

Parent Student Handbook 2024-2025



5451 S Flamingo Road, Southwst Ranches, FL 33330 • 954-434-8820 • fax 954-680-4835 • www.mccarthyhigh.org

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QUICK REFERENCE PAGE

Principal
Vice Principal of Instruction
Vice Principal of Student Affairs

Mr. Kevin Molina
 Mrs. Lourdes Moss
 Mr. Mark Saxton

kmolina@mccarthyhigh.org
lmoss@mccarthyhigh.org
msaxton@mccarthyhigh.org

Academics	Dr. Elsa Torres (Director of Academics & Curriculum)	etorres@mccarthyhigh.org	ext. 239	954.434.8820
	Mr. Patrick Sandoe (Academic Coordinator) <i>Students: Grades 10 & 11</i>	psandoe@mccarthyhigh.org	ext. 256	954.640.5854
	Dr. Leanna Rodriguez (Academic Coordinator) <i>Students: Grades 9 & 12</i>	lrodriguez@mccarthyhigh.org	ext. 230	954.640.5841
	Mr. Roderick Lavinieri (Academic Coordinator)	rlavinieri@mccarthyhigh.org	ext. 216	954.434.8820
Admissions / Alumni Affairs	Ms. Irene Benitez (Director of Enrollment)	ibenitez@mccarthyhigh.org	ext. 206	954.640.5866
Athletics	Ms. Karen Frank (Director of Athletics)	kfrank@mccarthyhigh.org	ext. 248	954.434.8820
Attendance	Mrs. Sandy Pearce	spearce@mccarthyhigh.org	ext. 219	954.640.5900
	Michelle Mooney	mmooney@mccarthyhigh.org	ext. 224	954.640.5891
Chaplain; Campus Ministry & Community Service Hours	Fr. Edivaldo da Silva Oliveira (Chaplain)	fatheredivaldo@mccarthyhigh.org	ext. 229	954.640.5888
	Deacon Lazaro Ulloa (Director of Campus Ministry)	lulloa@mccarthyhigh.org		954.434.8820
	Mr. Chris Covone (Assistant Director of Campus Ministry)	ccovone@mccarthyhigh.org		954.434.8820
Deans/Discipline	Mrs. Karen Holewinski (Dean of Students) <i>Grades 9 & 12</i>	kholewinski@mccarthyhigh.org	ext. 252	954.434.8820
Deans/Discipline	Mr. Michael Eaton (Dean of Students) <i>Grades 10 & 11</i>	meaton@mccarthyhigh.org	ext. 211	954.434.8820
Finance & Human Resources	Mr. Michael Alvarez (Director of Finance & Human Resources)	malvarez@mccarthyhigh.org	ext. 249	954.640.5848
Finance & Human Resources	Ms. Joan Glick (Assistant Director of Finance & Human Resources)	jglick@mccarthyhigh.org	ext. 221	954.640.5847
School Counselors & College Advisors	Mrs. Terri Tribble (Director of College & Counseling Services)	ttribble@mccarthyhigh.org	ext. 228	954.640.5896
	Mrs. Sandy Sanchez (Grade 12)	ssanchez@mccarthyhigh.org	ext. 259	954.640.5849
	Mrs. Nikoletta Huck (Grade 11)	nhuck@mccarthyhigh.org	ext. 260	954.640.5858
	Ms. Rose Demelien (Grade 10)	rdemelien@mccarthyhigh.org	ext. 226	954.640.5895
	Ms. Cristina Torres (Grade 9)	ctorres@mccarthyhigh.org	ext. 204	954.640.5911
	Ms. Judy Williams	jwilliams@mccarthyhigh.org	ext. 234	954.434.2744
	Mrs. Lauren Alexander	laalexander@mccarthyhigh.org	ext. 245	954.640.5862
	Mrs. Thania Amaro	tamaro@mccarthyhigh.org	ext. 222	954.640.6894
	Dr. Melissa Dolton—Accommodations Support Specialist	mdolton@mccarthyhigh.org	ext. 265	954.640.5878
iPad	Mrs. Ingrid Mayne	imayne@mccarthyhigh.org	ext. 255	954.434.8820
Lunch Accounts	Mr. Rory Osbourne	rosbourne@mccarthyhigh.org	ext. 233	954.434.2728
Main Office	Mrs. Sally Davila	sdavila@mccarthyhigh.org	ext. 201	954.434.8820
	Mrs. Lisa Leopold	lleopold@mccarthyhigh.org	ext. 236	954.434.8820
Student Activities	Ms. Claudia Curtis (Director of Student Activities)	ccurtis@mccarthyhigh.org	ext. 254	954.434.8820
Registrar / Transcripts	Mrs. Tere Perullas	tperullas@mccarthyhigh.org	ext. 215	954.640.5903
Tuition/FACTS	Mrs. Ismaily Perez	iperez@mccarthyhigh.org	ext. 214	954.640.5846
Financial Aid	Ms. Joan Glick	jglick@mccarthyhigh.org	ext. 221	954.640.5896
Volunteers	Mrs. Lydia Stutesman	lstutesman@mccarthyhigh.org	ext. 212	954.640.5835
	Mrs. Diane Elliott	delliott@mccarthyhigh.org	ext. 227	954.640.5836

