. These are examples and do not cover all situations. Any student not in conformity with these guidelines may be subject to disciplinary action.

EXTREME WEATHER PROVISIONS

Students are expected to layer their clothing on extremely cold days and wear the sweater or soft shell jacket as the top layer.

ATTENDANCE

Academic achievement is a result of various factors, an important one being regular school attendance. More is learned in a classroom than what is contained inside a book. A student gains the most from an education if he or she takes an active and involved role in the learning process. There is a high correlation between attendance, achievement, and future academic success. School attendance is the responsibility of both parents and students.

Attendance in high school is required by law. A student who accumulates excessive absences may be disqualified from extra-curricular activities, placed on probation, required to attend summer school, or even asked to withdraw from school. Attendance is recorded on all official transcripts to colleges and universities. Students will not be allowed to accumulate an excessive number of absences or tardies. **Students are only permitted nine absences per semester.** Failure to cooperate may result in disciplinary action and may result in the student being dismissed from the school. The student may be placed on probation. A parent conference is required and written notification of probationary status is kept in student file. **Please Note: Absence and tardiness is not classified as “excused” or “unexcused.”**

VIRTUAL LEARNING

Attendance during virtual learning is required and will be recorded. Students must be on time and present for the entire class period. Attendance will be taken by class period and an absence from any one class will be reflected on the student's daily attendance record. Grade-level counselors will follow up with students who are repeatedly absent from classes.

AFTER AN ABSENCE

When returning to school from an absence, a student must bring a note to the Counseling Office. The student will receive an Admit Slip to be admitted to class. Illness, hospitalization, or a doctor's visit does NOT excuse an absence, as a student is permitted up to 9 absences per semester.

Attendance is taken each period, absences are accumulated by period. If a student is absent more than 9 times in a semester in a particular class, he or she will receive a no-credit failure (NCF) in that class and MUST remediate it in summer school. In special cases, students may be asked to attend virtual school or to withdraw from St. Brendan High School.

LOSS OF CREDIT FOR EXCESSIVE ABSENCES - NCF

Students with excessive absences may be disqualified from participation in extra-curricular activities. The principal may consider absences due to extended illness verified by medical certification, mandatory court appearance (subpoena), death in the immediate family or other extenuating circumstances when determining an NCF. An NCF is issued if a student exceeds the number of absences (9) allowed in a semester. The student is required to attend summer school to make up the time missed. The grade earned in summer school will be averaged with the grade earned during the regular school year. The student may only attend summer school for two courses. If the student exceeds the number of absences in more than two courses, the student may be asked to withdraw from St. Brendan High School. Students absent for a substantial portion of the school year as a result of illness or medical necessity may be required to withdraw, repeat the year, or be asked to consider home-schooling through the appropriate office of the Miami-Dade County Public School System.

CHRONIC HEALTH CONDITION

If a student suffers from a chronic health condition, documentation must be on file in the Counselor's Office *at the beginning of the school year and updated yearly*. If the chronic health condition affects a student's daily attendance such documentation may be too late at the end of the year when consequences for excessive absences may apply. The school will attempt to accommodate a student with a chronic health condition. The student must complete all course work required by the dates set by each teacher and or the Assistant Principal. However, depending upon the circumstances and the student's performance in school it may become necessary for the parent and the student to consider home-schooling through the public school system. In these cases the student may be asked to withdraw.

REPORTING ABSENCES

Only a parent or guardian may report a student's absence with a call to the Attendance Office before 9:00 am on the day of the absence. The parent or guardian must also prepare a written confirmation of the absence to send to school when the student returns. **Written verification is required by state statute for the student's file.** When the student returns to school, the student must report to the Counseling Office before 7:45 am and before reporting to 1st period. The student submits the written confirmation of the absence and receives an Admit Slip to be admitted to the 1st period.

HOSPITALIZATION OR LONG-TERM ILLNESS

In the case of hospitalization or long-term illness, parent/guardian *must* provide written verification by a medical doctor who is not a family member, to the Counselor's Office upon the student's return to school. In such cases, the student's parent is obligated to contact the teachers or the student's counselor for assignments.

BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during school time, the student reports to the Counseling Office. The Director of Counseling or designee in consultation with the parent/guardian will decide whether the student should return to class or go home. If a parent/guardian cannot be contacted, the student will return to class. *All arrangements for leaving school must be made through the Counseling Office.* Under no circumstances should a student arrange to go home when ill or arrange to be picked up early from school without the school administration's knowledge. Parents must submit written notification and students must complete an Early Dismissal Form prior to being released from school. A student must be signed out by a parent/guardian prior to being released. A student will be marked absent for all classes missed.

LATENESS POLICY

Students who arrive to school after 7:50 am, will be marked tardy and serve a detention. A student who leaves the 1st period to bring an absence note to the Attendance Office should have a pass from their teacher. A student who arrives after 8:30 am will be marked absent from the 1st period and all periods missed prior to arrival at school. Only under exceptional circumstances will a student be admitted to school after 12:00 noon. Detentions for tardiness must be served on the **next** school day in the morning or afternoon. Students may only be excused from serving the detention at the discretion of the Director of Counseling. Consequences for failing to serve a detention for tardiness are as follows:

- Failure to serve a scheduled detention may result in a designated number of demerits and Saturday detention.
- Failure to attend Saturday detention may result in a designated number of demerits, two Saturday detentions and parent/guardian conference.
- Failure to comply with the aforementioned may result in suspension and disciplinary probation.

