



**Archbishop Coleman F. Carroll  
High School (ACCHS), Inc.**

**2017-2018**


***STUDENT/PARENT HANDBOOK***

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School Code: SAT/ACT = CEEB = 100994

**Accredited by:**

*AdvancEd*: Southern Association of Colleges and Schools

**Members of:**

The National Catholic Educational Association

Florida Catholic Conference

Florida High School Athletic Association (FHSA)

National Association of Secondary School Principals

**Sister Margaret Ann O.C.D., Principal**



*Coleman Carroll High*  
Official Alma Mater Song

Coleman Carroll High, our Alma Mater  
Primum Regnum Dei, for me and you  
Blessed memories will stay for ever  
With our trust in God, our whole life through

Coleman Carroll High, our Alma Mater  
We will praise your name, with loyalty  
Leading us to Christ in all endeavors  
Showing us His way as Family

If we never again walk this way  
We would still want to hear people say  
That the flag's still flying Black, Silver, and Blue  
and the world's still seeing what the Bulldogs can do!

Primum Regnum Dei  
We live it day by day!

Primum Regnum Dei

**Archbishop Coleman F. Carroll High School  
Parent-Student Handbook Acknowledgement Form**

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

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

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

Furthermore, I attest to having read and understood all the following technology related documents and regulations.

_____ <b>Student Signature</b>	_____ <b>Date</b>	_____ <b>Print Student Name</b>	_____ <b>Grade</b>
_____ <b>Parent/Legal Guardian Signature</b>	_____ <b>Date</b>	_____ <b>Print Parent/Legal Guardian Name</b>	_____ <b>Grade</b>
_____ <b>Parent/Legal Guardian Signature</b>	_____ <b>Date</b>	_____ <b>Print Parent/Legal Guardian Name</b>	_____ <b>Grade</b>

## **St. Michael the Archangel Our School Patron**

*Scripture reminds us of how God commanded the angels to protect us in all of our ways; guiding our steps in life, keeping us from danger and from falling into sin. St. Michael the Archangel, the school patron of Archbishop Carroll, symbolizes the “strength of God”, and is a mighty, spiritual warrior who accompanies us on our journey. Let us daily turn to St. Michael, asking his protection for ourselves, our families and our school.*



### ***St. Michael the Archangel Prayer***

**Saint Michael the Archangel, defend us in battle.  
Be our protection against the wickedness and snares of the devil.  
May God rebuke him, we humbly pray;  
and do thou, O Prince of the Heavenly Host,  
by the Divine Power of God,  
cast into hell Satan and all the evil spirits  
who roam throughout the world seeking the ruin of souls.  
Amen.**

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## ABOUT ACCHS

### **I. Introduction: (Archdiocese of Miami Department of Schools (ADOM reference))**

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

**II. Mission Statement:** Archbishop Coleman F. Carroll High School, a college-preparatory institution, educates in a Christ-centered environment, forming students to reach their intellectual, physical, social and spiritual potential. We cultivate in our students a foundation of truth, goodness and self-discipline, preparing them to be contributing members of the Church and society.

**III. Vision:** Archbishop Coleman F. Carroll High School will provide an outstanding Catholic, college-preparatory education for a diverse student body which is characterized by academic excellence and family spirit.

### **IV. Core Beliefs:**

a. We believe in providing effective educators and instructional programs which lead students to academic excellence, offering a positive and challenging learning experience supportive of each student's potential.

b. We believe that education is a shared partnership of the students, parents, administration and teachers in which the goal is the formation of the whole person, developing the individual's unique talents, abilities and character.

c. We believe in providing an environment in which the profound dignity of every student is affirmed, thus enabling each one to grow in the knowledge of their worth as being created in God's image and invited to share in the Divine life with Him.

d. We believe in providing an environment in which the Catholic faith is actively experienced so that students can grow in their relationship with Jesus Christ and are motivated to take an active role in the Church.

e. We believe in providing a varied program of student activities to build caring communities and to foster a sense of belonging during and beyond school hours.

f. We believe in the importance of inspiring a sense of social responsibility and Christian service within the community.

**V. School Heritage:** In February 1993, the Archdiocese of Miami authorized the construction of a new Roman Catholic High School in South Miami-Dade. Archbishop Coleman F. Carroll became one of the first new Catholic High Schools in the Archdiocese in nearly thirty years. Archbishop Edward McCarthy began planning for this new Catholic school in 1994. Archbishop John C. Favalora, Msgr. Vincent T. Kelly, Vicar of Education, Sr. Noreen Werner, Archdiocesan School Superintendent, the first supervising principal, Reverend Msgr. Gerard T. La Cerra and the founding principal, Dr. Richard J. Fenchak, broke ground for the new school on September 18, 1997. The Carmelite Sisters of the Most Sacred Heart of Los Angeles assumed administration of the school in 2008, bringing the added dimension of Carmelite Spirituality to enhance the mission of the school.

## **VI. Accreditation**

Archbishop Coleman F. Carroll High School (ACC) is a fully accredited, Archdiocesan, Catholic school founded in 1998 in Miami, Florida. It is accredited by AdvancED. The school provides a coeducational, college-preparatory program in a Christ-centered environment which forms the students intellectually, emotionally, physically and spiritually. The varied curriculum meets the needs of a diverse student population, fostering academic excellence, leadership, self-discipline, integrity, and faith values.

Archbishop Coleman F. Carroll High School will provide an outstanding Catholic, college-preparatory education for a diverse student body while increasingly integrating technology with individualized and differentiated instructional methods in the learning process.

**VII. School Mascot:** During their freshman year, the Class of 2002, the first graduating class of Archbishop Coleman F. Carroll High School, chose the “BULLDOGS” as the school mascot. The bulldog represents strength of character and true to its nature, has a tenacity for holding on to the animal being hunted, no matter how difficult. The school has translated this as a virtue of temperance and fortitude of “not giving up” even in the midst of difficulties.

**VIII. School Motto & Crest:** The crest of Archbishop Coleman F. Carroll High School reflects the heritage and traditions of its namesake. The crest was designed at the direction of the school’s founding principal, Dr. Richard J. Fenchak. The lamp signifies the quest for knowledge for all who enter into the school; the book represents the Bible, a reflection of Archbishop Carroll’s motto of “First the Kingdom of God.” The letters CC are the initials of Archbishop Coleman Carroll. The two crosses at the bottom portion of the crest are emblematic of the Catholic Faith. The palm tree bespeaks the territory of the Archdiocese of Miami where this tree grows plentifully and luxuriously. The base of the shield displays waves, the heraldic equivalent of water, to signify that the sea encompasses Archbishop Carroll High School in the City of Miami. In the school colors of Blue, Silver and Black, the Blue stands for The Blessed Virgin Mary, the Silver represents the Stars of Heaven-for which to reach, and Black stands for the challenge to bring the Light of Christ to the darkness of the world.

**IX. Electronic Acknowledgments (ADOM reference):** 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.

**X. Notification of Rights under FERPA (ADOM reference):** 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:

a. 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.

b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

c. 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.

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

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

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

**XII. Parental Cooperation: (ADOM reference)** The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

**XIII. Publication to Military:** Federal law requires the school to provide military institutions with specific student information. Upon request the school will release senior student names, addresses, and phone numbers.



**XIV. Residency Requirement:** All students enrolled at Archbishop Carroll High School must be in residence with a parent or legal guardian. The administration reserves the right to dismiss a student if he/she is not in residency with the parent or legal guardian.

**XV. Representing the Name of the School:** Students and parents are prohibited from contracting in the name of Archbishop Coleman F. Carroll High School and may not claim to be official representatives of the school for any purposes.

**XVI. Testifying in Divorce or Custody Proceedings: (ADOM Reference)**

a. 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.

b. 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.

**XVII. Transfers/Withdrawals:** The following is the procedure necessary for a student wishing to transfer or withdraw to attend another school: A parent/guardian must sign a withdrawal form that includes permission to release records and information to the new school. Copies of student academic records held at the school will be made available to the student's new school once all financial obligations are met and all withdrawal form sections are completed and signed by authorized personnel. The new school must request in writing the necessary original records from Archbishop Carroll High. **Five (5) business days are necessary to produce transcripts.** The Principal of the school may request a meeting with the parents prior to approving the release of final student records for withdrawal purposes.

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

**USE OF PHOTOS: (ADOM reference)**

a. 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.**

b. 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.

## **ACADEMIC PROGRAM & POLICIES**

The curriculum at ACCHS is primarily designed for college preparation. Therefore regular attendance, good behavior, systematic preparation, homework and parental involvement are essential to academic success.

### **I. Academic Probation/Dismissal:**

a. Any student who has a Grade Point Average (GPA) below 2.0 (un-weighted) in a semester may be placed on academic probation. Students on academic probation may have extra-curricular privileges and athletic eligibility revoked until their un-weighted GPA rises to or above a 2.0. The academic probation status remains in effect for the entire academic semester and/or until the student achieves a cumulative un-weighted GPA of 2.0. A conference with the student and/or parent may also be required.

b. A student may be asked to withdraw from ACCHS if the student fails three or more credits/courses in a semester and/or has an un-weighted GPA that falls below a 2.0. A student may be asked to leave at the end of any semester even if no prior probation was issued. Students may be asked to attend tutoring sessions that earn a grade of C or below in a quarter. Students in academic jeopardy may be asked to withdraw from the school after the re-registration period. A student's dismissal or denial of re-enrollment overrides any academic improvement plans previously drafted by any member of the school's staff. The administration reserves the right to allow or ban such students from participation in any summer school program held at the school.

**II. Academic Progress Reporting:** Student academic performance is uploaded to the Student/Parent Plus portals. Student and Parent Plus provide parents and students access to information about student grades, missing assignments, and course policies. Parents are encouraged to monitor their child's academic progress on a bi-weekly basis and to contact teachers of courses where students are doing below average work. Any parent or student who is unable to access their child's grades must report the problem to the ACCHS Main Office.

**III. Advanced Placement Courses:** Advanced Placement (AP) courses allow students to take the College Board exam in that subject, for an additional cost, with the possibility of earning college credit for said course. Students enrolled in AP classes at ACC are required to take the corresponding AP exams. AP students who pay for, and take the corresponding College Board Exam in May, will be considered exempt from the course's final exam in May/June. A student who does not take the AP exam may consequently earn an incomplete "I" for the course. Students taking AP courses must also participate in a practice "AP Exam Week" which will allow them to experience the rigors of the AP Exam Week. Participation is mandatory, and practice exams will be a significant part of the student's grades in the AP class. Students who are unable to attend must provide proof of an excused absence in order to be exempt from the exam. If a student is not present to practice exams and is not excused, they will receive an "F" for that exam.

### **IV. Cheating-Plagiarism-Misrepresentation:**

a. Cheating is the copying of homework and reports from other students, the copying of books and magazines, or exchange of information on any exam, quiz, testing procedure, homework, class assignment

or project. Cheating includes, but is not limited to, collaborating with another individual on an assignment, in any manner, when the teacher has not given verbal and written directives stating that students are permitted to do so. It also includes looking at a text, notes, or another person's paper during an exam, the *giving* of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions, informing another student of specific questions that appear or have appeared on an exam in the same academic term. It also includes giving or selling a test, term paper, report, project, or other restricted written material to another student. Acquiring testing materials through any inappropriate means is also prohibited. Talking during an exam/quiz may be treated as if the student cheated.

b. Plagiarism is the attempt of an individual to claim the work of another as the product of his or her own thoughts, whether the other's work is published, or the work of a fellow classmate. Plagiarism includes, but is not limited to, improper quotations or paraphrasing text or other written materials without proper citation on an exam, term paper, project, research paper, homework, or other written materials submitted to a teacher as the student's own work. Plagiarism also includes handing in a paper to a teacher, which was purchased from a term paper service, or presenting another person's academic work as that of the student. Plagiarism includes using materials received from the Internet and trying to pass it on as one's own work

c. Misrepresentation is an act of commission or omission with intent to deceive a teacher. This includes, but is not limited to, lying about family or personal circumstances in order to gain academic advantage for oneself or others; changing answers on graded materials; having another person complete any assignment, quiz, test, project, or exam.

d. Any student suspected to be cheating, plagiarizing or misrepresenting work by the teacher or staff may receive disciplinary action and/or attend, after school, a remedial/rehabilitative seminar to ensure he/she understand the consequences of their actions and how to avoid further behavior.

e. A Student Review Board may be called to determine what further disciplinary action may be taken, including withdrawal from ACCHS

**V. College Application Process:** The college application process is the result of four years of academic preparation, as well as counseling and information dissemination regarding the process of college selection. Students should begin applying to colleges early during the first semester of their senior year. Students should be aware of college application deadlines and procedures required by the individual colleges and Archbishop Carroll High School. Official transcripts will be prepared within 5-days of receipt of written request. Transcripts are mailed directly to the colleges/universities (or held for pick-up by student) and require a \$10 processing fee. Seniors will be required to submit requests for counselor and teacher recommendations, both for admissions and scholarships, *at least two weeks before the deadline*. Students applying for college admission and/or scholarships on-line must personally request a teacher's permission prior to listing them as a reference for a recommendation letter. A \$10 fee may be required for any forms that are requested from files in storage. Keep in mind that universities use their own quality point system and policies when considering a student as a candidate for admissions.

**VI. Florida Bright Futures:** The students enrolled at Archbishop Carroll are eligible to compete, upon graduation, for the FLORIDA ACADEMIC SCHOLARS PROGRAM or the FLORIDA MERIT SCHOLARS PROGRAM. *The Florida State Department of Education (FLDOE) administers the program and makes the final determination on student eligibility.* If you have any questions, call toll-free the FLDOE Office of Student Financial Assistance at 1-800-827-2004. FLDOE Home Page is [www.Floridastudentfinancialaid.org](http://www.Floridastudentfinancialaid.org). Along with the SAT/ACT scores the "Bright Futures" Scholarship Program also uses their own quality point system in order to determine a student's scholarship eligibility. A

minimum scores of 1170 in the SAT and 26 in the ACT are required in order to be able to apply for “Bright Futures” Scholarship Program.