FACULTY and STAFF e-MAIL and DEPARTMENT

*indicates Department Chair

A

Acosta-Rubio, Maria	macostarubio@mccarthyhigh.org		Theology
Albanese, Mary	malbanese@mccarthyhigh.org	Ext. 253	Staff
Alexander, Lauren	laalexander@mccarthyhigh.org	Ext. 245	College Advisement
Alvarez, Michael	malvarez@mccarthyhigh.org	Ext. 249	Administration
Amaro, Thania	tamaro@mccarthyhigh.org	Ext. 222	College Advisement
Anfuso, John	janfuso@mccarthyhigh.org		Social Studies
Arango, Monica	marango@mccarthyhigh.org		Science

B

*Baru, Zachary	zbaru@mccarthyhigh.org		Business / Technology
Bebnadze, Manana	mbebnadze@mccarthyhigh.org		English
Benitez, Irene	ibenitez@mccarthyhigh.org	Ext. 206	Administration
Bosak, Dominik	dbosak@mccarthyhigh.org		Theology
Buczek, Sylvester	sbuczek@mccarthyhigh.org		Theology

C

Cabana, Gregory	gcabana@mccarthyhigh.org		English
Caballero, Francisco	fcaballero@mccarthyhigh.org		PE
Cabrera, Alysha	acabrera@mccarthyhigh.org		Science
Calder, Cristin	ccalder@mccarthyhigh.org		Science
Cardet, Kaitlin	kcardet@mccarthyhigh.org		Science
Chriswisher, Melissa	mchriswisher@mccarthyhigh.org		Math
Chung, Tiffany	tchung@mccarthyhigh.org		Math
Cline, Orlanda	ocline@mccarthyhigh.org		Math
Colegrove, Isaac	icolegrove@mccarthyhigh.org		English
Cotto, Heriberto	hcotto@mccarthyhigh.org		Social Studies
Covone, Christopher	ccovone@mccarthyhigh.org		Theology
Crawford, Mickole	mcrawford@mccarthyhigh.org		English
Cuesta, Marcia	mcuesta@mccarthyhigh.org		Science
Curtis, Claudia	ccurtis@mccarthyhigh.org	Ext. 254	Administration

D

Da Mata, Andreina	adamata@mccarthyhigh.org	Ext. 269	Staff
Davila, Sally	sdavila@mccarthyhigh.org	Ext. 201	Staff
Demelien, Rose	demelien@mccarthyhigh.org	Ext. 226	Guidance
Dolton, Dr. Melissa	mdolton@mccarthyhigh.org	Ext. 265	Guidance

E

Eaton, Michael	meaton@mccarthyhigh.org	Ext. 211	Admin./Dean—Grades 10 & 11
Elliott, Diane	deliott@mccarthyhigh.org	Ext. 227	Staff
Espinosa-Gonzalez, Blanca	bespinosagonzalez@mccarthyhigh.org		Math