EXCESSIVE TARDINESS

Students may not accumulate an excessive number of tardies (more than 9) in either semester. On the 10th tardy, the student will confer with the Director of Counseling, and the student will attend Saturday detention for every tardy thereafter. If tardiness continues, the student may be asked to withdraw from St. Brendan High School.

EARLY DISMISSAL FROM SCHOOL

In order for a student to leave campus before regular dismissal, the Counseling/Attendance Office must receive a written request for an early dismissal **prior** to the start of the school day. This request must be in writing and signed by the parent/guardian and should include the following information:

1. The urgency of the request
2. The name of the person picking up the student
3. The hour the student will be picked up
4. The signature of the parent/guardian

During school hours, in the case of an emergency, a parent/guardian may request an early dismissal in the Counseling Office. Such a request must be made in person or in writing. If it is a planned early dismissal, the student must submit a written notice from their parent or guardian to the Counseling/Attendance Office. The notice must state the reason for the early dismissal. Students will only be released to their parent or guardian unless otherwise specified in the notice. The early dismissal will be verified via phone call by the Attendance Office. Students will NOT be released after 1:30pm on regular dismissal days, or one hour before dismissal.

PLEASE NOTE: Students must complete the Early Release Form prior to being released from school. Early dismissals will be tallied as part of the student's absences.

ABSENCE AND ITS EFFECT ON SCHOOL ACTIVITIES

Students absent from school may not visit the school campus, participate in, or attend any extra-curricular activity or school function that occurs on that day without written permission from the Principal. Extra-curricular activities may include, but are not limited to, Prom, Junior Ring Ceremony, Grad Bash, dances, athletic events, etc.

CLASS TRIPS AND ACTIVITIES

Student participation in off-campus trips or activities, i.e. class trips, Prom, dances, athletic competitions, Grad Bash, and others, is not a right, but rather a privilege earned by adherence to regulations, particularly academic performance. Attendance the day of the activity/event is required for participation. If the activity or event is held on a day off, students are required to be in school the day prior to the activity/event. Students with low academic performance, disciplinary issues and/or poor attendance may be prohibited from participating in such activities. Additionally, a student who demonstrates that he/she cannot or does not comply with appropriate behavior expectations during an off-campus activity may be banned from future participation in such or similar activities. Students who have withdrawn are not permitted on campus or at school sponsored activities.

GUIDANCE AND COUNSELING

The departments of Guidance and Counseling are committed to the full formation of each student. By establishing a collaborative relationship between students, parents, teachers, and administrators, the counselors work toward helping students understand their experiences and find their path in life. Treating students in a manner which promotes mutual respect, understanding, and acceptance enhances self-esteem and self-expression and promotes an atmosphere that is conducive to growth in self-discipline. To promote academic achievement and human success, the department provides each student with academic guidance and counseling services. Each student is assigned a counselor along with a college advisor to guide them through their high school experience and the college admissions process.

In cooperation with the faculty and administration of St. Brendan High School, guidance counselors work toward helping students make ideal choices that will prepare them for the next stage in their lives. Advisement in the choice of academies, as well as the course selection process facilitates the process of becoming college and career ready. Communicating with students and parents through grade-level meetings, facilitating SAT/ACT test preparation, and providing a standardized testing program, are among the many services provided through academic guidance. Counselors also help students understand themselves and their reality. Among their many responsibilities, counselors provide support to students who face difficulties related to low academic performance, poor attendance, standards of behavior, family matters, peer pressure, social adjustment, self-esteem, and chronic illness.

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.

CONFIDENTIALITY POLICY

We believe that a spirit of openness, trust, and confidentiality are necessary to overcome obstacles to personal growth and development. For this reason, all issues in the Department of Guidance and Counseling are treated with utmost confidentiality. However, two serious situations may occur when this is not the case:

1. When harm may come to the student or any other person as a result of the student's actions, parents and proper authorities will be notified.
2. In the event of suspected child abuse, counselors and teachers are responsible for reporting this serious situation to the Dept. of Children and Family Services.

In either situation, counselors and teachers are mandated by Florida law to report the situation so that proper services may be made available to the student and family. The counselors will also notify school administrators when they feel that serious consequences to the school or to any individual in the school may occur.

MENTAL HEALTH POLICY

If the school becomes aware that a student is having serious mental or emotional problems and may be a danger to themselves or others, the student will meet with a counselor. The parents will be notified and a psychological evaluation may be required. Parents will be asked to sign a release form at the assessing agency so that the school may receive the results of the assessment. After the assessment, the school will require the parents to follow the recommendations of the assessment. The student may return to school only after all conditions have been met, the student receives clearance from a medical professional stating that the student is not a danger to themselves or others, and the Principal authorizes it. If any of the conditions listed above are not met, the school reserves the right to require that the student postpone his/her return to school until all such conditions are met. In any case, the Principal may decide to postpone the return of the student or invite the student to withdraw from school.