## **VII. Communication with Parents and Performance Updates:**

a. Report cards are issued four times a year. Since report cards are e-mailed it is vital that parents update their e-mail address and contact information in the system.

b. A student’s academic, attendance, and disciplinary progress may also be viewed through Parent + and Canvas. Parents and students are required to activate their Parent + and Canvas accounts and to ensure that all emails associated with these are active emails and are checked and accessible to the student and parent on a regular basis. Changes to emails associated with these accounts can be made directly by the student/parent through the Parent + and Canvas websites. If a student or parent forgets the password to their account they may contact the ACCHS IT (ACCIT@colemancarroll.org) to have the password unlocked for changes. Ultimately the parent/student will have to make their own revision to the password/username via the Parent + and Canvas websites. The Office of Student Affairs updates attendance and disciplinary information a minimum of two times per quarter.

c. The school will also hold two Parent-Teacher Conference events each year (after the first and third quarter). The administration requests that parents attend both these events, especially if their child has earned a grade of C or below in any given class. Conferences at the end of the second quarter are at the parent’s discretion. If parents have any questions about grades, they should contact the teacher via email (Faculty email addresses can be found at [www.colemancarroll.org](http://www.colemancarroll.org)). Please note that 48 hours’ notice is required to arrange for a parent-teacher appointment. In addition, teachers may phone parents at any time to inform them of insufficient work or conduct problems. Semester averages will be computed by granting 40% to each quarter and 20% to the comprehensive semester examination. Any question or concern about a report card grade must be made known to the teacher within one week of the distribution of report cards and/or end of an academic quarter.

**VIII. Conferral of High School Diploma:** In order to earn the conferral of a standard high school diploma from Archbishop Carroll High School a student must complete four full academic years of high school, fulfill all graduation credit requirements as listed under "Course Credit Requirements", achieve a 2.0 Florida State cumulative grade point average (GPA); and have all service, disciplinary, and financial obligations met.

**X. Course Selection and Placement:** The Administration, in conjunction with the Guidance Department, relies on teacher input and department established criteria when determining placement for students in core courses for the upcoming school year. Admission to Honors, AP, and Dual Enrollment level courses is dependent on course/grade pre-requisites, standardized test scores, and teacher/administrative approval. Core course placements must be determined before the end of the official school year due to scheduling requirements. Therefore, second semester final grades do not necessarily determine a student's placement. Students and parents are able to make scheduling and placement requests but there is no guarantee that the request will be approved or that it will be made possible considering conflicts within the student's authorized schedule. Requests for placement and schedule changes will be reviewed and considered in light of the following:

1. Teacher recommendation
2. Attendance record
3. Student’s behavior
4. Work ethic
5. Timely submission of assignments

- |   |  |
|---|--|
| 6. Participation in class                                   | 13. Student's career goals                           |
| 7. Test scores  | 14. Information provided by Parent                   |
| 8. Standardized test scores                                 | 15. Graduation requirements                          |
| 9. Completion of and grades earned in pre-requisite courses | 16. Scheduling conflicts with other required courses |
| 10. Student's progress in subject                           | 17. Previous grades earned in subject                |
| 11. Availability of course/class size                       |  |
| 12. Reason for request or change                            |  |
- Please see the Course Catalogue for detailed information on placement into various courses.

**XI. Credit:** To receive credit from a high school level course taken in middle school a student must have earned an ADOM approved high school credit in said course

**XII. Cumulative Folder:** In addition to the official transcript, a folder is maintained on each student. This folder is active only while the student is enrolled and is subject to the same examination as the transcript. Upon the student's departure from school, this folder becomes inactive. A separate folder may contain written excuses, permission slips, results of conferences, and other items of this nature. Having passed the student's graduation date, some of the items in this file may be destroyed.

**XIII. Digital Assignments:** ACC is committed to preparing students to work in a digital world; therefore students should expect assignments to be introduced and collected in a digital format. Many assignments and supplemental instructional materials may be posted on course web pages by individual teachers. Students are responsible for monitoring course web pages on a daily basis to attain necessary materials and assignments posted by teachers. Digital assignments often have specific date and time deadlines. It is the student's responsibility to attain information from their teachers about such deadlines and to maintain copies of screenshots, confirmation emails, and/or emails sent to the faculty and staff regarding such assignments completed and submitted. Students are responsible for contacting [ipadhelp@colemancarroll.org](mailto:ipadhelp@colemancarroll.org), immediately if they encounter difficulty with their iPad and or with emails sent to faculty and staff.

**XIV. Dual Enrollment Courses:** In order to enroll in a Dual Enrollment course students must apply with the Guidance Office. Students who wish to enroll in Dual Enrollment courses must have, and maintain, all the academic requirements required by the college issuing the Dual Enrollment credit. Students are responsible for submitting all required forms and fees by the deadlines established. Once enrolled, students must abide by all the drop/add course deadlines established by the college/university. Students who enroll in a Dual Enrollment Course will have that course added to their ACCHS and Dual Enrollment College transcripts, if the student dropped after the add/drop deadline, withdrew, passed, or failed the course. The college the student ultimately attends after graduating high school will determine how to treat Dual Enrollment credits. Thus, ACCHS does not guarantee that all Dual Enrollment credits will be accepted by the student's college he/she attends after graduation. Students who remain in Dual Enrollment courses offered at ACCHS's campus, but who fail to submit proper documents and fees by the required deadlines, are not issued credit by the university but are still required to abide by all other Dual Enrollment expectations established by ACCHS and the university offering the course.

**XV. Graduation Ceremony Participation:** Students who fail to complete academic and/or service hour requirements; and who have outstanding financial and/or disciplinary obligations may be ineligible to participate in graduation ceremonies. Students that fail to report to graduation practices, who fail to comply with grooming and attire regulations, or who arrive late to graduation ceremonies may also be denied the right to participate in graduation events. (Please refer to the grooming/dress code requirements for graduation listed in this handbook.) At the discretion of the Principal some seniors may be restricted from

the ceremonies due to reasons of misconduct or disciplinary action. Students who are deemed by the administration as ineligible to participate in graduation ceremonies may not have graduation fees refunded.

**XVI. Grading Policies:**

- a. ACC students are required to take a minimum of seven classes and one seminar course each semester.
- b. Credit for all courses at ACC is awarded by semester (.5 credit). Grades from the first and second semester within the same subject category are not averaged together to determine credit eligibility.
- c. Students that fail a Theology course may be required to recover the course. As an Archdiocesan school all Theology courses are considered a requirement for graduation. The original failed grade may **remain listed on** the student’s transcript; however it may not be calculated into the GPA.
- d. All courses taken outside of Archbishop Carroll High School require prior approval. Any course taken without prior approval may not be used to meet graduation requirements or be posted on an ACC transcript. It is the student's responsibility to make requests for course approvals in a timely basis.
- e. ACC transcripts report a student's cumulative GPA and earned credits, which starts with all high school courses.
- f. Some courses are assessed as a Pass/Fail grade on the student’s transcript. Courses assessed as a Pass/Fail may not count toward a student’s GPA and may be listed on the student’s transcript.

**XVII. Grade Scale, Grading Symbols & Quality Point System:** Grades earned will be calculated into a student's weighted and un-weighted grade point average (GPA) using the values listed in the chart below. The Florida State Scale is used to determine graduation, athletic, and extra-curricular eligibility. Universities and scholarship entities develop and use their own weighted averages to determine admissions or scholarship eligibility. The ACC weighted GPA scale is used only for class rankings and for the determination of some academic awards.

Letter Grade	Numeric Equivalent	Florida GPA Points	Pax Christi Track Points	General Track Points	Honors Track Points	AP/Dual Enrollment Points
A+	97-100	4.00	4.33	4.66	5.66	6.66
A	93-96	4.00	4.00	4.33	5.33	6.33
A-	90-92	4.00	3.66	4.00	4.99	5.99
B+	87-89	3.00	3.33	3.66	4.66	5.66
B	83-86	3.00	3.00	3.33	4.33	5.33
B-	80-82	3.00	2.66	3.00	3.99	4.99
C+	77-79	2.00	2.33	2.66	3.66	4.66
C	73-76	2.00	2.00	2.33	3.33	4.33

<b>C-</b>	<b>70-72</b>	<b>2.00</b>	<b>1.66</b>	<b>2.00</b>	<b>2.99</b>	<b>3.99</b>
<b>D+</b>	<b>67-69</b>	<b>1.00</b>	<b>1.33</b>	<b>1.66</b>	<b>2.66</b>	<b>3.66</b>
<b>D</b>	<b>63-66</b>	<b>1.00</b>	<b>1.00</b>	<b>1.33</b>	<b>2.33</b>	<b>3.33</b>
<b>D-</b>	<b>60-62</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>F</b>	<b>0-59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Incomplete (I): The student has not completed all of the course requirements and is ineligible for issuance of course credit. Given administrative approval incomplete work may be accepted by a teacher and must be submitted by the student within two weeks after the close of the grading period. Students who fail to complete missing assignments and/or who remain ineligible to take semester exams within the two week period may not be eligible to earn course credit on their transcript.

No Grade/No Credit (N): The student did not receive a grade/credit for the grading period due to excessive absences (all absences; including medical). The Administration may require students with excess absences to make up contact hours. It is the student's responsibility to make arrangements with the Dean, Student Affairs to make-up the contact hours and to submit all required documentation in a timely basis.

Exempt (X): Indicates that the student was exempt from the semester exam.

**XVIII. Graduation Requirements:** The following are core graduation requirements for students graduating from Archbishop Carroll High School with a standard diploma:

- a. English- 4 credits
- b. Math- 4 credits
- c. Science- 3 credits (2 classes must have lab components)
- d. Social Studies- 3 credits
- e. Foreign Language- 2 credits (in same language)
- f. Theology- 4 credits
- g. HOPE- 1 credit
- h. Performing/ practical arts- 1 credit

Students should initiate communication with their guidance counselor on a regular basis throughout the four years of high school to ensure they are on track for graduation. All Archbishop Carroll High School students must successfully complete credit requirements (see course requirements listed above), complete all required service hours and any outstanding disciplinary obligations in order to graduate and receive their diploma. Students must also maintain a cumulative 2.00 GPA (un-weighted) or above in order to receive a diploma.

**IX. Guidance Department Services:** The Guidance Department's focus is on the total four-year high school progression of every student. This includes assisting students with the adjustment into high school in

ninth grade and counseling students throughout the four years to achieve the scholastic requirements for college admission and career opportunities. Parent-teacher conferences will also be arranged by the Guidance Office at a parent's request.

**XX. Honor Roll:** Honor roll is determined at the end of each semester.

a. Principal's Honors: This special recognition is given to students who have earned a semester weighted GPA of 4.33 or higher with no grade lower than a "B+".

b. Honors: This special recognition is given to students who have earned a semester weighted GPA of 4.0 or higher with no grade lower than a "B".

**XXI. Make-Up Assignment/Assessment Policies:**

a. Only assignments and assessments (tests, quizzes, etc.) missed due to EXCUSED ABSENCES may be made up by students. Therefore, it is the responsibility of parents and students to submit necessary documents within 48 hours upon return to school after a student's absence. It is the student's responsibility to get a pass from the Attendance Office that verifies their excused absence and to provide teachers with this verification of the excused absence(s). Students without excused absences are ineligible to make up missed assignments and assessments. (See Attendance Policies section)

b. It is the responsibility of the student, immediately upon their return to school, to arrange with their individual teachers dates and times to make up tests and quizzes that were given or assigned during their absence. Students are to contact peers and teachers via email to gather information about material and work missed during an absence. Any alternate due date of missed work must be discussed in advance with individual teachers but completion of make-up work is not to surpass the amount of the days of the actual absence. It should never be assumed that the teacher will provide an extension because of an absence.

c. Students are not guaranteed that a make-up test will be identical to the regularly scheduled test. In order to maintain testing validity and security a teacher may provide a student with an alternate version of the test. Alternate versions will contain identical content and difficulty levels but may be presented in a different format than the original version.

d. In the case of prolonged illness parents are encouraged to contact teachers. The parents may collect missed assignments to bring to the student at home.

**XXII. On-line Course Policies:** Students are required to take one online course before they graduate.

a. On-line course requests may be denied if: the course is offered at the school by an ACC faculty member, ACC issued course fits well into the student's schedule within the student's four year academic plan, student does not meet ACC placement and pre-requisite criteria necessary to earn placement in such a course, on-line course requirements are deemed by the administration as not feasible or practical for the school and its faculty/staff, an approved faculty/staff member is unavailable for supervision, on-line course conflicts with other required courses considered by the administration to be better suited for the student, student has demonstrated or is not considered well suited for the level of independent coursework required by such courses; course is not considered suitable for student, student is considered by the administration as a risk for disruption to other students taking classes in the assigned on-line supervised lab, on-line course is offered during a period of time in which the school is closed, space in computer lab is not available, and for any other reason determined by members of the administration.



b. On-line course grades will be reported on the ACC transcript. Earning a D- or below does not earn a student credit for the course but will appear on the ACCHS transcripts.

**XXIII. Parents Academic Responsibility:** Parents are expected to monitor student grades on Parent + and Canvas on a regular basis, and to keep up with school related information posted to both these sites each month. If a parent has any questions or concerns regarding their child's grades, assignments, behavior, effort, etc., they must contact the teacher immediately.