F

Fernandez, Arminda	afernandez@mccarthyhigh.org		World Languages
Fernandez, Isabel	ifernandez@mccarthyhigh.org		Math
*Ferrier, Jeanne	jferrier@mccarthyhigh.org		Math
Frank, Karen	kfrank@mccarthyhigh.org	Ext. 248	Administration
French, Maria	mfrench@mccarthyhigh.org	Ext. 244	Staff

G

Giacobbe, Joel	jgiacobbe@mccarthyhigh.org		Science
Glick, Joan	jglick@mccarthyhigh.org	Ext. 221	Staff
Gonzales, Andrea	agonzales@mccarthyhigh.org		Social Studies
*Grebenc, Richard	rgrebenc@mccarthyhigh.org		Theology
*Grossi, Enzo	grossi@mccarthyhigh.org		Social Studies
*Grossi, Faith	fgrossi@mccarthyhigh.org		English

H

Hanrahan, Johnathan	jhanrahan@mccarthyhigh.org		Science
*Hanrahan, Stephen	shanrahan@mccarthyhigh.org		Science
*Hansen, Brigitta	bhansen@mccarthyhigh.org		Fine Arts
Harrison, Taylor	tharrison@mccarthyhigh.org	Ext. 217	Staff
Herron, Elizabeth	eherron@mccarthyhigh.org		Math
Ho, Marshall	mho@mccarthyhigh.org		Science
Holewinski, Darren			Security
Holewinski, Karen	kholewinski@mccarthyhigh.org	Ext. 252	Admin./Dean—Grades 9 & 12
Huck, Nikoletta	nhuck@mccarthyhigh.org	Ext. 260	Guidance

J

Jamison, Dr. Giselle	gjamison@mccarthyhigh.org		Social Studies
Jardon, Carmen	cjardon@mccarthyhigh.org		English

K

Kori, Deborah	dkori@mccarthyhigh.org		Math
Kouri, Alia	akouri@mccarthyhigh.org	Ext. 223	Staff

L

Laino, August	alaino@mccarthyhigh.org		Theology
Laviniere, Roderick	plaviniere@mccarthyhigh.org		Math/Academic Coordinator
Leopold, Lisa	lleopold@mccarthyhigh.org	Ext. 221	Staff
Livingston, Khayla	klivingston@mccarthyhigh.org		Staff
Lott, John	rlott@mccarthyhigh.org		Fine Arts/Band
Lucas, Irina	ilucas@mccarthyhigh.org		World Language

M

Martinez, Gregorio			Staff/Security
Massaro, Tony	tmassaro@mccarthyhigh.org	Ext. 220	Administration
Mathews, Kerry	kmathews@mccarthyhigh.org		Business/Technology
Mayne, Ingrid	imayne@mccarthyhigh.org	Ext. 255	Staff
Meadows, Jan-Marie	jmeadows@mccarthyhigh.org		Math

Medina, Inemis	imedina@mccarthyhigh.org		World Languages
Mooney, Michelle	mmooney@mccarthyhigh.org	Ext. 224	Staff
Moreno, Jose	jmoreno@mccarthyhigh.org		Staff
Morgan, Charlie	cmorgan@mccarthyhigh.org		Science
Moss, Lourdes	lmoss@mccarthyhigh.org	Ext. 213	Administration
Murphy, Ashley	amurphy@mccarthyhigh.org		Social Studies

N

Nemours, Sabine	snemours@mccarthyhigh.org		English
Nogueira, Isabel	inogueira@mccarthyhigh.org		Math

O

Oliveira, Fr. Edivaldo	fatheredivaldo@mccarthyhigh.org	Ext. 229	Chaplain
Orstad, Janie	jorstad@mccarthyhigh.org		Social Studies
Osbourne, Rory	rosbourne@mccarthyhigh.org	Ext. 233	Staff