PREGNANCY POLICY - ADOM

Although premarital sex is considered neither acceptable nor moral within Church teaching, it is essential that we keep paramount the basic belief in the value of life. Because we are pro-life, we will do all we can to preserve life and will do nothing which may encourage a girl to have an abortion. Therefore, it is advised that the parents, guidance personnel, and administration as well as the couple involved come to a workable solution which would enable the unmarried student to continue her Catholic education at the school. In every case, professional counseling of both the boy and the girl is strongly recommended as they face important decisions. Respect Life and Catholic Social Services are available for counseling.

In 2000, the Florida Legislature passed House Bill 1901 and, a year later, Amendment HB475, enacting the "Safe Haven" law providing parents in danger of abandoning or harming their newborn infants with a way to release the child without fear of criminal retribution. The law allows the parent to give the child to a staff person at a 24-hour fire station, emergency medical station or hospital and walk away, no questions asked and totally anonymous, thereby giving the child the opportunity for adoption and the birth parent the chance to provide a new life for the child. For more information on safe havens or the Safe Haven for Newborns program, visit the Web site at: www.asafehavenfornewborns.com

SECTION 504 POLICY STATEMENT – ADOM

St. Brendan High School complies with the mandate of Sections 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, St. Brendan High 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.

STANDARDS OF BEHAVIOR

Students are more apt to succeed when there is order in their lives. It is for this reason that at St. Brendan High School we have established a counseling approach to discipline. Discipline facilitates the learning process and strengthens social and emotional development. Clearly defining rules and regulations regarding standards of behavior provides students with a path toward human success. Any activity which disrupts the work of the school, detrimentally impacts the school's reputation, or violates the person or property of any student, teacher, or staff member is to be considered a violation of school rules and will be dealt with in accordance to standard disciplinary procedures and practices established by the school. A student's conduct is bound by school regulations while in school, at school events, or while wearing the school uniform or any school-related apparel, whether on or off campus, or when their conduct may damage the school's reputation.

CONDUCT - ADOM

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 administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

VIRTUAL LEARNING

During virtual learning, students are expected to behave in a manner consistent with the mission, educational philosophy, and spirit of the school. Students must be in their school uniform throughout the instructional day. Any student not in conformity with personal appearance and dress code guidelines may be subject to disciplinary consequences. Students should be ready for class in an appropriate setting with adequate lighting. Students should be seated in a chair with their iPads on a table, desk, or flat surface. Students must check in to class through ZOOM at the start of every period and be present for the duration of the class. With regard to technology, students are expected to follow the general rules of conduct of the Acceptable Use Policy.

THE DEMERIT SYSTEM

The Counseling Office will maintain a record of infractions to the Standards of Behavior by issuing demerits. A demerit is a mark made against one's record for misconduct. Once a student has accumulated a certain number of demerits, consequences may include detention, Saturday detention, parent conference, suspension, and may eventually subject the student to withdraw or administrative withdraw. Counselors will be involved in the process to ensure that students not only acknowledge their transgression but work toward growth in self-discipline. The demerit system is outlined below.

Minor Infractions are violations against school procedures and may result in one demerit, restitution, and/or detention. If minor infractions are chronic or involve special circumstances, they may be construed as major infractions.

Minor Infractions include, but are not limited to, the following:

- Dress Code Infraction
- Disruptive Behavior
- Parking without a permit
- Obscene Language
- Late to Class without a pass
- Graffiti on book bags or uniforms
- Leaving food or tray in or outside the cafeteria
- Food or drink in hallways or classrooms
- Chewing Gum
- Sale of goods without permission/approval of the Principal
- Skipping a Tardy Detention (will result in double detention and 2 demerits)
- Any other violation that may disrupt school procedure

Major Infractions are violations against the welfare of an individual, the school, or damage to the school's property. Major infractions may result in five demerits, Saturday detention, restitution, parent conference, and/or suspension. Disciplinary probation may be imposed, and depending on the grievous nature of the infraction, may be construed as grave infractions.

Major Infractions include, but are not limited to, the following:

- Disobedience and disrespect toward authority

- Inappropriate Display of Affection
- Physical altercation
- Willful damage of the school's or another's property (May also carry restitution)
- Harassment, bullying, or corrosion of another (Refer to Anti-Bullying Policy)
- Forgery of school documents
- Use or display of cellular phones, Apple Watches, or similar devices
- Abuse of Technology (Refer to Acceptable Use Policy)
- Cheating (Refer to Academic Honor Code)
- Throwing food/objects during lunch
- Dangerous driving on campus (Parking privileges may be revoked)
- Any other violation which may detract from the good name of the school or threaten the welfare of another

Grave Infractions are the most serious transgressions against the Standards of Behavior and may result in immediate suspension, invitation to withdraw, administrative withdraw and/or criminal charges. Grave Infractions include, but are not limited to, the following:

- Stealing
- Fighting
- Leaving Campus without permission
- Failure to report to class/Skipping
- Assault and/or battery
- Disobedience or disrespect toward a school administrator
- Threats or inflammatory statements (Refer to Threats of Violence Policy)
- Possession and/or concealment of a weapon (Refer to Weapons Policy)
- Use, possession, distribution, sale, or purchase of illegal drugs, alcoholic beverages, tobacco, e-cigarettes, or vape pens on school property or at school related activities, or while wearing the school uniform or apparel, or when their actions may damage the school's reputation. (Refer to Drug and Alcohol Policy)
- Instigating a fire alarm, bomb threat, or lock down
- Repeated harassment or bullying of another
- Any felony offense
- Any other offense on or off campus which may detract from the good name of the school, or its faculty/staff members, or which threatens the welfare of another

Please Note: Students who instigate others to bully, fight, steal, or commit major or grave infractions will face disciplinary action including suspension, withdrawal, or administrative withdraw. Any infraction in which 3 or more students are involved at the same time may be construed as a grave infraction. More than 3 students who agree to skip school or transgress school policies together may face disciplinary action including, suspension, withdrawal, or administrative withdraw. **Students are encouraged to report any violations to the Counseling Office. Failure to do so may result in disciplinary action.**

INTERVENTIONS

In an effort to promote self-discipline and strengthen social and emotional development, St. Brendan High School will intervene at various times to allow the student opportunities to improve behavior.