**XXIV. Private Tutoring, Coaching or Lessons:**

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

b. While private tutors may be helpful for the individual student please note that courses may not be recovered under the direction of a private tutor and/or private certified teacher.

**XXV. Release of Student Information:** Unless we hear otherwise from the parents, the school's administration assumes the permission to release student information, including but not limited to a student's home address, for the purpose of scholarships and other academic opportunities. (Please refer to FERPA laws noted in this handbook.)

**XXVI. Semester Examinations:** General comprehensive examinations are given at the completion of each semester. Semester examinations are computed as 20% of the final semester average. Such examinations are intended as comprehensive assessments of the content covered during a semester course. Students tardy to semester exams may not be provided with additional time in which to complete the exam. Only excused absences will excuse a student from these examinations. Any student needing to reschedule an exam due to an unexcused absence will be charged a \$25 fee per exam. **Students and who fail to make-up semester exams may be issued an "Incomplete = I" as the semester exam grade. A course may not be considered complete if the semester exam grade is missing.**

**XXVII. Seminar Class:** All students are required to participate in Seminar Class annually. Students are expected to complete various assignments/activities related to career/college preparedness during the Seminar Class. Guidance counselor meetings and Class Meetings may also be held during the Seminar Class in order to disseminate important information to students.

**XXVIII. Exam Exemption Policy:** An exemption from a semester examination is a privilege given to students. Exam exemption is not a right but a privilege earned through excellence in academics, conduct, and effort. Senior students may be granted an exemption from taking the semester exams given in May if they maintain a course grade of an "A-" or above during the third and the fourth quarter within the same subject category (NOT an average between the two quarters. Students who are eligible for an exemption from an exam will be issued an "X" in the final exam column of their report card.

**XXIX. Standardized Testing:** Students take part in the following standardized testing programs:

- a. High School Entrance Examination (HSPT) (incoming 9th graders).
- b. Preliminary Scholastic Aptitude Test (PSAT) (Mandatory 9th-11th). The PSAT is administered in October on a test date chosen by the College Board. It is only offered once and all students must be present. PSAT scores may be used for course placement.
- c. American College Test for college readiness (ACT + Writing mandatory for 11th); and ACT Aspire (Mandatory 9<sup>th</sup>-10<sup>th</sup>) Offered only in March as mandated by the Archdiocese of Miami. It is only offered once and all students must be present. Test scores may be used for course placement purposes.
- d. Advanced Placement Tests (developed by the College Board) (if applicable).
- e. Students applying to colleges and universities should take the Scholastic Aptitude Test (SAT) & College Board Achievement Test (ACT) at least once before senior year. It is highly recommended that students take the SAT/ACT at least once during the Spring of Junior year and then again during the Fall of Senior year. Students pursuing State funded scholarships for college should keep up-to-date with SAT/ACT score requirement changes and score reporting deadlines. (Example: Bright Futures Scholarships)

**XXX. Student Records:** A fee of \$10 may be assessed for each official transcript issued. A \$10 fee may be required for any forms that are requested from files in storage (Health forms, copies of baptismal records, etc.). Parents/students must officially request student records in writing with the Guidance Department. All requests for student records require a minimum of five business days for processing. In the case of divorce, the school may send all school related documents (report cards, transcripts, etc.) to the student's primary address. Such documents may be sent to the address listed as the primary residence listed on the student's emergency card. A second set of documents can be picked up at the school. Parents are responsible for providing the school with a copy of any court order dealing with custody issues. The school will seek to comply in good faith with any court order regarding custody and parental access to school records.

**XXXI. Summer Readings/Assignments:** Students may be given a minimum of one (1) reading assignment during the summer. They should expect testing and accountability for these reading assignments the first week of classes. Students taking advanced courses should expect various readings and assignments to be given during the summer months and which may be due at the start of school. It is the student and parent's responsibility to inquire about all summer reading/assignments prior to leaving for summer break.

**XXXII. Valedictorian/Salutatorian Status:** In order to be considered for valedictorian and salutatorian status a student must attend Archbishop Carroll High School sophomore through senior year and attain the two highest weighted cumulative grade point averages through the end of the third quarter of senior year.

## **ATTENDANCE POLICIES**

**I. School Hours:** School commences at 7:45 AM with the first bell. The normal school day ends at 3:00 PM on Monday, Tuesday and Friday, and at 1:45 PM on Wednesday and Thursday. School offices close at 3:15 PM. Parents and students are responsible for checking the school calendar, Parent +, and Canvas on a regular basis for weekly activities and special dismissal times.

## II. Attendance:

a. It is an important responsibility of students to attend school daily. Absence from school is a serious interruption of the educational process and therefore is justified for serious reasons only. School is maintained for 180 days exclusive of holidays. **Students are expected to be in attendance every day of the school year.**

b. Exceptions due to prolonged illness will require verification by a doctor on letterhead and must be approved by the principal.

c. **Students must be present for one-half day (by 11:40 AM in regular days and 10:00 AM during half-days) in order to participate in any school-sponsored activity including athletic practices and games.** In addition, during competition, performances or games, students should not be tardy to school or they may lose their ability to participate in the activity.

d. Students who accumulate absences over 10 hours per semester per course may have an “N” recorded in their report card. All absences (excused, medical, unexcused, or other absences) are counted in determining the amount of hours missed. Until the student completes the hours owed in the particular courses, an “N” may continue to appear in the report card. In the event that a student goes over the 10 hour limit for a particular course(s) per semester, it is the responsibility of the student to make up the hours immediately by attending a 45 minute study session in the afternoons from 1:50 PM until 3:15 PM on Mondays, Tuesdays, and Fridays, and from 3:05 PM until 3:50 PM on Wednesdays and Thursdays.

### e. In the event of an absence, it is the responsibility of the student to:

1. Have his/her parent or guardian call the Attendance Office at extension #1296 by 9:00 AM the same day as the absence.

2. **Bring a medical or parental note to the Office of Student Affairs within 48 hours of returning to school.** Failure to do so may result in an UNEXCUSED ABSENCE. Verifiable illness or death in the immediate family is classified as an EXCUSED ABSENCE. Note that the student and parent have 48 hours to remove the unexcused absence if it is due to a lack of a note. Notes must identify the student’s name, the student’s I.D. number, and the date of the absence(s) and have a parent/guardian signature. **Parents may only excuse up to three absences per semester.** After the third (3rd) absence, only medical notes on official letterhead will be accepted.

3. Once students that were absent bring a note, the Attendance Coordinator will make a decision to either excuse or unexcused the absence. If the absence is excused, the Attendance Coordinator will issue an Absent Verification Form to the student that show it to all teachers in the classes the student miss on a particular day(s).

**NOTE: Florida Statute 232.10 requires that the parents of a compulsory age student must report and explain the reason for the absence and that failure to do so shall be legal evidence of the student’s being absent with the consent and help of the parent.**

## III. Attendance Procedures:

a. Students should be in the classroom and in their seats when the bell rings at 7:50 AM. Students entering the classroom after the last bell at 7:55 AM are to be sent to the Attendance Office to receive a Late Pass Form. Teachers may NOT allow a student who is tardy to enter the classroom unless the student

presents a Late Pass Form issued by the Attendance Office. Students tardy to class (any block) may receive disciplinary action to include a demerit and detention. Additionally, students who miss class work, quizzes or tests as a result of unexcused tardiness to class may not make up such work. A teacher may also deduct points for tardiness from a student's participation grade.

b. Students who are issued a Saturday detention due to excessive school/class tardiness may be required to pay the detention fee (\$30.00) regardless of whether the student reports to the detention or not.

**IV. Chronic Illness:** Serious health problems or chronic illnesses must be discussed with school officials early in the year. If a student contracts a contagious illness (e.g. mononucleosis) the parent must report it to the administration (Principal or Dean, Student Affairs) and the parent must submit a letter of non-contagion upon the student's return. **SERIOUS HEALTH PROBLEMS MUST BE DOCUMENTED IN THE ATTENDANCE OFFICE. A PHYSICIAN ON LETTERHEAD MUST DOCUMENT ABSENCES IN WHICH THERE ARE THREE (3) OR MORE IN CONSECUTIVE ORDER AND ALL ABSENCES AFTER THREE (3).**

#### **V. Early Dismissals:**

a. **Early dismissals are limited to 2 per academic quarter.** Parents assume the responsibility of making sure that their child is properly signed out from school in the Attendance Office.. Any individual picking up a student from school must report to the Attendance Office, present proper identification, and be listed in the student's data base as authorized to pick up a student.

b. **Only individuals listed on the student's data base may be given permission to pick up a student.** It is the responsibility of the parent/guardian to update the data base as needed. Emergency cards may be updated online. Students may not be permitted to disturb classes to make arrangements for an early dismissal. Other students may not be dismissed to provide rides.

c. **Doctor or dental appointments should be arranged after school hours.** The time missed from an early dismissal may be recorded as an absence if the student missed half or all of any particular period

d. Students are required to attend all assemblies, and all Masses or religious gatherings held during school hours.

e. **School Mass Days:** Because of the importance of Mass and encouraging the practice of the faith, Mass days are held in utmost importance. Students that come in after the end of a School Mass (around 9:30 am), may receive a detention to serve on the same day, unless an extreme emergency warrants being late. The first time this occurs, the student will be given a warning at which time, the student is made aware of the above consequence.

f. **Students that drive to school will be afforded only two emergency parental dismissals (by fax, e-mail (request scanned with signature), or prearranged note) per semester. Parental notes, faxes, and/or emails (request scanned with signature) must be presented to the Attendance Office so that they can be properly processed. A member of the school staff may contact the parent at the numbers listed on the student's data base in order to confirm the validity of the note/fax. If a parent or guardian cannot be reached with the contact information officially on the student's data base, the student may not be allowed to leave campus.**

**VI. Illness:** Students who become ill during the day should report to the Office of Student Affairs. No student may leave the school to go home during school hours until the parent/guardian has been contacted and proper permission has been granted to release the student. The permission must be followed by a written excuse the day the student returns to school. Other students may not be dismissed to provide rides.

**VII. Leaving School:** The school day begins when the student arrives on the school grounds. No student may leave the campus during the school day, including the lunch period.

**VIII. Make-Up Work:** Please review Make-Up Policies under the Academics section of this handbook and paragraph II d., of the Attendance Policy section of this handbook.

**IX. Pre-arranged Absences:** If a student must miss school for reasons other than sickness, a note from the parent is required at least THREE DAYS in advance. Lacking these arrangements the absence may be considered unexcused. The school and faculty look upon absences from school other than for illness as being detrimental to the best interest of the student. Travel should be arranged in such a way as to not interfere with the time the student should be in class. Such activities are best scheduled during vacation time or after school hours. If the situation is an emergency, the Dean, Student Affairs must be notified as soon as possible to request a permitted excuse utilizing the Request for Pre-Arranged Absence Form. Vacation is not considered as an excused absence.

**XI. Tardiness:**

a. All students arriving after 7:55 AM must report directly to the Office of Student Affairs in order to pick up a late slip. Teachers may not be allowed to admit a student in class after 7:55 AM without a Late Pass Form. Students may be recorded as absent for the school day until a Late Pass Form is picked up.

b. **A parent may excuse a tardy up to five times per semester. Parental excuses must be submitted in writing within 48 hours of the tardy. Written excuses submitted after the 48 hour period may not excuse a student's late arrival.**

c. Students may pay \$5.00 fee for every unexcused tardy to school. Once a student accumulates 6 or more unexcused tardies they will also receive a demerit and a detention for each infraction within a semester. In addition, the tardy fee will increase to \$10.00 after the student has accumulated 10 or more unexcused tardies within a semester. Refer to Section VI, paragraph c, Detentions, which provides information on when and how detentions are served.

d. **Students must report to late-detention on the day instructed by the Dean, Student Affairs. Work or extra-curricular activities (including athletic practices) are not acceptable reasons to miss late-detention.**

e. Students that have an excused tardy to school are responsible for submitting assignments that were due earlier in the day to their teachers. Teachers can determine grading policy for assignments missed by students that have unexcused tardies to class.

**XII. Truancy:** If a student is truant, the student is subject to disciplinary consequences up to and including administrative dismissal.

## CODE OF CONDUCT FOR STUDENTS

### I. GENERAL:

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

b. The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. **They do not however limit the school's right to freely and fully exercise any and all disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.**

**II. Parental Responsibilities:** Parents are expected to support the discipline policies of the school, realizing that their purpose is to promote acceptable and productive behavior. ACCHS believes that the ultimate responsibility for a student's behavior rests with the parents/guardians. The administration anticipates that the parents will be concerned and cooperative in dealing with behavioral problems and expects that this cooperation is made apparent to the student. We ask our parents to always be certain that they have all the facts from teachers and administrators before forming a final opinion.

### III. Student Responsibilities:

a. ACCHS has the authority to make reasonable and necessary rules governing the conduct of students in school. All students are considered to be under the jurisdiction of these regulations while going to, remaining at, and returning from school. This includes all school-related activities and functions. Students are expected to behave like Christian ladies and gentlemen and reflect pride in membership of our Roman Catholic community of faith.

b. Students whose conduct is unsatisfactory and who violate good order and common sense are subject to disciplinary action. Students who are persistently and habitually troublesome, unruly, or uncooperative, or who refuse to improve after counseling or reprimand, make themselves unwelcome. Serious rule violators or repeat offenders may be referred to the administration for disciplinary action. The school retains the right to discipline students and to refuse re-enrollment for the next school term. Students may be asked to immediately withdraw from school if the situation is of a very serious nature or consistently habitual.

c. When off campus (including transportation and field trips) and during non-school hours, students who behave in a manner that reflects unfavorably upon ACCHS or is in contradiction to the school's principles or are unlawful, may be subject to disciplinary action, including expulsion.

d. Respect shall be shown towards all students, faculty, and staff members at all times. Students are not to be threatened or frightened by other students. Gang members or any student associated with gang members may be immediately expelled. Demeaning, degrading, inappropriate, obscene or sexual remarks to another student, teacher, employee or agent are considered a serious violation of our school philosophy. Anyone interfering with a safe environment may be subject to dismissal.