P

Palacio, Katherine	kpalacio@mccarthyhigh.org		Yearbook
Palacio, Vivian	vpalacio@mccarthyhigh.org		Social Studies
Palazzo, Nicholas	npalazzo@mccarthyhigh.org		Fine Arts
Pearce, Sandy	spearce@mccarthyhigh.org	Ext. 219	Staff
*Perez, Fredy	fperez@mccarthyhigh.org		World Languages
Perez, Ismailly	iperez@mccarthyhigh.org	Ext. 233	Guidance
Perullas, Tere	tperullas@mccarthyhigh.org	Ext. 215	Staff

R

Ramirez, Deborah	dramirez@mccarthyhigh.org		English
Ramirez, Zoila	zramirez@mccarthyhigh.org		English
Ressegue, Peter			Staff/Security
Reyes, Yolanda	yreyes@mccarthyhigh.org		World Languages
Rios, Raquel	rrios@mccarthyhigh.org		World Languages
Rivera, Melissa	mrivera@mccarthyhigh.org	Ext. 262	Staff
Roa, Nicholas	nroa@mccarthyhigh.org		Social Studies
Rodriguez, Dr. Leanna	lrodriguez@mccarthyhigh.org	Ext. 230	Academic Coordinator
Rogers, Megan	mrogers@mccarthyhigh.org		English

S

Saldana, David	dsaldana@mccarthyhigh.org		Math
Sanchez, Sandy	ssanchez@mccarthyhigh.org	Ext. 259	Guidance
Sandoe, Patrick	psandoe@mccarthyhigh.org	Ext. 256	Academic Coordinator
Santilli, Jennifer	jsantilli@mccarthyhigh.org		Fine Arts
Saxton, Mark	msaxton@mccarthyhigh.org	Ext. 237	Administration
Sese, Gina	gsese@mccarthyhigh.org		Science
*Shuker-Joyce, Jeanna	jshuker-joyce@mccarthyhigh.org		PE/Fine Arts
Sica, Amy	asica@mccarthyhigh.org		Staff
Sica, Michael	msica@mccarthyhigh.org	Ext. 240	Staff
Spears, Giannina	gspears@mccarthyhigh.org		World Languages
Stutesman, Lydia	lstutesman@mccarthyhigh.org	Ext. 212	Staff

T

Telasco, Freel			Security
Thomas, Connie	cthomas@mccarthyhigh.org	Ext. 202	Staff
Thompson, Lauren	lthompson@mccarthyhigh.org		Math
Torres, Cristina	ctorres@mccarthyhigh.org	Ext. 204	Guidance
Torres, Dr. Elsa	etorres@mccarthyhigh.org	Ext. 239	Administration
Trimble, Eileen	etrimble@mccarthyhigh.org		English
Tribble, Terri	ttribble@mccarthyhigh.org	Ext. 228	Director of College Advisement and Counseling Services

U

Ulloa, Deacon Lazaro	lulloa@mccarthyhigh.org		Theology/Director of Campus Ministry
----------------------	--	--	--------------------------------------

V

Vorachek, Aaron	avorachek@mccarthyhigh.org		PE
-----------------	--	--	----

W

Waugaman, Matthew	mwaugaman@mccarthyhigh.org		English
Welch, Donna	dwelch@mccarthyhigh.org		Science
Williams, Judy	jwilliams@mccarthyhigh.org	Ext. 234	Guidance

SECTION I – PHILOSOPHY, MISSION STATEMENT, BELIEFS, AND OBJECTIVES

PHILOSOPHY

Archbishop Edward A. McCarthy High School is a Roman Catholic co-educational school, following the tradition of Catholic youth formation and the motto of the school's namesake, "Manere in Dilectione Christi" – "To abide in the love of Christ."

In its persons, programs and procedures, its mission reflects the enlivened message of the gospel values and the teaching ministry of the Church. As the word Catholic means universal, so too are all members of this educational community—students, parents, and faculty—part of the body and image of God.

It is the school's sacred trust to provide a varied program of religious experiences, educational offerings, athletic programs, social and cultural opportunities and community service encounters that will provide a foundation upon which the individual recognizes one's personal relationship with community and Church.

The sense of community developed by this mission fosters a partnership among parents, students and faculty to create an atmosphere of respect, understanding, trust, sincerity, tolerance and joy like that of a healthy family.