After 5 demerits, the student may be required to attend Saturday detention; he/she is referred to his/her grade level counselor, who meets with his/her parents.

After 10 demerits, the student and parent are required to meet with the Director of Counseling; the Disciplinary Board is convened, and the student may be suspended and is placed on disciplinary probation.

After 15 demerits, the Principal may convene the Disciplinary Board to discuss the student's record and advise about his/her future at St. Brendan High School. The disciplinary action may vary in method and severity based on the principal's discretion. Students with 15 or more demerits may be asked to withdraw from St. Brendan High School.

EFFECT ON STUDENT LEADERSHIP POSITIONS – After the 10th demerit, the student may forfeit the privilege to hold office in any school-sponsored organization, including athletic teams.

SATURDAY DETENTION

Saturday detention is imposed for various infractions to school rules and regulations. Students assigned to attend Saturday detention must report to the assigned place and time. Failure to attend a Saturday detention will result in more serious consequences. These consequences may include additional Saturday detentions, a parent conference, and may jeopardize the student's future at St. Brendan High School. Seniors will not be awarded a diploma until all disciplinary obligations, including Saturday detentions, are met. Underclassmen that have not completed their Saturday detentions by the end of the school year must complete the hours during summer school.

SUSPENSION FROM SCHOOL

A suspension is imposed for serious violations to the Standards of Behavior. Students suspended will be marked absent, and should have all assignments completed upon their return. Students suspended may not be on campus nor participate in any school-related activities.

DISCIPLINARY BOARD

The Principal may convene the Disciplinary Board to review a student's disciplinary record when a student exceeds the designated number of demerits or commits a major or grave infraction. The Board will assess the student's ability to cooperate with school authority and determine a course of action that is in the best interest of the school, the student body, and the student in question. The Board will make recommendations to the Principal regarding the student's future at St. Brendan High School.

DISCIPLINARY PROBATION

Probation is a measure used by the school and the Principal to motivate a student to improve his or her disciplinary performance. A parent conference is required and written notification of probationary status is kept in student file. If there is no improvement, or if the terms of the probation are not met, the school reserves the right to institute administrative withdraw proceedings or ask the student to withdraw from the school. Probation should be considered a very serious measure involving additional circumstances; therefore, students are forewarned to fulfill the requirements of the probation.

ACADEMIC HONOR CODE

As a Catholic community, St. Brendan High School recognizes the importance of honesty in all areas of life. Honesty and integrity foster a community based on trust and are the cornerstones of our Catholic Christian ethical beliefs. An act of cheating is cause for immediate dismissal from an honor society and Student Council. Cheating is also an act that disqualifies student from possible membership in an honor society or a role in Student Council.

By signing the Student-Parent Handbook acknowledgement contained herein, students are considered to have made the following pledge: "I recognize the importance of honesty and integrity in all areas of life. Therefore, I promise I will not cheat or help others to do so."

For the purposes of this Honor Code, cheating is an act of dishonesty and includes, but is not limited to, any of the following:

1. Copying homework or allowing others to copy homework or other assignments in any format – written or in any other representation.
2. Attempting to give or receive unauthorized aid on a test, quiz, or all other academic work
3. Giving or receiving unauthorized aid on a test, quiz, or all other academic work
4. Giving or receiving the answers for a test in advance
5. Plagiarizing
6. Not documenting sources, including internet sources, in research or other assignments
7. Misusing calculators or other electronic devices
8. Stealing a test, quiz, or any other type of academic work
9. Sharing a stolen test, quiz, or any other type of academic work
10. Holding or exposing an electronic device before, during, or after a test.

CONSEQUENCES

1st Offense: Student earns a "0"; demerits are issued, Saturday detention, teacher notifies parent or guardian; student is sent to Assistant Principal's office; the incident is recorded in student's academic and disciplinary record; all extra-curricular moderators and coaches are notified.

2nd Offense: All of the consequences for the 1st offense are imposed. Additionally: Student is placed on Academic and Disciplinary Probation which means ineligibility for Honor Societies or Student Council, for leadership positions in clubs, peer ministry, or athletic teams; conference with Assistant Principal; Saturday detentions and pertinent demerits.

3rd Offense: All of the above; conference with Principal; possible suspension or administrative withdraw. The Principal may convene the Disciplinary Board to discuss the student's record. The disciplinary action may vary in method and severity based on the principal's discretion.

ANTI-BULLYING POLICY - ADOM

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.
- I. 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 engages in an act of bullying or who, by their behavior, support another student's act of bullying.
 - II. Scope - This policy prohibits bullying that occurs either:
 - a. on school premises before, during, or after school hours;
 - b. on any bus or vehicle as part of any school activity; or
 - c. during any school function, extracurricular activity or other school-sponsored event or activity.
 - III. Reporting Complaints
 - a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.
 - IV. Disciplinary Action
 - a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdraw, 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.
 - V. 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.