#### IV. Anti-Bullying Policies (ADOM reference):

a. 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:

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

b. Definition:

1. **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.
2. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

c. Scope: This policy prohibits bullying that occurs either:

1. On school premises before, during, or after school hours;
2. On any bus or vehicle as part of any school activity; or
3. During any school function, extracurricular activity or other school sponsored event or activity.

d. Reporting Complaints: 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.

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

f. 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.

g. Bullying/Harassment Investigation Disclosures: 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.

**V. Cooperation with Legal Authorities:** It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt to have a representative present during such an interview unless the investigators do not permit this, which is often the case in investigation involving sexual or physical abuse.

**VI. Consequences:** Disciplinary consequences will be based on the severity of the violation and the amount of demerit violation points accrued by the student. The administration reserves the right to use any of the following as penalties by themselves or in combination:

a. **Demerit System:** Demerits are issued to students for disregarding a school regulation. Offenses are classified into grave (10 Points), major (5 Points) and minor (1-4 Points) demerits according to the seriousness of the violation. The administration reserves the right to classify all violations including those not listed on the demerit form.

b. **Detentions:** Detention is an acceptable reprimand for student violations of school and/or classroom rules. The detention is both a time of reprimand and a time of reflection on the need for the existence and observance of school regulations.

### 1. DETENTION TYPES:

(a). In-Class Detention: This type of detention provides teachers with a tool to deal with disciplinary behavior at their level. When used the detention will be served in the teacher's classroom on the same day the detention is given. A demerit will be issued, but no demerit point will be given for the infraction. The amount of time for any in-class detention is 45 minutes. If the student does not show up for the detention, the teacher then writes a demerit and the student then will serve a school-wide detention (refer to next paragraph for school-wide detention instructions) for 2 hours since he missed in-class detention.

(b). School-Wide Detention: This type of detention also provides teachers with another disciplinary tool to deal with student's behavioral problems within their classrooms. However, it differs from the in-class detention in that the student receives a demerit and demerit points from 1-4, and has to provide one period of detention time (45 minutes) for each demerit point assigned to the demerit. School-wide detentions may be served as instructed by the Dean, Student Affairs.

(c). Saturday Detentions: This type of detention is used when students habitually demonstrate inappropriate behavior in class. Saturday detentions may begin at 9:00 A.M. and end at 12:00 P.M.



Any student given a Saturday detention also incurs a \$30.00 fee to pay the cost of the administrator/staffer supervising the Saturday detention. Detention fees should be paid prior to the detention. Failure to pay monetary fees may exclude the student from receiving their exam permits and diplomas. Fees may be charged to the FACTS Tuition Program. Students who arrive late may earn another Saturday detention. Students must come to Saturday detentions in full uniform. Those students not picked up by 12:10 P.M. may be charged an extra fee for supervision.

## 2. GENERAL:

(a). Riding a bus/van, or having a ride is NOT an excuse to miss detention. Students and parents are responsible for making appropriate transportation arrangements so that the student can attend detention on the assigned date.

(b). All detentions (in-class or school-wide) are served with either the respective teacher for in-class detention, or with the respective school administrator/staffer for school-wide detention. It is the student's responsibility to inquire in a timely basis about the time and room information for all detentions. Students that fail to arrive on time to a detention may earn another demerit and/or detention.

(c). Students serving detentions (all types) are required to arrive at the detention location no later than 5 minutes after the school is over. In-class detentions are served in the teacher's classroom and school-wide detentions are served in the location instructed by the Dean, Student Affairs.

(e). **DETENTIONS MAY RESULT IN DETAINEES PERFORMING PHYSICAL WORK.** Students may be required to perform clean-up work around the campus.

(f). **Athletic practices/games, extra-curricular events, or work are not acceptable reasons for missing detention. Exceptions may be made by the Dean, Student Affairs on an individual basis.**

(g). **Students that fail to serve three consecutively missed detentions of any type may receive additional disciplinary action.**

**c. Loss of School Privileges:** Students may be denied participation in extra-curricular events, athletic events, and class activities as a penalty for violating school regulations. Students who have earned excessive demerit points, or accumulated 11 demerits or more, may lose specific privileges for a determined amount of time. Loss of privileges may be revoked from a current or upcoming school year. Senior privileges, like Grad-Bash, Senior Prom, and other senior activities may be revoked for any senior who accumulates 16 or more demerit points during their senior year.

**d. Disciplinary Probation:** A student may be placed on disciplinary probation for serious or habitual disciplinary offenses or because of an accumulation of demerit points (20 or more). Students who are placed on probation are asked to sign a formal document of "probation" outlining the terms and conditions of probation. Parents and/or guardians witness and countersign the probationary document. Failure to adhere to the probationary contract may subject the student to being asked to withdraw from the school. Parent failure to withdraw the student may result in expulsion.

**e. Suspensions:** A student may be suspended from school for a serious violation of rules, accumulation of demerit points or habitual conduct problems. Students may also be suspended while the administration investigates an incident. Parents are notified of the internal or external suspension. Time missed for an external suspension is recorded as an unexcused absence. Any student who is suspended (external or internal) is not allowed to participate in any athletic practice/game or other extra-curricular activities.

1. **External Suspensions:** A student placed on external suspension may not be permitted to return to classes until his/her parents have met with school authorities to discuss the situation. Class work (including tests and quizzes) may be made up. Due to the nature of an external suspension teacher's may not have enough time to prepare work for the students to take home during their suspensions, therefore it is the student's responsibility to acquire information missed during the suspension and to make-up assignments and assessments missed upon their return. All make-up assignments and assessments must be completed in a span equal to the length of the suspension. A zero may be issued for any work that is not made-up during the time span allotted. An external suspension also bars the student from being on the school premises or at any game/function of the school (at home or away) for the duration of the suspension.

2. **Internal Suspensions:** All class work completed during an internal suspension (including tests and quizzes) will be made up. Students on internal suspension must submit work to teachers on the day in which it is due unless alternate arrangements have been approved by the teacher. It is always the student's responsibility to gather any information missed during the suspension and to submit all work on time. Students on internal suspension can expect to complete tests and quizzes while they are on suspension. Being on suspension does not grant the student extensions on deadlines. Failure to submit work in a timely manner may result in a zero. A fee of \$25.00 per suspension day (s) may be charged to cover the cost of supervision.

**f. Expulsion/Dismissal:** The Administration may recommend students for expulsion, but only the Principal has the authority to expel a student. The Student Review Board may also recommend student dismissals to the Principal. The Principal may give the student and parents the option to withdraw in lieu of expulsion. If a student is not withdrawn when given the option to withdraw, then the student may be expelled.

**g. Student Review Board (SRB):**

1. The school reserves the right to review a student's academic, attendance and disciplinary record at anytime. The Student Review Board may be comprised of faculty, staff, and administrative members and is established to advise and make recommendations to the Administration on admissions, academic, attendance, and disciplinary matters. The Dean, Student Affairs convenes the committee as needed.

2. Student Review Boards are convened as necessary. However, there are two types of SRBs that will convene on a regular basis. One is the End of Year SRB in which students that were under disciplinary probation are reviewed once again. The second SRB determines waivers for students that are applying for admission into the honor societies and have received major demerits during their freshman and sophomore years.

**OTHER DISCIPLINARY POLICIES AND RULES:**

**I. Candy, Drinks, or Food:** Candy, drinks (other than water), or food of any kind is not permitted in the classrooms. Any student who violates this rule may receive a disciplinary action. Students may carry a water bottle in their backpack but water may only be taken in-between classes/before a class begins. Water bottles may only contain water and are not allowed on student desks. All water bottles must be properly sealed to avoid spillage.

## II. Cell Phone Policy:

a. Cell phones may not be used, audible, or in view during school hours, and during detention. They should be carried in book-bags, or cases, but not in student's uniform pockets such as shirt or pants pockets.

b. Parents are not allowed to call or text students on their cell phone during school hours.

c. Failure to comply with these requirements may result in demerits and the following actions:

**First Offense** – confiscation of cell phone lasting seven days or a \$10 fee

**Second Offense** – confiscation of the cell phone for one month or a \$25 fee

**Third Offense** – confiscation of the cell phone for five months or a \$50

**Fourth Offense** - confiscation until the end of the school year or a \$100 fee

## III. Driving/Parking Policies:

a. Being able to bring a vehicle on campus is a privilege, not a right. All students who park or drive on the school campus must register the car and receive a permit and decal from the Office of Student Affairs. This procedure includes a parental permission form, a copy of the student's driver's license, a copy of the car registration and a proof of insurance coverage and a one hundred and fifty dollar (\$150) fee. Parking spots will be assigned on a first-come/first-serve basis. Students who park in an unassigned space may be subject to towing at the owners expense. Parking forms are available in the Office of Student Affairs. Parking permits are non-transferable. Students requiring a temporary parking permit may be charged a \$5 fee per day.

b. All rules of driving must be observed while on campus including the 5-mph speed limit. Dade County officers will be permitted to patrol the campus for enforcement. Speeding, parking in the wrong space, blocking traffic, reckless driving, riding on the hood of a vehicle, or other reckless usage of the privilege may result in a fine, disciplinary action and/or loss of parking privileges. Habitual violations may result in the loss of parking privileges. Furthermore, students who are tardy unexcused for 10 or more times in a semester may have their driving/parking privileges revoked.

c. Students are not permitted to linger in the parking lot before the school day begins or ends. Students are not permitted in the parking lot during school hours without the permission of an administrator.

## IV. Drug and Alcohol Policy (ADOM reference):

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

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

c. 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.

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

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

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

g. **THE ADMINISTRATION AT ACCHS RESERVES THE RIGHT TO ALSO IMPLEMENT THE FOLLOWING MEASURES (ACC reference):**

1. Use narcotic canines to assist in the searches for drugs.

2. Invite police and legal authorities to the school to help investigate cases where possession or use of drugs is suspected.

h. **THE ADMINISTRATION AT ACCHS IS COMMITTED TO HELPING THE STUDENT OBTAIN ASSISTANCE, AND THUS ALSO RESERVES THE RIGHT TO ENFORCE ANY OF THE FOLLOWING PROCEDURES (ACC reference):**

1. A mandatory drug test may be required at an independent laboratory of the school's choice. The results will be sent directly to the administration. All testing will be done **at the family's expense**

2. The student must submit to subsequent random testing as long as the student attends ACCHS. All testing will be done at the family's expense.

3. A second positive testing of the student may result in immediate dismissal.

4. The student may be required to meet with a counselor or administrator on a regular basis as long as the student attends ACCHS.

**V. Facilities:** Care of school property is each student's responsibility. A spirit of pride in the beauty of the school should prompt all students to contribute their share in keeping the lunch area, halls, stairways, and restrooms clean. Damage resulting from carelessness requires restitution. A student defacing school property is punished according to the seriousness of the damage even to the point of expulsion. If students find anything out of order, they are to report it to a teacher or the Office of Student Affairs immediately

**VI. Fighting:** Fighting is not tolerated. Any student involved in fighting on campus or at any school-sponsored activity may be subject to immediate suspension, and/or probation, or dismissal from school. Assault or unprovoked attacks also may be subject to immediate expulsion. Students may be externally suspended while an investigation is taking place. Students who threaten staff members with verbal or physical harm may be subject to dismissal from school.

**VII. Gum Chewing:** Gum chewing is not permitted on school grounds at any time. Careless disposal of gum in drinking fountains, on furniture, cafeteria hardware, and floors is unsanitary and inconsiderate. Students caught with gum on campus may receive either a demerit or a fine of \$3.00.

## **VIII. Guests:**

a. Guests are not permitted on campus during the school day unless they have officially received advance permission from the administration for admittance. All requests must be made two days in advance. Students are not to bring younger siblings, acquaintances, and pets to school on regular school days, or ask for permission to bring visitors to school during lunchtime. **Students may be held responsible and accountable for their guest's misbehavior. The school may take disciplinary action against a student for their guest's misbehavior while on school premises or during any school sponsored event.**

b. Any student who brings a guest to a school function (whether on or off campus) is completely responsible for the conduct of that guest before, during and immediately after the function. ACCHS may prohibit any person, including, but not limited to, current students, and any of their guests, from attending a school function. Guests are required to abide by the same dress guidelines that have been established for our students when participating in any school related event.

**IX. Hallway Pass:** Students must use a hallway pass issued by their teacher whenever they leave class.

**X. Harassment and Discrimination Policies (ADOM reference):** 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.

**XI. Hazing:** Hazing is strictly prohibited. Hazing includes all actions or words in which one or more students force other students to undergo painful or humiliating ordeals. Punishment for these types of actions may be as severe as expulsion.

**XII. Language/Pornographic Material:** Any material found to be unbecoming to a Catholic young lady or a gentleman, including provocative gossip, is not tolerated on or off campus. Offenders may be disciplined with a suspension and/or other disciplinary action. Students with pornographic material in their possession are treated in like manner.

**XIII. Lost and Found:** The school is not responsible for the loss of personal property or books, any property left unattended. Any items found by students should be immediately submitted to the Office of Student Affairs, administrator, or teacher. Items that go unclaimed after a reasonable amount of time may be donated to charity.