Archbishop Edward A. McCarthy High School affirms its Catholic commitment and finds its source in the tradition and teachings of the Roman Catholic Church. It seeks to impart and guide the acquisition of knowledge in an atmosphere in which spiritual values are paramount. The spiritual ministry of the school offers students the opportunity to witness and commit to their faith, to nourish their prayer life, participate in the sacraments and engage in service to the community in a four-year program of religious studies.

By fostering and mentoring the spiritual, intellectual, moral and physical development of students, they will be prepared to graduate strengthened by their faith, confident in their abilities to achieve and aware of their Catholic and American heritages.

As a primarily college preparatory educational institution, the school strives to engender an inquisitiveness and excitement for the lifelong process of learning. The curriculum is designed to meet the range of intellectual abilities and capabilities of the student body through a variety of courses. It is the aim of the school to develop sound study habits and learning skills including critical thinking, analyzing data, logical problem-solving and transfer of knowledge through the academic disciplines. Extracurricular activities encourage the development of leadership, service, individual responsibility, creativity and sportsmanship in a Roman Catholic environment.

In acknowledging a community of diverse languages, customs, cultures and traditions – a diversity that enriches the students' experiences – they are engendered with a respect for the sacredness of all men and women and their obligation to the common good consistent with the Roman Catholic code of moral and ethical conduct. Students will be exposed to the relationship between person, community and the environment – all part of an interlocking relationship with God. In addition, they are provided with the challenge of the technological age, the global economy and the community of faith.

The school emphasizes the importance of each faculty member who imparts, facilitates, and guides individual curiosity, the intellect, and the spirit of caring, a respect for all life and the divinity of the person in developing his/her unique potential for personal growth. Qualified and enthusiastic, they inspire an eagerness for wisdom. Respectful, compassionate and humane, they encourage confidence and inspire students to work, persevere and discipline themselves. They exemplify in living what they profess to teach.

The school community commits itself to encouraging and strengthening the family unit. While the Church recognizes the responsibility of the family in the formulation and direction of its child's education, a partnership among parents, students and faculty is essential. Parental responsibility in instilling Catholic values and involvement whenever possible, especially in the spirit of stewardship, is crucial to the school's mission.

Fortified by a strong faith, Archbishop Edward A. McCarthy High School steps into the 21st century ennobled by spirituality, prepared for the rapidly changing technological age, and faithful to a commitment to one another and God.

MISSION STATEMENT

Archbishop Edward A. McCarthy High School is dedicated to the formation of tomorrow's leaders through a Roman Catholic experience that provides excellence in Atmosphere, Academics, Activities, the Arts, and Athletics.

VISION STATEMENT

Archbishop Edward A. McCarthy High School's vision is to be one of the most innovative, influential, and accomplished Roman Catholic schools in the nation.

BELIEFS

Statements about Schools:

- Schools need to provide students with diversity that will engage them in the learning process and spiritual and physical development.
- Schools must offer a wide range of extra-curricular, academic and athletic activities for physical and socialization skills.
- Schools should reinforce Christian values and community responsibilities.
- Schools should provide an opportunity to learn about life.
- Schools should bring out the best in everyone.
- Faculty should be dedicated, motivated and committed to be creative in the teaching of the subject matter.
- Schools should consistently adhere to all school policies.
- All opinions that are expressed are worthy to be heard.

Statements about Students:

- Students need to value respect and discipline in order for them to learn.
- All children have the ability to learn and learn in diverse ways.
- Learning is enhanced when students realize its value and relevance to their lives.
- Students must share in the responsibility of their education and feel they are part of the decision-making process.

- We believe all children have the potential for a good future.
- All students want to succeed, but must be committed, encouraged and motivated.
- We believe all children are inherently good, and want and deserve respect, appreciation, compassion and positive reinforcement.
- All children need an awareness of God.

Statements about Interpersonal Relationships:

- Open communication and respect among teacher, parent, administrator and student is crucial.
- Positive relationships enhance learning.
- Parental, administrative and teacher support is necessary in students' endeavors.
- Learning should promote healthy interpersonal relationships.
- All relationships should be Christ-centered.