BULLYING/HARASSMENT INVESTIGATION DISCLOSURES - ADOM

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

DRUG AND ALCOHOL POLICY - ADOM

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 administrative withdraw from the school, even for a first offense. Any student selling drugs on school property or at school functions may be subject to immediate withdraw. The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdraw from the school. At times, the school may choose to conduct random drug testing of the student body at the parents' expense; and while this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. The school may conduct random searches as set forth in this handbook. The school may utilize a variety of drug testing methods, such as but not limited to hair, urine, saliva, or blood. This policy includes performance enhancing substances such as steroids. Drug testing may be conducted at any time, at the parents' expense and students who test positive may be asked to withdraw or face administrative withdraw, even for a first offense.

EXCUSED FROM CLASS

Students are not permitted to leave class without written permission or hall pass from their teacher. Having permission to leave class and obtaining a hall pass does not sanction loitering in the hallways or bathrooms, or other restricted areas. A student may be skipping class if he/she is out of class and cannot produce a hall pass.

FIGHTING

It is the policy and practice of our school that students involved in a fight on campus or at any school event may be suspended or expelled.

HARASSMENT AND DISCRIMINATION - ADOM

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.

PUBLIC DISPLAY OF AFFECTION - ADOM

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 administrative withdraw. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

SCHOOL DANCES AND EVENTS

ON CAMPUS

The following rules are to be observed when school dances are held at St. Brendan High School:

1. Dress must be in good taste at all times. The administration reserves the right to deny entry to any student not dressed appropriately.
2. Students may not loiter in parking lots or remain in their cars.
3. Students may not smoke, vape, drink alcoholic beverages, or use any other illegal substance.
4. St. Brendan High School students may bring a guest, but will be held responsible for the behavior of their guest. The non-St. Brendan student must arrive at the dance **with** the St. Brendan student, and must be prepared to present ID.
5. All guests must abide by the same rules as those set forth for St. Brendan High School students.
6. Guests for prom and other formal dances must be of the opposite sex.
7. A person who is not a St. Brendan High School student is not permitted to attend any dance/event unless he/she is a guest of a St. Brendan High School student.
8. All tickets must be purchased in advance. No tickets are available at the door.
9. Students who have been asked to leave St. Brendan High School are not allowed to attend a dance or any school activity or game.

OFF CAMPUS

The above-listed rules are also observed when school dances are held off campus. The dress code for formal dances follows:

GIRLS

- a. No plunging necklines or open or plunging backs (below the waist).
- b. Length of the skirt, dress, or slit may not be shorter than 3 inches from the knee.
- c. Prom dresses are traditionally mid-calf to floor-length.
- d. Strapless dresses and dresses with spaghetti straps may be worn as long as the dress is modest in presentation.
- e. Midriffs, thighs, hips, etc., may not be exposed.
- f. Dresses made of sheer material or lace must be lined and not give the appearance of being see-through.

BOYS

- a. A suit and tie; a tuxedo is suggested for Prom, though a suit and tie may be worn in lieu of a tuxedo.

- b. Clean shaven
- c. No earrings, tongue rings, nose rings, or brow rings may be worn
- d. Hair should be well groomed with no fad or unusual hair styles or color

Please Note: Students who do not adhere to the dress code will not be admitted to the dance. The administration reserves the right to deny entry to any student not dressed appropriately. Parents will be notified and asked to pick up the child.

SCHOOL PROPERTY

Care of school property is a matter of every student's responsibility. A spirit of pride in the beauty of the school will prompt every student to contribute his/her share in keeping halls, stairways, and washrooms clean. Damage resulting from carelessness requires restitution. A student defacing school property will be punished according to the seriousness of the damage, even to the point of administrative withdraw. If students find anything out of order, they should report it to the Main Office immediately. Failure to report may involve disciplinary action.

SMOKING/VAPING - ADOM

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 administrative withdraw from school.

STUDENT SAFETY PLEDGE

As a student of St Brendan High School, I pledge to help ensure that my school is a safe place to attend and to learn. I recognize that every student has the right to a safe environment where everyone is treated with respect. I further recognize that I have an essential role in school safety and violence prevention. I promise to share with a teacher, counselor, or administrator any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make that judgment. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. And I understand that I may remain anonymous when I report my concern. I may also give my name when reporting, and if I do, my report will remain confidential.

THREATS OF VIOLENCE - ADOM

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

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

TRUANCY AND SKIPPING

Truancy and skipping school is a most grievous offense that provokes a breach in the supervision of students and may result in serious disciplinary action. A student is truant if he/she is absent from school without parental permission or leaves campus without written administrative permission. The first offense may result in suspension and disciplinary probation. Continued truancy may result in administrative withdraw. **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 truancy.**

WEAPONS POLICY - ADOM

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.

STUDENT ACTIVITIES AND SCHOOL EVENTS

St. Brendan High School invites and encourages all students to participate in some of the many and varied extracurricular activities that are available to them. Since interpersonal relations play a key role in the overall development of the student's personality, the activities listed provide students the opportunity to interact in social situations.