#### **XIV. Lockers and Locks:**

a. Students that desire a locker may be issued school locks and lockers at the beginning of each school year. Students may only use the assigned locker and lock unless other administration approval is given. Non-school locks may be removed by members of the administration/staff at any time.

b. Students who forget their locker combinations may obtain them from their first period teacher or from the Office of Student Affairs. Students with damaged lockers or locks must report it as soon as possible to the Office of Student Affairs.

c. **It is the student's responsibility to report to class prepared and may not be allowed to leave class to get items from their lockers.** Lockers are the property of the school and as such may be opened by school administrators and/or designated staff. Only school-related resources and athletic/club related items may be kept in school lockers. Vehicles are never to be used as lockers.

d. The school is not responsible for any loss or damage to any student's property. Therefore lockers are to be kept locked at all times and combinations should not be given out to anyone. If a lock is lost a new one must be purchased from the school. Students caught sharing lockers may be subject to disciplinary action.

**XV. Messages and Deliveries:** Only family emergency messages will be delivered to students during the school day. Other messages will be given to students at the conclusion of the school day. The school may not accept deliveries for student items such as books, homework, iPads, shoes, sweaters, flowers, personal gifts, etc.

**XVI: Misbehavior during Mass or Prayer Services:** All students are expected to cooperate and demonstrate respect during Mass, liturgies, and prayer services. Any lack of cooperation or misbehavior during these events may result in disciplinary actions that can include detentions, suspensions, or even expulsion.

**XVII. Out of Bounds/Closed Campus:** The term "out of bounds" or "away from an assigned area" refers to a student being in a place other than where he/she is supposed to be at any given time or in a place that is off-limits to students. For example, students are not permitted in the parking lot during school hours and students are never permitted in areas reserved for the faculty and staff or in campus construction zones. **The school does not assume responsibility for students leaving the campus without permission.**

**XVIII. Personal Property:** Students are not to touch the property of others without the other person's expressed permission. This is also true of items found on or in a teacher or staff member's desk, filing, or storage cabinet. Items found are to be presumed lost and should be turned into the Office of Student Affairs. To do otherwise will be considered stealing. Books, book bags, purses, iPads and all other personal items SHOULD NEVER BE LEFT UNATTENDED. Items of value including large amounts of money should not be brought to school.

**XIX. Posters and Bulletin Boards:** Posters advertising school-sponsored events or activities may be placed on the school bulletin boards. All such advertisements must be approved by the Activities Office in consultation with the school administration. If deemed inappropriate in content or design, they will be removed.

**XX. Prayer and Pledge of Allegiance:** Each school day begins with a prayer and Pledge of Allegiance. All students are required to stand and participate in these events. Those in the hallways around the campus must stop and stand in respect until the ceremony is completed.

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

**XXII. Quiet and Order:** Students should be seated and ready to work by the time the bell rings to begin class. Students are expected to obey all reasonable requests made by school personnel. Students involved in disruptive, disrespectful, and insubordinate behavior may be subject to disciplinary action.

**XXIII. Search and Seizure Policy (ADOM Reference):** The principal and his/her designee has access to any lockers, handbags, book bags, desks, cars, or any other object (to include cellphones) that is brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

**XXIV. Solicitation or Sale of Goods or Activities:** Students and parents may not sell or advertise any goods or activity on school property or at any school-sponsored activity without the expressed and written approval of the principal.

**XXV. Smoking:** All tobacco products, including electronic cigarettes, are prohibited at the school and during all school sponsored activities. This includes the use of such products on school grounds, in the vicinity of the school, on busses, or whenever students travel as a school group. Use of smoking products is also prohibited at any time in which the student is wearing the school uniform. Violators are subject to disciplinary action, which may include expulsion from the school, even for a first offense.

**XXVI. Stealing and Vandalism:** Stealing and Vandalism of any type is not tolerated. Students who commit these offenses may be subject to suspension and/or probation or dismissal from school even for a first offense. As a precaution against theft, students are warned not to leave articles unattended, and to use assigned lockers. Any student caught with a permanent marker may be subject to disciplinary action.

**XXVII. Teacher's Desks, Filing, and Storage Cabinets:** The teacher's desk, filing, and storage cabinets are his or her domains. Students must respect the right of privacy of each teacher. No messages or materials of any kind are to be removed from the desk, filing, or storage cabinets without the teacher's permission. Removal of tests, grade books, texts, or personal items from a teacher's desk, filing, or storage cabinets without teacher permission is a serious offense and cause for dismissal. It goes without saying that any other personal items of the teacher are to be respected and not be touched or otherwise be tampered with. Violation of this may bring severe disciplinary consequences.

**XXVIII. Telephones:** Students are not permitted out of class to use phones. If there is an emergency students will be sent to the School Office. Students may not be called to the phone nor will any message be delivered during class hours except if the administration determines it is an extreme emergency.

**XXIX. Threats of Violence (ADOM reference):** 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. Students may be expelled from the school if it is determined that the threat was serious and the student had the capacity to carry it out. 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.

**XXX. Vehicle Search Policy:** Be advised that all vehicles parked on the campus of ACCHS are subject to being searched by the school administrators, and/or designees, drug dogs, and, if necessary, law enforcement officials. Any contraband discovered during said searches will be seized and may be turned over to the proper authorities.

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

### **COMPUTER USE POLICIES (ADOM Reference)**

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

a. Respect and protect the privacy of others;

1. Use only assigned accounts and passwords;
2. Do not share assigned accounts or passwords with others;
3. Do not view, use or copy passwords, data or networks to which you are not authorized;
4. Do not share or distribute private information about yourself or others.

b. Respect and protect the integrity, availability, and security of all electronic resources;

1. Observe all network security practices;
2. Report security risks or violations to the school principal;
3. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
4. Do not disrupt the operation of the network or create or place a virus on the network;
5. Conserve and protect these resources for other students and Internet users.

c. Respect and protect the intellectual property of others;

1. Do not infringe on copyright laws including downloading or copying music, games or movies;
2. Do not install unlicensed or unapproved software;



3. Do not plagiarize.

d. Respect the principles of the Catholic school;

1. Use only in ways that are kind and respectful;

2. Report threatening or discomfoting materials to the school principal;

3. 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);

4. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);

5. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;

6. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;

7. Do not send spam, chain letters or other mass unsolicited mailings;

8. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

9. Do not engage in any form of cyberbullying.

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

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

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

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

## **VI. E-Mail:**

- a. The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- b. Students should always use appropriate language in their e-mail messages.
- c. E-mail services provided by the school are to be used only for the exchange of appropriate information.
- d. No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail 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 expulsion.
- e. 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.
- f. Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- g. E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- h. Only approved e-mail programs may be used for student e-mail.
- i. 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.
- j. Only school-related attachments may be sent on the school e-mail system.

## **VII. Chatting and Blogging:**

- a. Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- b. Blogging is to be utilized on campus, only for academic purposes.
- c. Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

## **VIII. Audio and Video:**

- a. Audio should be turned off or on silent unless required for the activity being conducted.
- b. 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.
- c. When sound is needed, headphones provided by the student must be used.

- d. The use of Apple iPads to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- e. Any audio or video recording may be done only with the prior permission of all parties being recorded.
- f. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

## **IX. Games:**

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

## **X. Apple iPad:**

- a. Student Apple iPads must not be left unattended at any time. If an Apple iPad is found to be unattended, it should be turned in to the Technology Office or Office of Student Affairs immediately.
- b. Apple iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- c. Do not lend your Apple iPad to other students.
- d. Do not borrow an Apple iPad from another student.
- e. Apple iPads 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 Apple iPads must be in the school-approved Apple iPad case.
- f. Do not consume food or beverages near the Apple iPads.
- g. Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- h. No writing or stickers will be allowed on the Apple iPad and Apple iPad cases, and these are not to be defaced in any way.
- i. Do not remove, move or write on the identification sticker on your Apple iPad.

- j. Students are not allowed to create any administrative passwords on their Apple iPads.
- k. Students are expected to come to school with a fully charged battery on a daily basis.

#### **XI. Network Access:**

- a. Students must not make any attempt to access servers or network information that is not available to the public.
- b. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- c. Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- d. 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.
- e. The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.

#### **XII. File Sharing:**

- a. File sharing is the public or private sharing of iPad 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.
- b. 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.
- c. No file sharing software of any kind is to be installed on the Apple iPads. Examples of current software are Limewire, Bearshare, Kazaa, iMesh, Spotify, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- d. There is a \$25 re-imaging charge to remove any unapproved software or files.

#### **XIII. Deleting Files:**

- a. 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 iPad failure and will interfere with your ability to complete class work and may affect your grades.
- b. There is a \$25 re-imaging charge to correct system files.

#### **XIV. Downloading and Loading of Software and/or Applications:**

- a. Students are not permitted to install custom/individual applications that require administrator privileges.

- b. All installed software must be a legally licensed copy.
- c. 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.
- d. The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- e. Copyrighted movies may not be "ripped" from DVDs and placed on the Apple iPad2s nor may copyrighted movies be downloaded to any other Apple iPads from the Internet.
- f. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the Apple iPads 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 iPad, but they also slow down the operation of the iPad and the network connection.
- g. There is a \$25 re-imaging charge to remove any unapproved software or files.

#### **XV. Screen-Savers:**

- a. Inappropriate or copyrighted media may not be used as a screensaver.
- b. 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.
- c. There is a \$25 re-imaging charge to remove any of the above.

#### **XVI. Internet Use:**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Executive Director of Technology, or the Technology

Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **XVII. Privacy, Use, and Safety:**

a. 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.

b. 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.

c. Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.

d. 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.

e. The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.

f. 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.

g. 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.

h. Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.

i. 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.

j. 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:

1. Sending/posting false, cruel, hurtful or vicious messages/comments;
2. Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
3. Breaking into an e-mail account and sending vicious or embarrassing materials to others;
4. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
5. Posting of a student picture without their permission.

6. 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.

7. Apple iPads 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.

8. Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Agreed Upon Procedures (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.

### **XVIII. Copyright:**

a. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

b. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **XIX. Consequences:**

a. 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.

b. These consequences apply to students participating in the Apple iPad program at the School as well as to students who are using the school's iPads and on campus.

c. Any iPad 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.

d. In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad on campus.

e. Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student Apple iPads may be conducted throughout the year to ensure that these policies are being followed.

f. The School takes no responsibility for activities conducted on the Apple iPads or materials stored on the Apple iPads, or the school's network.

**XX. Supervision and Monitoring:** The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy.

The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

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

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

## **DRESS CODE POLICIES**

**I. General information:** The purpose of the Dress Code is to develop a healthy self-respect and sense of responsibility, to promote habits of neatness, good grooming, and hygiene and to provide a serious learning environment. **Because of the unique and constantly changing nature of fashion, the school reserves the right to classify any style of dress or grooming as inappropriate.** Parents are encouraged to contact the Office of Student Affairs at any time during school hours to get an update report on the student dress code policies.

- a. Dress code violations may result in disciplinary action which may lead to a student being denied participation in school sponsored events on and off-campus. Habitual violations may result in the student being suspended or expelled.
- b. Students are to arrive on school grounds in correct uniforms, and with proper uniform shoes on their feet. Shoes are not to be stored in lockers.
- c. Students are not to be getting dressed as they leave their means of transportation and in the hallways as they enter the school building. Students must remain in their correct uniform until they leave campus.
- d. All uniforms must be neat, clean and in good condition. Items in poor condition must be replaced immediately.
- e. Students participating in physical education are required to wear the official physical education school uniform.



- f. Students are required to wear the approved school uniform during field trips unless the administration approves a change of dress.
- g. During night or off campus events sponsored by the school students are expected to dress moderately and modestly; clothes of inappropriate nature or with offensive slogans printed on them are prohibited.
- h. The school will not be responsible for any items of clothing, jewelry, electronic devices, etc. brought to the school.
- i. The final determination of what is appropriate in matters of dress, grooming and decorum is the decision of the school administration.
- j. In some cases, students may be required to call their parents to bring them the proper uniform.
- k. Students not in proper uniform may be denied access to classes, and exams. Such absences may be marked as unexcused.

## **II. Boys:**

- a. Black pants with logo (pleated or flat front).
- b. Long or short sleeve oxford shirt (blue or white), and school approved polo shirt in black, blue, or gray.
- c. Black pullover long sleeve sweater with logo.
- d. Black belt.
- e. White/black sports sock.
- f. Black shoes.
- g. Black school jacket with school logo (optional)
- h. Hair must be at least 1/8" in length, and cannot be grown past the shirt collar, over the eyebrows or more than 1/2" over the ear. Ponytails, Mohawks, Faux-hawks, braids or corn rows are not permitted. Heads cannot be shaved, or carved with any type of designs.
- i. Boys must be clean-shaven. Mustaches and goatees are not permitted. Side-burns may not be more than half way below the top of the ear. Students that are improperly shaven may be required to shave at school and pay a fine of \$3. After the third offense students may be sent home or suspended (absence will be marked as unexcused).
- j. Earrings may not be worn before, during or after school or while participating in athletic practices or school events. Ears are not to be covered by a bandage or tape.
- k. Fingernails for boys cannot be past the fingertip.

l. On days of school Masses or functions outside the school in which students are to represent ACCHS, the white long sleeved shirt with school tie and school blazer, and gray pants. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with school tie and gray pants.

### **III. Girls:**

- a. Flat front black slacks with logo.
- b. Long or short sleeve blouse with logo (white or blue), and school approved polo shirt in black, blue, or gray.
- c. Black pullover long sleeve sweater with logo or black baby rib cardigan with logo.
- d. White/black ankle sock or knee socks.
- e. Black belt.
- f. Matching hair accessories (optional).
- g. Black shoes.
- h. Black school jacket with school logo (optional)
- i. Only light pastel make-up colors are permitted.
- j. No more than two earrings may be worn on each earlobe.
- k. No extreme, drastic or fad makeup may be worn.
- l. Fingernails may not be more than one-fourth inch past the fingertip.
- m. On days of school Masses or functions outside the school in which students are to represent ACCHS, the white long sleeved blouse with school blazer and plaid belt. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with black pullover long sleeve sweater with logo, or black baby rib cardigan with logo school, or black school jacket with school logo and gray pants.