OBJECTIVES

In compliance with the mission and philosophy of Archbishop Edward A. McCarthy High School, the following objectives are established:

1. to educate students in sound Roman Catholic doctrine so they can relate their personal world as children of God with their duties as participatory members of their Church, country and community.
2. to invite students to develop a personal relationship with Jesus Christ through instruction in their faith and participation in liturgical services and sacramental experiences.
3. to emphasize a healthy respect for self, all life, the family, the school, the community and the environment by emphasizing Catholicism as a mode of living.
4. to offer a curricular program that meets the spiritual, cultural and intellectual needs of a diverse community and challenges them to their highest potential.
5. to instill in students an appreciation for the value of the process of life-long learning by developing the skills necessary to comprehend, interpret, evaluate, inquire and think critically as well as to listen, speak, write and remember effectively.
6. to provide students the spiritual and intellectual tools needed to participate in an ever-changing technological society and global nation.
7. to develop in students an attitude toward education that is supportive of the school's
8. philosophy and reflects an understanding and appreciation of honesty, integrity and respect.
9. to develop and promulgate discipline policies which are firm, fair and consistent with the mission and philosophy of the school.
10. to provide a variety of student activities that fosters an appreciation of personal care and health, sportsmanship, leadership, teamwork, growth, self-discipline and school spirit.
11. to employ faculty members who will support the school's mission, philosophy and objectives and to promote the continual development of all staff members through a program of professional and continued education.
12. to develop a true partnership with parents by encouraging parental involvement in all aspects of the students' education, including parental organizations, stewardship and spiritual development and training.
13. to incorporate innovative and progressive concepts into the school's programs and to always be open to new ideas.
14. to be actively involved with local parishes and civic organizations.
15. to develop a sense of community and family among parents, students and faculty by emphasizing wisdom, compassion, respect, tolerance, love and care throughout all endeavors of the school community.

INTRODUCTION

We are blessed and honored to welcome you as a valued member of Archbishop Edward A. McCarthy High 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.

HERITAGE

As a result of a feasibility study completed by the University of Miami in February 1993, the Archdiocese of Miami authorized the construction of a new Roman Catholic High School in South Broward. Together with Archbishop Coleman Carroll High School in Dade County, these schools became 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, Archbishop McCarthy and the first supervising principal, Reverend Edmond Whyte, broke ground for the new school on April 27, 1997. The first phase of construction began soon after. This initial phase included a 21-room classroom building (including offices for campus ministry and student activities, computer lab and three science labs), a 300-seat chapel, an air-conditioned gymnasium and locker rooms, and three athletic fields to accommodate 800 students. The second phase of construction completed in 2002 included 2 new buildings with 19 additional classrooms, a state-of-the-art media center, fine arts theatre, computer labs, and offices for administration, student services, admissions, guidance and athletics.

ARCHBISHOP EDWARD A. MCCARTHY (D.D., S.T.D., J.C.D., M.A.)

Archbishop John C. Favalora selected the name of this new school to be Archbishop Edward A. McCarthy High School in honor of the contributions made to the Roman Catholic community, including education, by Archbishop McCarthy.



Archbishop McCarthy was born on April 10, 1918, in Cincinnati, Ohio and was given eternal rest on June 6, 2005. He was one of five siblings, four of whom chose the religious life. He was ordained to the priesthood in 1943 and became Auxiliary Bishop of Cincinnati in 1965 and was appointed the First Bishop of Phoenix, Arizona in 1969. The Archbishop became the co-adjutor Archbishop of Miami in 1976 and assumed leadership of the Archdiocese of Miami in 1977 upon the death of Archbishop Coleman Carroll.