PARTICIPATION IN SCHOOL ATHLETICS, ORGANIZATIONS, AND ACTIVITIES - ADOM MAJOR SCHOOL ACTIVITIES

Freshman Day, Academy Trips, Class Trips, Grad Bash, field trips, competitions, field day, homecoming events

DANCES

Back-to-School, Christmas Formal, Prom

Students who have withdrawn are not permitted on campus or at school sponsored activities.

CLUBS	HONOR SOCIETIES
AIDS Awareness	Art
Athletic Training	Business and Technology
Book Club	Chinese
BTV	Dance
Chinese Dragon Club	English
Choir	French
Drama	Italian
Environmental Club	Mu Alpha Theta (Math)
European-American Society	National Honor Society
French Club	Phi Beta Chi (Science)
Future Business Leaders of America	Quill and Scroll
Future Educators of America	Social Science
Future Lawyers of America	Spanish
GRACE Club	Thespian
Key Club	Tri-M (Music)
Math Club	
Model UN/Political Awareness	
Photography Club	
Pre-Med Club	
Red Cross	
Respect Life	
Robotics	
Stage Crew	
STEM	
Student Council	
Students Against Cancer	
Students Against Destructive Decisions – SADD	
<i>The Sabre Magazine</i>	
Writing Club – <i>Galatea</i>	
Yearbook – <i>Invenire</i>	

SPORTS

St. Brendan has a diverse interscholastic athletic program for boys and girls. Organized athletics teach students many valuable lessons: teamwork, commitment and perseverance. In addition to the sports listed below, St. Brendan High School students may participate in summer leagues and intramural sports throughout the year.

BOYS compete interscholastically in football, cross-country, swimming, soccer, basketball, lacrosse, track, volleyball, tennis, and baseball.

GIRLS compete interscholastically in volleyball, swimming, cross-country, soccer, basketball, track, tennis, softball, dance, and cheerleading.

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

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

PARTICIPATION IN ATHLETIC TEAMS

All qualified students may try out for an athletic team. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach and his/her coaching staff, under the direction of the Athletic Director and the Principal, is final. Parents are encouraged to help their children understand that not everyone will be selected. Parents are expected to read and abide by the guidelines in the *St. Brendan High School Athletics Parent Guide*, which can be found on the school's website, under athletics. **St. Brendan High School reserves the right to deny a student participation in any athletic or extra-curricular activity if the conditions outlined herein are not satisfied.** As a member of the Florida High School Athletic Association (FHSAA), St. Brendan High School participates in the following sports: swimming, volleyball, cross-country, cheerleading, basketball, soccer, baseball, lacrosse, softball, tennis, and track. St. Brendan High School also sponsors a dance team.

Parents further hereby agree to release and hold harmless the Most Rev. Thomas Wenski as the Archbishop of the Archdiocese of Miami, his successors in office, a corporation sole, Archdiocese of Miami, Inc.; St. Brendan High School, Inc., St. John Vianney College Seminary, Inc., their agents, employees, or corporate members from any and all liability, causes of action, suits, promises, damages, judgments, claims, and demands, whatsoever in law or equity, which the student, the parent, or any of their legal representatives may assert related to any injuries or damages sustained by the student or others arising from participation in such programs or activities.

PARENT PARTICIPATION

Parent participation in school life is welcomed and encouraged, however; supervision on school field trips or activities is the responsibility of school personnel. In the event that a parent or volunteer is asked to supervise or chaperone a field trip or activity, they must abide by the policies set forth by the Archdiocese of Miami and St. Brendan High School. Parents participating in a school field trip or activity forfeit parental rights and must follow the set schedule and procedures set forth by the faculty/staff representative responsible for said field trip or activity. Parent participation on school trips is not a right, but a privilege, and may only be permitted under special circumstances and in writing by the Principal and is subject to rules, quotas, or a screening process.

SCHOOL SPONSORED EVENTS - ADOM

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school administration. **Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.**

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

PARTICIPATION IN ACTIVITIES AND EVENTS

When activities and events are open to the entire student body for participation, all qualified students may try out for membership or sign up for participation. Due to limitations of time and space, not everyone who tries out or applies can be guaranteed acceptance or attendance. The decision of the club moderator, under the direction of the Activities Coordinator and the Principal, is final. Parents are encouraged to help their children understand that not everyone will be selected. Students who have withdrawn are not permitted on campus or at school sponsored activities. **St. Brendan High School reserves the right to deny a student participation in any extra-curricular activity. Parents and students**

must understand that some special activities involve a process of participation that is only by invitation.

FIELD TRIPS

Student participation in school sponsored field trips is subject to availability. In addition to meeting the eligibility requirements, students who participate in a school sponsored field trip must submit a Field Trip Consent and Release Form and must adhere to the full program or itinerary as scheduled. The student must also adhere to all school and Archdiocese of Miami policies regarding field trips. Students may not be pulled from a specific activity during the field trip. Parents may not interfere in their child's participation. *Refer to the policy on Parent Participation.*

ELIGIBILITY FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students who wish to play on any team, hold office, or represent St. Brendan on a field trip, retreat, or any other sort of extra-curricular activity, must satisfy the following conditions:

- a. Have a satisfactory academic record.
- b. Have a satisfactory attendance record.
- c. Have a satisfactory behavioral record.
- d. Have met all financial obligations to the school.
- e. Embody the school's mission, philosophy and spirit; and respect the teachings of the Catholic Church.
- f. Students must be covered by an accident insurance for a 24-hr. day; that is, protection while in school, while traveling directly to and from school, while participating in any school organized activity outside the school hours, and while traveling to and from games. Insurance coverage is the responsibility of the parent.
- g. Meet all eligibility requirements established by the Florida High School Athletic Association (FHSAA). FHSAA requires a cumulative high school grade point average of 2.0 or above on a 4.0 un-weighted scale, or its equivalent, in all courses taken that are required by Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose average falls below the required 2.0 at the conclusion of a semester shall not be eligible during the following semester. The 2.0 grade point average is established in Florida Statutes and cannot be waived. A grade of "incomplete" received by a student at the end of a semester is considered a failing grade for purposes of these pre-requisites.
- h. Meet the pre-requisites for the specific organization the student wishes to join. The student is encouraged to investigate pre-requisites with each advisor.
- i. Any student holding office who acquires 10 or more demerits may be removed from office.
- j. Any student who earns 10 or more demerits may lose the privilege to participate in **any activity**.
- k. Any student who has been asked to leave the school is not allowed at school functions.
- l. Summer league and club sports are not under the auspices or authorization of the school. Students are not required to participate in a summer league in order to participate in a school sport. If a student participates in a summer league and sustains an injury, the student had accepted the probability of injury for participating in any sport and the school does not accept any liability for the student's injury or subsequent consequences.
- m. Students wishing to participate in extra-curricular athletic activities must submit the results of an annual physical exam conducted after May 15, along with the required form consenting to student's participation signed by a parent or guardian.

The principal reserves the right to disallow student participation in teams, clubs, honor societies, athletic competitions, field trips, retreats, and any co-curricular or extra-curricular activities.

Please Note: Participation in co-curricular or extra-curricular activities or sports is not a right, but a privilege and is subject to rules, quotas, or screening processes that may change.

STUDENT COUNCIL

The goal and purpose of Student Council is to collaborate with faculty and staff in executing the vision and mission of St. Brendan High School. Students who run for class office: are subject to faculty and administrative approval, must be in good disciplinary standing, must have a good attendance record, must satisfy financial obligations to the school, must maintain a cumulative 3.67 weighted GPA and must maintain a passing grade in all subjects. GPAs are calculated at the end of each semester. A disciplinary suspension at any time of the year disqualifies the student and relieves him/her of office in Student Council or organization.

Specific requirements for participation in Student Council are described in the Student Council Guidelines and may be subject to change at the discretion of the principal.

NATIONAL HONOR SOCIETY (NHS)

Qualified students are selected for membership in the National Honor Society based on four criteria: scholarship, leadership, service, and character. Students are not entitled to membership. Membership is a privilege. Service is determined in part by the number of hours given in service to the school and community. Leadership is determined in part by the quality, strength, and influence of a student's example to his or her peers. Character is determined in part by the student's positive example of his convictions, morals, and behavior. A student's disciplinary record should be exemplary. Dishonesty or cheating on any type of academic work shall disqualify a first-time applicant from membership in NHS, provided the applicant was confronted by the teacher with the offense. A similar offense by a current member of NHS shall receive a formal warning to the effect that a further offense shall result in dismissal from the society. Any other behavior contrary to the standards of the four criteria is subject to scrutiny and may result in dismissal from the society or disqualification from selection.

MORNING ANNOUNCEMENTS (BTV STUDIOS)

Morning announcements and the work of St. Brendan High School BTV Studios is a very important school ministry. Morning announcements are an instrument that the school uses daily to develop prayer, recite the pledge, and convey messages to the entire school community. Morning announcements embody and transmit the school's mission, vision and educational philosophy. Sophisticated technology, hardware, software, and television equipment are used to provide quality communications. The production of the morning announcements involves complex operations. Given the popularity of morning announcements and BTV studios, a great number of students want to participate in the production, anchoring, and other broadcasting operations. However, that is not always possible. For the above stated reasons, no student has the right to participate in any of the broadcasting operations of morning announcements or the BTV studios. Experience or past participation, enrollment in the Broadcasting courses, or possession of broadcasting skills, does not grant participation in the morning announcements or BTV studios. The St. Brendan High School TV Producer, under the direction of the school administration, may extend an invitation to any student to participate in broadcasting activities. An invitation may be extended to any St. Brendan High School student for an undetermined amount of time and for an undetermined number of tasks. **Participation in any one broadcasting activity does not secure or ensure future participation.**

BACCALAUREATE MASS AND COMMENCEMENT

Because space is limited, graduates will be issued a limited number of tickets to the Baccalaureate Mass and a limited number of tickets to the Commencement. Tickets to these events are not sold to the public; they are issued to the graduates at graduation practices. Reserved box seats for the Commencement will be available for auction to the parents of the graduates in May.

TECHNOLOGY

COMPUTER USE – ADOM

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

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or 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 like My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

SUPERVISION AND MONITORING OF TECHNOLOGY- ADOM

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.

VIRTUAL LEARNING PROGRAM

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by St. Brendan High School to support the Virtual Learning Program including but not limited to Zoom, PlusPortals, and Showbie. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which St. Brendan High School cannot control or assume responsibility. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Virtual Learning Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY - ADOM

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

CONSENT – ADOM

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 - ADOM

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 administrative withdrawal.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

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

E-MAIL

- The use of e-mail, texting, or other forms of messaging during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their messages.
- E-mail and messaging services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate communication will be tolerated, including derogatory, obscene, or harassing messages. Messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in administrative withdrawal.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's device or e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

CHATTING AND BLOGGING

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.

- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

AUDIO AND VIDEO

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

GAMES

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

DEVICES

- Student DEVICES must not be left unattended at any time. If a DEVICE is found to be unattended, it will be turned in to the Technology Office.
- DEVICES must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your DEVICE to other students.
- Do not borrow a DEVICE from another student.
- DEVICES must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued DEVICES must be in the school-issued DEVICE case.

- Do not consume food or beverages near the DEVICES.
- DEVICES should be handled with care. Inappropriate treatment of school DEVICES is not acceptable.
- No writing or stickers will be allowed on the DEVICE and DEVICE cases, and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your DEVICE.
- Students are not allowed to create any administrative passwords on their DEVICES.
- Students are expected to come to school with a fully charged battery on a daily basis.

NETWORK ACCESS

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

FILE SHARING

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a

specific assignment given by a faculty member.

- No file sharing software of any kind is to be installed on the DEVICES. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

DELETING FILES

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in DEVICE failure and will interfere with your ability to complete class work and may affect your grades.

DOWNLOADING AND LOADING OF SOFTWARE

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

SCREENSAVERS

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

INTERNET USE

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, counselor, or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

PRIVACY, USE, AND SAFETY

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and DEVICE access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.

- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- DEVICES that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

COPYRIGHT

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

CONSEQUENCES

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the DEVICE program at the School as well as to students who are using the school's DEVICES and on campus.
- Any DEVICE with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated DEVICE abuse and/or damages, the school has the right to revoke the use of the school's DEVICE and the student will be restricted to using it only on-campus. Repeated AUP offenses or DEVICE abuses may lead to the loss of a student's privilege of using an DEVICE on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student DEVICES will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the DEVICES or materials stored on the DEVICES, or the school's network.

FLORIDA LAWS

Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting

documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

- If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

ST. BRENDAN HIGH SCHOOL IPAD ACCEPTABLE USE POLICY

In addition to the ADOM Policies, St. Brendan has added its own Acceptable Use Policy. If our policy in any way contradicts the ADOM policy, the Diocesan policy takes precedent.

All iPads are the property of St. Brendan High School and are subject to the same acceptable use guidelines as all other St. Brendan High School provided electronic devices. St. Brendan High School reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action (including suspension or administrative withdraw), repossession, overnight confiscation, and remote removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. St. Brendan High School is not responsible for the financial loss of any personal files or applications that are deleted.

Student Responsibilities:

Caring For The iPads

- Students are required to have their iPad in their book bags when traveling from class to class.
- Students are required to purchase protective covers/cases for their iPads and their use is mandatory.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
- Defacing the iPad including the STB Equipment ID tag, in any way is prohibited (permanent stickers, markers, etc).
- To extend battery life, students should always turn off and secure their iPad after work is completed.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

Safeguarding and Maintaining the iPad as an Academic Tool

- The iPad is required to be at school every day, fully charged. Students must charge their iPad at home.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad. Repeat offenses will result in disciplinary action.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment.
- Backing-up and syncing the iPad to iTunes or iCloud should be done regularly. Doing so will safeguard all files, documents, and apps as well as allow restoration if needed.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Work completed on the iPad should be e-mailed to your e-mail account or uploaded to Dropbox to safeguard them.
- All iPads must have the STBHS app installed, set to allow push notifications, and updated regularly.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.

- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member immediately.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Technology Office must be notified immediately.
- The student is responsible for ALL costs associated with replacing/repairing an iPad that is lost, stolen, or damaged.

All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. All wireless traffic will be routinely monitored as well. If the iPad acceptable use policy or any other school policy is violated, disciplinary action will result and the iPad may be remotely locked down, wiped, and/or confiscated.

Prohibited uses include, but are not limited to:

- **Accessing Inappropriate Materials** - All material on the iPad must be respectful to the doctrine, morals, and mission of the Catholic Church and St. Brendan High School. Students must abide by the same prohibited uses as the use of the school WiFi, lab computers, and laptops. Students are not allow to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Safari and Chrome are the only browsers permitted for use on the iPad. Downloading other browsers is not permitted. Proxy sites, servers, and browsers are prohibited.
- **Illegal Activities** - Use of the school's Internet for financial or commercial gain or for any illegal activity is strictly prohibited. Students are allowed to have music and install apps on their iPad's, however the items downloaded and synced to the iPad must be in compliance with Federal copyright laws. Students must use good judgment and follow the predefined St. Brendan High School rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera's in restrooms or the locker room, regardless of intent, will be treated as a serious violation.
- **Malicious Use/Vandalism** - Any attempt to destroy hardware, software or data.
- **Jailbreaking** – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple or St. Brendan High School. Jailbreaking is strictly prohibited.
- **Recording or taking pictures with the iPad** – There are to be no pictures, audio and or video recording in the classroom without the expressed written permission of the teacher. There is also to be no audio and or video recording on campus without the expressed written permission of the school's principal.

ST. BRENDAN HIGH SCHOOL 2020-2021 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)

(ID#)

(Signature Student)

(Date)