### **IV. General Dress Code Requirements:**

- a. The designated long sleeve sweater must be worn at all times for both boys and girls (if choosing to wear this style over the Polo shirt).
- b. Boy's and girl's shirts and polos are to be tucked in at all times.
- c. Girl's polos are to be tucked in at all times.
- d. Students may wear white, black, and grey t-shirts only under their shirts.
- e. Only the official school uniform purchased from the approved uniform company with proper school insignia may be worn.

f. Regulation pants with the ACCHS insignia must be worn. Pants must be of appropriate size (not too long or too short). They may not be baggy or worn so that the bottom sags around the ankles. Pants must be worn around the waist, and not on the hips.

g. Regulation shirts in the appropriate size with the school insignia must be worn. Only the top button on shirts may be left open.

h. Solid black belts with a plain buckle must be worn. Students must wear the black belt with shirt neatly tucked into pants at all times.

i. Belts and socks must be worn.

j. Shoes must be worn and tied properly.

k. In general, hair must be neat, clean, well groomed, not distracting or drastic. Styles cannot be extreme or symbols of a counter culture. Students may not wear wigs. **Multi-colored hair is not allowed.**

l. Wearing expensive jewelry is discouraged. Excessive jewelry is prohibited. Students may have offensive jewelry/accessories confiscated.

m. Counter cultural symbols, such as tattoos, jewelry, and accessories offensive to Roman Catholic Christian tradition are not tolerated. If a student has a tattoo, it must not be visible.

n. Clothing which advertises or promotes the use of alcohol or other drugs or which might not be in good keeping with the Christian values promoted at ACCHS are prohibited.

o. Actual or simulated body piercing of any type is not permitted.

p. Animal collars of any sort are prohibited.

q. Headdresses, hats, emblems, bandannas, and sunglasses are prohibited during school hours unless otherwise permitted by the administration for specific events.

r. Beads, link chains, locks, combs in hair, offensive pins or buttons, grills on teeth, nose studs and tongue rings are not permitted at school or school functions.

s. The only authorized sweatshirt that shall be worn is the approved black or Carolina blue ACCHS sweatshirt. No other sweatshirt, to include ACCHS sports/athletics team sweatshirts or collard/non-collared long/short sleeved shirts can be worn during the ACCHS school day.

t. The official school lanyard and ID are considered part of the full school uniform.

## **V. Cold Weather Attire:**

a. During extreme cold weather students are to wear appropriate ACCHS approved sweaters and/or jackets. No other sweatshirt, to include ACCHS sports/athletics team sweatshirts, or jackets can be worn.

b. Authorized ACCHS sweaters and jackets with hoods **may** be worn. However, the hood cannot be worn to cover the students head.

## **VI. Dress Code for Special Events:**

a. Students are expected to follow a specific dress code for all events sponsored by the school. Out of uniform days will be announced by the administration. Students are to follow the dress code guidelines listed in the following sections for any event in which the uniform is not worn. Yet be assured that students are always expected to be dressed neatly, modestly, and well groomed. Any exceptions to the guidelines listed in the handbook will be announced by the administration.

b. On days of school Masses or functions outside the school in which students are to represent ACCHS, girls will wear the white long sleeved blouse with school blazer and plaid belt. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with black pullover long sleeve sweater with logo, or black baby rib cardigan with logo school, or black school jacket with school logo and gray pants.

c. On days of school Masses or functions outside the school in which students are to represent ACCHS, boys will wear the white long sleeved shirt with school tie and school blazer, and gray pants. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with school tie and gray pants.

**VII. Dress-Down Days:** Any student who fails to adhere to any dress policy may be denied participation in Dress-down day events, be denied entrance to class with an unexcused absence, be sent home, and/or receive disciplinary consequences.

### **a. Dress Code for Ladies (Dress-Down Day):**

1. Ladies must follow the specific requirements for the Dress-Down Day as announced by the school.
2. Jeans may be worn and must not have holes in them.
3. Daisy Dukes or other short shorts are never permitted.
4. Leggings and jeggings of any kind are not permitted.
5. Mid-riff showing shirts, low cut, spaghetti strap shirts, and see-through mesh tops are not permitted.
6. Beach shoes, flip-flops, and “crocks” are prohibited, unless otherwise directed by the administration.
7. Sneakers may be worn.
8. Low-rider jeans and other unsightly baggy jeans may not be worn.
9. Clothing which advertises or promotes the use of alcohol or other drugs or which might not be in good keeping with the Christian values promoted by ACCHS is likewise prohibited.
10. No visible body piercing other than earrings may be worn.

### **b. Dress Code for Gentlemen (Dress-Down Day):**

1. Gentlemen must follow the specific requirements for the Dress-Down Day as announced by the school.
2. Jeans may be worn and must not have holes in them.
3. Shorts are not permitted.
4. Low-rider jeans and other unsightly baggy jeans may not be worn. Jeggings are not permitted.
5. Beach shoes, flip-flops, and “crocks” are prohibited, unless otherwise directed by the administration.
6. Sneakers may be worn.
7. Clothing which advertises or promotes the use of alcohol or other drugs or which might not be in good keeping with the Christian values promoted by Carroll High School is likewise prohibited.
8. No visible body piercing of any type may be worn.
9. No earrings are permitted.

**VIII. School Dances (Held in Gym):** Any student who fails to adhere to any dress policy may be denied participation to any School Dance and may not be refunded for any costs/fees associated with this event.

**a. Dress Code for Ladies: (Casual Dances):**

1. Jeans may be worn but they may not be “low-riders” or have holes in them.
2. Bare mid-ribs are not acceptable, nor are low-cut blouses.
3. Mesh or other see-through material is not acceptable.
4. Short shorts such as “Daisy Dukes” are not permitted.
5. Swimwear of any type is prohibited.
6. Miniskirts are not permitted.
7. Visible body piercing and tattoos are unacceptable for ladies.
8. Sneakers may be worn.
9. Only cosmetic sized bags are permissible.

**b. Dress Code for Gentlemen: (Casual Dances):**

1. Jeans may be worn but they may not be “low-riders” or have holes in them.
2. Sleeveless undershirts are not permitted.
3. Mesh or other see-through material is not acceptable.
4. Short shorts are not permitted.
5. Swimwear of any type is prohibited.
6. Sneakers may be worn.
7. No earrings, body piercing, and tattoos are acceptable for gentlemen.

**IX. Homecoming Dance:** Any student who fails to adhere to any dress policy may be denied participation into the Homecoming Dance and may not be refunded for any costs/fees associated with this event.

**a. Dress Code for Ladies: (Homecoming Dance):**

1. All dresses must be approved by the Administration through the formal process established by the school's administration.
2. Ladies may wear a formal evening gown or a cocktail dress.
3. Dresses:
  - (a). No low open backs below the mid back.
  - (b). Should be to the knee in length.
  - (c). The option is to wear a long dress; mid-calf or to the floor is acceptable.
  - (d). May not have slits above the knee.
  - (e). Should not have low open fronts showing cleavage.
  - (f). Mini dresses are not permitted.
4. Ladies must wear dress shoes. Sneakers, sandals, flip-flops, etc., are not permitted.
5. No bare midribs/stomachs are permitted.
6. No see-through lace or mesh is allowed.
7. Earrings are permitted but no other visible body piercing, and tattoos are permitted.

**b. Dress Code for Gentlemen: (Homecoming Dance):**

1. Dress shoes must be worn that are clean and polished. Sneakers, sandals, flip-flops, etc., are not permitted.

2. Dark socks must be worn.
3. A dress shirt with a tie (neck, bow, or long) must be worn.
4. Gentlemen must wear a suit; a tuxedo is an acceptable option for gentlemen.
5. No earrings, body piercing, and tattoos are acceptable for gentlemen.
6. Gentlemen must be properly groomed and clean shaven.

**X. School Prom:** Any student who fails to adhere to any dress policy may be denied participation in Prom and may not be refunded for any costs/fees associated with this event.

**a. Dress Code for Ladies (School Prom):**

1. All dresses must be approved by the Administration through the formal process established by the school's administration.
2. Ladies must wear a formal evening gown; cocktail dresses *are not* permitted.
3. Dresses:
  - (a). No low open backs below the mid back.
  - (b). Should be to the floor in length
  - (c.) Must not have slits above the knee.
  - (d). Must not have low open fronts showing cleavage.
4. Ladies must wear dress shoes. Sneakers, sandals, flip-flops, etc., are not permitted.
5. No see-through lace or mesh is allowed.
6. No visible body piercing and tattoos other than earrings are permitted.
7. No bags or large purses are permitted.
8. Only small evening purses are permissible.

**b. Dress Code for Gentlemen (School Prom):**

1. Gentlemen must wear a tuxedo.
2. A dress shirt with a bow or cross tie must be worn. Long ties are not permitted.
3. Dress shoes must be worn that are clean and polished. Sneakers, sandals, flip-flops, etc., are not permitted.
4. Dark socks must be worn.
5. No earrings, visible body piercing and tattoos are acceptable for gentlemen.
6. Gentlemen must be properly groomed and clean shaven.

**XI. Formal Ceremonies:** (Honor Society Induction Ceremony, Junior Ring Mass, and all other academic/athletic awards assemblies). Any student who fails to adhere to any dress policy may be denied participation in any formal ceremony and may not be refunded for any costs/fees associated with this event.

**a. Dress code for Ladies:**

1. The ACCHS formal uniform (white long sleeved blouse with school blazer and gray pants with plaid belt.) is the only authorized uniform to be worn for formal ceremonies. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with black pullover long sleeve sweater with logo, or black baby rib cardigan with logo school, or black school jacket with school logo and gray pants.
2. Dress shoes must be worn. No flip-flops, sneakers, or sandals are permitted.
3. No visible body piercing and tattoos other than earrings are permitted
4. Gum-chewing is prohibited.
5. No phones, purses, or bags of any kind are permitted.

**b. Dress Code for Gentlemen:**

1. The ACCHS formal uniform (the white long sleeved shirt with school tie and school blazer, and gray pants. For school year 2017-2018, seniors are required to wear the white long sleeve shirt with school tie and gray pants.

2. Dress shoes must be worn that are clean and polished. Sneakers, sandals, flip-flops, etc., are not permitted.

3. Earrings, body piercing are, and tattoos are not permitted

4. Gentlemen must be properly groomed and clean shaven.

5. Gum-chewing is prohibited.

**XII. Baccalaureate Mass:** This is the last time the graduating class is together for a liturgy, and all seniors are expected to attend. Any student who fails to adhere to any dress policy may be denied participation in Baccalaureate Mass and may not be refunded for any costs/fees associated with this event.

**a. Dress Code for Ladies:**

1. Graduation gowns are to be worn over clothing listed for "Formal Ceremonies".

2. Graduation caps are not worn for Baccalaureate. The white graduation gown collar is not worn.

3. Dress shoes must be worn. No flip-flops, sandals, and slippers are permitted.

4. No visible body piercing, except for earrings, is acceptable for ladies

5. DO NOT bring any cords, caps, medals and/or pins.

6. DO NOT bring any handbags of any sort.

7. Gum-chewing is prohibited.

**b. Dress Code for Gentlemen:**

1. Graduation gowns are to be worn over clothing listed for "Formal Ceremonies".

2. No graduation caps are permitted for Baccalaureate. The white graduation gown collar is not worn.

3. Dark colored dress pants must be worn.

4. Dress shoes must be worn that are clean and polished. Sneakers, sandals, flip-flops, etc., are not permitted.

5. Gentlemen must be properly groomed and clean shaven.

6. No earrings or other visible body piercing is acceptable for gentlemen.

7. DO NOT bring any cords, caps, medals and/or pins.

8. Gum chewing is prohibited.

**XIII. Graduation:** Any student who fails to adhere to any dress policy may be denied participation in Graduation and may not be refunded for any costs/fees associated with this event.

a. Graduation gowns are to be worn over clothing listed for "Formal Ceremonies."

b. Graduation caps, tassels, and gowns must be worn.

c. Graduates may wear any honor stoles, honor cords, tassels, medals and pins earned during the awards assembly.

d. Students are prohibited from defacing or altering graduation related attire (ex: caps, gowns, etc.)

- e. Graduates must wear attire in line with “Formal Ceremonies” underneath their gowns.
- f. DO NOT bring any purses, handbags, or non-approved items to the line-up and/or stage.
- g. Boys must be properly shaved and groomed.
- h. No visible piercing or tattoos are allowed.
- i. No earrings or other visible body piercing is acceptable for gentlemen.
- j. Gum-chewing is prohibited.

**XIV. Identification Cards (ID):** All students must have an Archbishop Carroll identification card. This card must be worn on an official school lanyard and made visible at all times on all school days. It must be presented on request to any member of the school staff. **If a student needs a new card they should contact the Office of Student Affairs immediately.** The cost of a replacement card is \$10.00 and \$5.00 for the lanyard which may be charged through the student’s FACTS Tuition account. Only school issued lanyards are acceptable to be used in conjunction with the school ID. **Failure to wear the ID or official school lanyard may result in an automatic demerit. Defacing the ID card in any way through the use of stickers, pictures or any type of writing or artistry, or failure to present the ID card is considered defiance, which may result in disciplinary action. A lost, broken or destroyed card is not a valid excuse for not complying with the ID rules. Students may be required to purchase a new ID card or lanyard if their own card is missing, broken or defaced. A student may be denied access to school activities if they are unable to present their ID card.**

## FINANCIAL POLICIES

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 dis-enroll the student if any financial obligations are not met. **(ADOM Reference)**

Unfulfilled financial obligations are to be paid to FACTS Tuition within three (3) weeks of the charge in question. **Financial obligations must be met in order for a student to participate and attend classes as well as any Extra-Curricular Activities/Athletics and any other school related activities.**

**I. Tuition:** Tuition and fee payments are payable through the FACTS Tuition System according to the signed financial agreements. Beginning in the 2015-2017 School Year: All families must be registered through the FACTS Management Tuition System in which monthly payments for tuition are made.

- a. Payment through FACTS Tuition offers options of using a credit card (fee is charged by FACTS) or automatic bank deduction (no fee is charged).
- b. Fees (**Tuition**) will be paid through the FACTS Tuition System.
- c. I-Pad fees are due at time of re-registration.



d. Graduation fee is due at time of re-registration.

e. The Parents' Gala VIP tickets are due in December. (see school calendar for official deadline)

f. Other miscellaneous fees may also be included and paid through the FACTS Tuition System on the due dates established by the Business Office.

g. All responsible parties are to adhere to the signed FACTS Tuition agreement.

h. If tuition account is sent to collections, you will be responsible for the collection fee.

**II. Book Fees: Parents may not purchase their own books and this is not an option.** The school strives to ensure that all course materials purchased are suitable for the software/hardware requirements of the school network and that all editions are accurate in order to facilitate instruction at the school. Summer reading novels are included as part of the Book Fee for those students who are registered on time. Students that are registered late may have to purchase their own summer reading novels on their own at an additional cost to them and may have their digital textbooks, workbooks, and other course materials that are covered by the book fee distributed later than other students. Students whose course materials arrive late due to late re-registration and/ or late submission of book fees may have participation points deducted from course grades.

**III. Fees:** Students with any outstanding fees (iPad, graduation, , etc.) may be denied examination permits and other school related documents. Students may incur fees for failing to return athletic equipment on time or for other disciplinary reasons (parking permit, detention, shaving, ID reprints, lanyards, etc.). Any outstanding fee may prevent a student from receiving their examination, transcripts, yearbooks, diplomas in a timely manner.

**IV. Fundraising: (ADOM reference)** No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

**V. No-refund/Non-transferrable Policy:** The school follows a non-refund policy. Registration fees, field trip fees, dance ticket fees, and all other event fees are non-refundable and non-transferrable. Student may not sell or transfer event tickets to other students without written approval from the administration. Registration fees, and all other related fees, may not be refunded for voluntary and/or involuntary withdrawal. The school month starts on the first (1st) day of the month; therefore, tuition is non-refundable due to voluntary or involuntary withdrawal at any period of the month.

**VI. Parent Volunteer Hours:** All families are required to fulfill ten (10) Parent Volunteer Hours by the end of the academic year. Various opportunities for Parent Volunteer Hours are posted in the annual calendar distributed to families during the Back to School Night Event. Other opportunities for Parent Volunteer Hours will be advertised throughout the school year via email blasts, phone blasts. It is the parent's responsibility to ensure that email addresses are always up to date and that the student's Emergency Contact information is updated so such communication can reach them in a timely manner.

a. Deadline for Parent Volunteer Hours: Parent Hours for Senior Students are due by the second Monday in April. Parent Hours for Underclassmen students are due by the second Monday in May.

b. Failure to Complete Parent Volunteer Hours: Families who fail to complete Parent Volunteer Hours by the deadlines assigned will be charged \$25 for every hour they fail to complete. Since all financial

obligations are due prior to semester exam a student may be denied their semester exam permit for failing to pay fees associated with missing Parent Volunteer Hours.

**VII. Re-registration:** Students returning for the upcoming school year will have open re-registration in January. Digital book fee and graduation fee are due at time of re-registration. Students reenrolled after the initial re-registration period will be charged a late fee of \$150.00.

## **EXTRA-CURRICULAR ACTIVITIES/ATHLETICS (ADOM Reference)**

The school recognizes the following sports, activities and clubs:

### **Clubs/Organizations/Ministries:**

Best Buddies	Music Ministry
Campus Ministry	National Honor Society (NHS)
Carroll Ambassadors	Respect Life
Chemistry Club	Rho Kappa Honor Society
Dance Team	Science Honor Society
Drum Line	Spanish Honor Society
English Honor Society	Student Government
Environmental Club	Theology Honor Society
Friends of Rachel	Thespian Honor Society
Mu Alpha Theta Honor Society	Tri-M Music Honor Society
	Yearbook (Fiat Lux)

### **Major School Activities:**

ACC Walk for Life	Field Days	Scholars Dinner
Athletic Awards Banquet	Feeder School Visits	Senior Farewell Lunch
Baccalaureate Mass	Golf Tournament	Senior “Grad-Bash” Trip
Back to School Night	Graduation	Senior Picnic
7 <sup>th</sup> Grade Decathlon	Homecoming Week	Silent Solidarity Day
Bulldog For A Day	Honor Society Induction	Underclassmen Awards Ceremony
Catholic Schools Week	Junior Ring Ceremony	Underclassmen Field Trip
Close-Up Trip	March For Life Trip	Vocation Awareness Week
College Fair	Parents Gala	Welcome Week
College Field Trip	Parent-Teacher Conferences	
Drama Productions	Pep Rallies	
	Retreats	

### **Athletics:**

Basketball	Cross Country	Track & Field
Baseball	Dance Team	Volleyball
Cheerleading	Soccer	
	Softball	

### **Dances:**

Homecoming Dance  
Senior Prom

## I. GENERAL:

a. Students are limited to participating in a maximum of three (3) clubs/societies/ministry and one (1) Sport per season. This is due to the school wanting to instill the quality of dedication to a club/Society/Ministry not the quantity. Students learn more how to plan and create quality ways the club/society/ministry can help the broader school and community. This also helps to lessen the unneeded stress that students may be put under to participate in too many clubs/societies/ministries at the expense of academics suffering. Additionally, if a student is an officer in one club/society/ministry then he/she cannot be an officer in another club/society/ministry. This is also due to the quality, dedication, and time it takes to participate fully in an activity without sacrificing commitments to another club/society/ministry.

**Note:** Club/Society/Ministry participation does not exclude participating in a mandatory Christian Service Project which is a separate requirement from a club/society/ministry. However, with proper approval a club/society/ministry activity can be integrated with the Service Project so that both can be fulfilled and actually be a witness to how both can reflect the Catholic values that are long-standing at ACCHS. Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs (**ADOM reference**).

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

c. (**ADOM reference**) 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.

**II. Announcements:** All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced during each school day. Students responsible for submitting announcements must have them approved by the moderator or sponsor and submitted to the Broadcasting Moderator for approval before it is read during announcements.

## III. Athletic Program:

a. ACCHS is a member of the Florida High School Athletics Association (FHSAA) and, as such, adheres to the Constitution and by-laws of that state organization. Athletics are part of the extracurricular program and the school offers a variety of sports under the jurisdiction of the FHSAA. Students must meet the standards of academic achievement as set forth by the FHSAA and ACCHS. Students must maintain an unweighted 2.0 GPA in order to participate. *A physical examination must be on file before participation is allowed.* A student may not quit one sport to join another.

Where sports overlap, students may try out for the second sport once the season for the first sport has been completed.

b. Students may be required to purchase their own uniforms, shoes, rackets, balls, and similar equipment.

**c. PARTICIPANTS MUST BE COVERED BY THEIR PARENTS' MAJOR MEDICAL INSURANCE WITH POLICY NUMBER AND NAME ON FILE IN THE OFFICE.**

d. Parents are responsible for verifying whether a sport league/club is an authorized school organization they may contact the school's administration.

e. High standards of citizenship reflective of the philosophy and objectives of Archbishop Coleman Carroll High School are expected from all student-athletes. These standards must be demonstrated not only during the season of activity but also during the entire school year. The school believes the student-athlete both on and off the campus should demonstrate proper citizenship. Therefore, if a student is involved in any incident that would cast an unwholesome reflection on the school and its athletic program, this may necessitate the suspension or elimination of that student from the athletic program.

#### **IV. Denial of Participation due to Suspension/Absences:**

a. Any student suspended for any part of the school day, absent from school for half a day (11:40 AM for a regular school day and 10:00 AM for a half day) (or more), may not play, practice, or participate in athletic and/or other extra-curricular activities that day.

b. Students that participate in athletic and/or extracurricular activities are not to be tardy to school on game/competition/performance activity days.

**c. Students who play, practice, or participate in athletic and extra-curricular activities during suspensions and/or full/half absences may be issued disciplinary consequences.**

#### **V. Honor Societies:**

a. No student is inducted into an honor society simply because of a high academic average. *Specific membership requirements are available from each* honor society moderator. Full membership is attained at the school's annual Honor Society Induction Ceremony. Students earn the privilege of graduating as active members of the honor society if they fulfill all the requirements set forth by each individual society.

b. All members are expected to comply with the school rules and the obligations set forth by each individual honor society. In cases of infractions of the honor society constitution and by-laws, the moderator will advise the student, before any official dismissal proceedings begin. Moderators will provide members with information about the nature of the violation and note the consequences for continued violations.

c. Honor Society membership may be immediately revoked, without prior written notice in cases of flagrant violation of school rules or civil law. In cases of impending dismissal from an honor

society, a member may ultimately appeal to the Principal. Honor Society Moderators are responsible for informing the administration of possible dismissals and the reasons behind said dismissals. A dismissal from an Honor Society shall be given to the student in writing in accordance with the honor society's constitution.

#### **VI. Field Trips/Extra-Curricular Activities:**

a. At various times throughout the school year field trip/extra-curricular opportunities may be offered to our students. These events are a privilege and no student has an absolute right to participate in a field trip and/or extra-curricular event. Students may be denied participation such events if they fail to meet academic, attendance, financial, or disciplinary requirements. Forms are to be returned 48 hours prior to the event. Students who fail to return a proper form ON TIME may not be allowed to participate.

b. Unless otherwise noted on the permission form, the dress code is the regular school uniform. Pre-assigned work is due before the student leaves for the field trip. Work assigned during the field trip must be made up within the same number of days missed. Field Trip costs/expenses are non-refundable and non-transferrable. Students who lose their field trip privileges are not eligible for refunds.

**VII. Out of Country Field Trips:** As per Archdiocese of Miami, out of Country field trips are not to be part of school-sponsored field trips.

**VIII. Student-Athlete Study Hall Program:** Student athletes are encouraged to participate in the various honor society tutoring programs available at the school throughout the year. A coach may also require athletes to participate in a Student Athlete Study Hall as part of the overall sport program. Such programs are designed to help the student athlete with his or her academics in a formal and controlled setting.

**IX. Student Government/Club Leadership Positions:** Every year the student body elects representatives from their class to form the student council. These students help in the planning of all student activities. Their selection is done during the school year. Students who wish to participate in Student Council or who wish to be elected into leadership positions in extra-curricular organizations must be in good academic attendance and disciplinary standing. A minimum of a 3.0 weighted GPA is required for any student that is seeking a leadership position. Only students with less than eight demerit point violations may be allowed to run for office.

#### **X. Student Government and Participation in Administration Meetings:**

a. Each Student Government Representative is required to have a school 3.0 weighted GPA in order to seek a leadership position. The executive council will meet once a month with the Principal to provide their input in the following areas:

1. Catholic Identity
2. Curriculum
3. What are the strengths of the school?
4. What are the areas of improvement?
5. Any other topics you wish to discuss.

b. Student Government representatives will be assigned one day of the month to come to the first part of the meeting to give important feedback on student input and insights. Student representatives will meet with the moderator at least one day before the meeting to go over logistics on how to present information and feedback.

c. Since this is a very important element in creating a collaborative culture within the school environment between students and teachers/administrators, it is imperative that Student Government leaders prepare ahead of time by interviewing classmates on the topics presented so that students are part of the administrative decision process.

## **SAFETY PROTOCOLS**

**I. GENERAL:** Safety and security for all members of ACCHS is a focus of our school safety program. Our on-going safety program includes teacher, student and parent education, the encouragement of student reporting, access to school property and school buildings, visitor policies, supervision policies, disciplinary policies, the establishment of a crisis response team, emergency plans, communication issues such as the notification of parents and authorities, multi-faceted evacuation plan, media contact and collaboration with legal authorities.

### **II. Accident Reporting:**

a. Should a student be injured in a school activity, the supervising staff member will seek administrative and medical assistance for the student. School officials will attempt to notify the parent or guardian as soon as possible about the injury and the student's condition. Further directives from the parent may be requested at that time in regards to preferences about treatment and emergency services (911). In cases of extreme emergency the school staff may find it necessary to call emergency services (911) immediately without consultation with the parent.

b. If parents cannot be located by phone, we will refer to the emergency card filled out by the parent at registration for further instructions about medical treatment. **PARENTS SHOULD KEEP THE SCHOOL INFORMED OF ANY SPECIAL MEDICAL NEEDS OR PROBLEMS THAT WOULD BE NECESSARY TO KNOW SHOULD AN EMERGENCY OCCUR. We re-emphasize the need for parents/guardians to keep the school informed whenever address or telephone changes occur. We must be able to contact parents when necessary.**

c. All injuries or accidents that occur on school grounds or at school sponsored events must be reported to the Administration immediately and an Incident Report **MUST** be filled out in the Office of Student Affairs.

d. All students at Archbishop Carroll are covered by supplemental insurance. This means that the school insurance covers only what the family medical insurance does not in cases of accidents that occur on campus and during school sponsored events. The following procedures are necessary when submitting claims:

1. The accident must be reported immediately to the teacher or supervisor in charge or to the Student Affairs Office.
2. An accident form must be filled out and signed by a witness.

3. A claim form must be picked up in the Student Affairs Office. The form must be properly completed. It is the parent's responsibility to mail the form to the address listed on the Insurance Claim Form.

4. The school is not responsible for the decisions of the insurance company.

**III. Change of Contact Information:** If at any time a student changes his/her residence, mailing address, or telephone number after enrollment at ACCHS, the parent or legal guardian should immediately make the change utilizing the school data base site. The same procedure holds if the parents have a change of employment or emergency contact telephone number. A current emergency number for each student is also required at all times.

**IV. Child Protective Investigations (ADOM reference):**

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

b. 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.

**V. Drop-off/Pick-up from school:**

a. Parents are required to make arrangements for picking up students immediately upon the end of the school day, after athletic practices, games, and club activities. Specifically, please note that **it is the responsibility of the parents to provide transportation to and from school, unless they use the ACCHS school bus program, and to pick up the students at the proper dismissal time and at the designated drop-off and pick-up areas. Please do not drop-off or pick-up students outside the school gates.** Students walking to or from campus are to use the designated walking lanes.

b. Students are to arrive on campus no earlier than 6:30 AM and leave campus no later than 3:30 PM. There is no guarantee of supervision prior to 6:30 AM or after 3:30 PM, unless the student is participating in a school sanctioned and supervised activity (sports practice, club project/meeting, etc.). Parents are to pick up their students as close to dismissal time as possible. Students that are not involved in a sanctioned school activity under supervision from school staff, are to wait for pick-up at the student center located in the second floor above the ACCHS school lobby (old library/media center).

c. Students participating in extra-curricular activities are to report immediately after dismissal to the location assigned for that activity. Those not participating in an extra-curricular activity after

school are to go home immediately after dismissal. It is the parent's responsibility to check for early/half-day dismissal dates and times. Such dates may be listed on the school calendar, posted to the school website, and/or announced via email/phone blasts. We ask that parents also adhere to dismissal times that are communicated through the School Reach messaging system and the school email system. All parents are expected to update their email and phone numbers on a regular basis to facilitate such communication.

**VI. Emergency Closing:** In the case of severe weather (Ex: Hurricanes) or public disturbance, ACCHS will follow the decision of the Dade County Public Schools with regard to cancellation of classes. Please listen to local radio and television stations for statements regarding school closings. Should it be necessary to dismiss during the school day, students who will need transportation will have an opportunity to call home.

**VII. Fire/Lock-Down Drills:** Fire drills are held periodically throughout the school year. They are very serious exercises that could mean life or death in an emergency. Complete cooperation is expected of all students. When the alarm sounds, students are to exit the building according to the directions posted in the classroom. After leaving the building, students should move to a designated safe area. Swift movement and silence is expected from all students. Whenever the alarm sounds all staff, administration and visitors are also to leave the building to the nearest exit. Other safety drills are conducted as needed throughout the school year.

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

**IX. Lockdown Procedures:** Students may be provided with lockdown procedures during the school year during class meetings, broadcasts, announcements, emails, and news bulletins. The school conducts lockdown drills during the school year to better prepare faculty, staff, students, and parents for emergency situations. Parents and students are expected to cooperate and comply with all lockdown procedures and drills.

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

a. 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.



b. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.

c. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.

d. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

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

**XI. Pregnancy and Marriage Policies (ADOM Reference):** "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."

**XII. Suicide Policy:** If the school personnel becomes aware that a student has made a suicidal gesture/comment; or that the student has expressed suicidal thoughts, the school staff will attempt to inform the parents as soon as possible. Parents will be asked to sign a release form verifying required psychological evaluation and agree to share the results with the school administration. The student will be sent for counseling and may not return to school until the assessment and evaluation has been submitted to the principal by the assessing agency. Please be aware that if any of the conditions listed above are not met, the school may require parents to officially withdraw the student from the school.

**XIII. Visitors:** All visitors, including parents and guardians, are to report to the School Office when entering the building.

### **SCHOOL SPONSORED EVENTS (ADOM REFERENCE)**

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

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the

mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

**a. Behavioral Expectations for all School Sponsored Events:**

1. Everyone is expected to act in a cordial and respectful manner. Have fun but be aware and mindful of others around you.
2. All school regulations in the handbook apply to all school events.
3. No outside drinks, containers, or food of any kind is allowed at our school dances.
4. Drug and alcohol testing may be conducted at any school event.
5. Archbishop Carroll students with dates from outside of our school will be held responsible for the behavior of their guests. The Archbishop Carroll dress code applies to all outside guests. The administration reserves the right to deny a guest entrance to school sponsored events.
6. Each student must check in with the registration desk upon entering an event.
7. Students who are from another school must bring a school I.D., driver's license or state issued identification in order to get into the event.
8. Once a person has entered the event, there is no dismissal until the time the event concludes (dances, Prom, etc.). Yet, it is the full responsibility of the parent/guardian to ensure that students are not violating any driving laws when attending a school sponsored event.
9. If dress guidelines are violated for any school sponsored event the student and/or guest may be denied entrance into the event.

**b. Driving Curfews:** Archbishop Carroll High School will make every effort to schedule our activities in order to ensure that our students comply with local and State laws. However, it is fully the responsibility of the parent/guardian to see to it that the student is not in violation of said laws.

**c. Event Drop-Off/Pick-Up:** Parents must not leave the student unattended until the student has been accepted into the dance. Likewise, out of courtesy to the staff and for the student's own safety it is pertinent that parent's adhere to the official start and end of school events. Most events require that students arrive and depart by a particular time due to contractual agreements with the venue. The school's staff members have many different duties to conduct during such events, and thus, it is the parent's responsibility to ensure that the student is dropped off and picked up at times noted on school event forms. Students who fail to adhere to adequate drop-off and pick-up times for themselves and their guests may be denied entrance to the event, and/or future event privileges, and/or receive disciplinary consequences.

## **SPIRITUAL PROGRAM**

### **I. General:**

- a. The proximate goal of the Campus Ministry Program is threefold:
1. Form our students in an understanding of the richness and truths of our Catholic Faith.
  2. Develop their leadership skills.
  3. Provide practical experiences for them to exercise leadership and give witness to the Catholic Faith among their peers.

Various opportunities are provided for faith development and service both within the school setting and through extracurricular activities. Experiences in prayer, both individual and communal, are offered to foster a deep, lasting friendship with our Lord, and to grow in healthy spiritual

relationships with their peers. The ultimate goal of our program is to prepare students to continue live and share their faith in word and action throughout their lives.

b. Faith development takes on many forms; worship and liturgy, sacramental preparation, retreats, spirituality, formation for leadership, spiritual direction, community building, social activities, and Christian Service outreach. A vibrant faith extends far beyond the walls of a chapel and determines how we live our lives.

**II. Eucharist:** *“The Eucharist is the source and summit of the Christian Life.”* (Catechism of the Catholic Church, #1324). The Liturgy of the Eucharist (the Mass) is celebrated monthly for the entire student body and daily for those who wish to attend.

**III. Adoration and Benediction:** *“Sacraments are powers that come forth from the Body of Christ, which is ever-living and life-giving.”* (Catechism of the Catholic Church, #1116). The opportunity for Eucharistic Adoration and Benediction are offered monthly through Theology classes, which provides time for all students to experience guided meditations and quiet, personal prayer. In addition, Exposition of the Blessed Sacrament is available weekly during the lunch period for students who wish to spend some time in prayer.

**IV. Sacrament of Reconciliation:** *“The whole power of the Sacrament of Penance consists in restoring us to God’s grace and joining us with Him in an intimate friendship.”* (Catechism of the Catholic Church, #1468). The Sacrament of Reconciliation is offered for the entire student body throughout the year: at the beginning of the school year, during the seasons of Advent and Lent, prior to or during retreats, as well as weekly during lunch. Our school is blessed to have a chaplain available for confession on a daily basis.

**V. Retreats:** *“Come to Me, all you who labor and are burdened, and I will give you rest.”* (Matt 11:28).

a. All students attend a three day ***Encounter Retreat*** during their Junior year, and each of the other years there is a one day grade level class retreat. These retreats provide opportunities for our students to experience God’s personal love and mercy. By the very fact that a student is enrolled at Archbishop Coleman Carroll High School, there is an implicit priority in their lives to grow in and nurture their relationship with our Lord.

b. **The scheduled 3-day retreat is mandatory for graduation from Archbishop Coleman Carroll High School. A Junior who misses the 3-day retreat due to extreme circumstances or an emergency, may join the following year’s Junior class, making the retreat as a Senior.**

c. The one-day retreat is of high value and should only be missed due to extreme circumstances/emergencies. In order to glean the riches offered from their one day class retreat, a make-up assignment may be given should a student need to miss the retreat.

**VI. Spiritual Guidance:** Spiritual guidance is available to students from the school Chaplain or the Campus Ministry Team. This personal encounter provides an opportunity for the formation of conscience, assistance in making good moral judgments, and applying Christian teachings to an individual’s precise circumstances.

**VII. Christian Service Projects/Hours Requirements:** *“The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. . . [The Church believes] that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.”* (United States Conference of Catholic Bishops).

a. Each year ACC students are required to participate in Christian Service-Learning experiences in order to follow the command of Jesus to serve others, particularly the poor and the vulnerable. In addition, the Service Hours appear on the students’ transcripts and are an important aspect of the college admission process, including scholarship opportunities. Students are encouraged to begin or even possibly complete their service hours in the summer.

b. A total of 100 Christian service hours are required of all high school students for graduation. The 100 hours will assist with the compliance of the State University System and the State of Florida’s scholarship program requirements.

c. Each student at ACC is required to participate in a minimum of 25 hours of Christian service yearly, submit the appropriate documentation in a timely manner, and complete the associated reflection assignment.

d. Of the 25 required hours, at least 10 of these hours must be ‘Direct Service’, that is, direct, active person-to-person interaction with the vulnerable. At least five hours must come from school-sponsored service opportunities.

e. Students are also encouraged to go outside the school to find opportunities of service to the vulnerable. Students will be provided with a list of several non-profit organizations that may be helpful to spur ideas of where to serve. Many churches and organizations provide a variety of outreach opportunities that high school students can participate in.

f. Sample ideas for Christian Service Hours:

1. Talking, playing games, or playing instruments for those in a nursing home
2. Serve food to the homeless at a soup kitchen
3. Make and deliver food to the homes of needy families
4. Assisting to construct homes for the needy with Habitat for Humanity
5. Distributing clothing to the needy at a shelter or with non-profit organization
6. Cooking for those who are grieving a loss, delivering it, and comforting them
7. Help with a Thanksgiving food drive or Christmas program for children
8. For a disabled elderly person: do their yard work, cleaning, or shopping for them
9. Assisting with teaching CCD at a parish church
10. Assisting at Children’s Bible camp
11. Praying in front of an abortion clinic
12. Working at an event to raise funds/awareness for pro-life causes; hunger; cures for disease.

g. Volunteering that does NOT qualify as Christian Service:

1. For-Profit organizations
2. Some organizations and foundations, though non-profit, will not be accepted due to their support of anti-life agendas or other causes which are contrary to our Catholic beliefs and values. Examples (not a complete list): Susan B. Komen Foundation, March of Dimes.

3. Volunteering at a business where a parent or family member works.
4. Some organizations with non-profit status which exist as performance venues may not allow the student to acquire community hours for specific performances. (Examples of some of the organizations [not a complete list]: Miami Children's Theatre, Miami Children's Orchestra
5. ACC social events / Honor Society Hours / Homecoming or Pep rally set-up / fund-raising for club
6. Service offered for the benefit of animals or the environment

h. Requirements for Submission of Christian Service Hour Documentation:

1. Log sheets noting Organization/days/hours/type of service rendered
2. Letters of verification.
3. Completion of Theology presentation/reflection assignment

i. The Theology teacher gives the approval for appropriate Christian service hours. Students may appeal to the Director of Christian Service Hours for clarification.

j. Late submissions of service hour's requirements may be fined a \$25 procession fee

k. Non-submission of Service hours may result in: Semester Exam / Final Exams / diplomas being withheld until all Christian Service Hours and appropriate documentation are completed, submitted and approved by the student's Theology teacher. Students lose their privilege to attend class trips such as Disney Youth Program Field trip, Senior Grad Bash, Senior Awards Ceremony, Underclassmen Awards Ceremony, Pep Rallies. No refunds will be granted for pre-paid trips. Timely completion of the Christian Service Hours deadlines is a serious obligation and integral part of the ACC spiritual program.

## COMPLAINTS AND GRIEVANCES

From time to time, parents may have questions regarding school policy or situations regarding their own child. Please use the following procedure for handling these concerns in a respectful and timely manner:

- a. Seek facts for yourself, not rumor from other parents or other people; talk about your own child.
- b. Discuss the matter with the proper person, such as the classroom teacher as soon as possible;
- c. After meeting with the specific teacher, if you believe further resolution is needed, contact the Administration;
- d. If satisfaction is still needed, make an appointment with the Principal through the administrative secretary;
- e. If your concern warrants further action, make an appointment with the President;
- f. If the concern involves a student or family other than your own:**
  1. Please discuss the matter with the Dean, Student Affairs.
  2. After meeting with the Dean, Student Affairs and you believe further resolution is needed, contact the Principal.
  3. If your concern warrants further action, you may contact the Archdiocese Superintendent of Schools.

In most cases, the problem can be resolved with little difficulty. The school administration does not ignore or retreat from parental concerns. Recommendations and possible solutions will be explored and implemented to the best of our ability. We wish to remedy problems and maintain a solid Catholic school environment according to our stated philosophy and guidelines. However, we recognize that not all decisions will be popular ones, nor can all needs possibly be met within the school. In that case, another school environment may be the solution for a child and/or for parents.