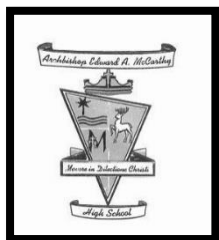
Archbishop McCarthy graduated from St. Gregory Seminary and Mt. St. Mary Seminary in Norwood, Ohio. He earned a Doctorate of Canon Law, *summa cum laude*, from the Appoline, the School of Canon Law at the Lateran University (Rome 1947). The Archbishop also earned a Doctorate of Sacred Theology degree, *magna cum laude*, from the Angelicum University (Rome, 1948) and a Master's Degree in Philosophy from the Athenaeum of Ohio. Highlights of Archbishop McCarthy's ministry in the Archdiocese of Miami include the establishment of a family enrichment center, Office of Lay Ministry and a Permanent Diaconate program.

He also issued "Pastoral Guidelines for Marriage Preparation", established an Office of Evangelization, dedicated Pierre Toussaint Haitian Catholic Center, traveled to Cuba, ordained the first black priest in the Archdiocese, dedicated the new Pastoral Center in Miami Shores, presided over the creation of the two new Florida dioceses, called for the first-ever Archdiocesan Synod, vigorously opposed abortion, the death penalty and restrictive

immigration policies, created a new agency now known as the Catholic Health Services, welcomed Pope John Paul II to South Florida, established Genesis I for homeless AIDS patients and began Radio Peace. Archbishop McCarthy also wrote over twenty Pastoral Letters.

THE SCHOOL CREST, MOTTO AND COLORS

The crest of Archbishop Edward A. McCarthy High School reflects the heritage and traditions of its namesake.



In the right corner of the triangle is a stag trippant, which represents the McCarthy family and was used in Ireland as a symbol for centuries and is symbolic of Archbishop McCarthy's patron saints, St. Edward the Confessor and St. Anthony.

The "M" and the three crosslets are from the Coat of Arms of the Archdiocese of Cincinnati, where Archbishop McCarthy was born, baptized, ordained to the priesthood and later received Episcopal ordination, and is symbolic of the Blessed Mother.

The palm and three waves are the symbols of the Archdiocese of Miami.

The crown on the top of the triangle is the symbol for the special intentions granted to the school by the Blessed Mother.

Archbishop McCarthy and the school's motto is "**Manere in Dilectione Christi**", translated as "To abide in the love of Christ". It is derived from the words of Our Lord at the Last Supper (John 15:9) and expresses the Lord's teaching, "He who abides in me, and I in him, he bears much fruit; for without me you can do nothing." (John 15:5); "If you keep my commandments you will abide in my love" (John 15:10); and "By this will all men know that you are my disciples, if you have love for one another" (John 13:35). This motto is an ideal and program of life for the bearers of this shield.

The school colors are Teal Blue, Silver, and Black.

THE SCHOOL MASCOT

The first freshman class of Archbishop Edward A. McCarthy High School chose the *Maverick* as the school mascot. Webster defines a maverick as "an independent person who stands up for what he/she believes despite the ridicule of others," often an accurate description of a true believer in Christ.

SECTION II - SCHOOL SAFETY & SECURITY

In order to provide a safe and secure environment for all members of the Archbishop McCarthy High School community, a school safety/security program has been established.

BROWARD SHERIFF'S OFFICE (BSO)/DAVIE POLICE DEPARTMENT:

- Archbishop McCarthy High School is located on Flamingo Road. This is a State Road and we do not have a school zone or traffic lights. BSO Detail Deputies are hired to control the traffic on the main entrances/exits during drop-off and pick-up hours.
- All BSO Deputies and/or Davie Police Officers are authorized to advise any person to leave the premises. Failure to do this will result in arrest for trespassing after warning. Florida State Chapter 810.

VISITU

Visitu improves school security by providing visitor management software on an iPad. Visitu allows the school to manage visitors and know who is on their campus. All visitors to Archbishop McCarthy must come to the main entrance of the school and are greeted by security personnel. Visitu collects the visitor's name, company name, email address, photo and the purpose of their visit.

ACCESS CONTROL

The safety of our students and staff is a top priority, and we continue to enhance our security measures. As stated above, all visitors must stop and sign in with the security office at the main entrance. This office is equipped with screens to monitor the school's security cameras. Security personnel and administration have access to the cameras on their iPads as they move throughout campus. There is now access control entry for all interior and exterior doors on campus. Students and school employees must use their school ID to gain entrance to the buildings and all interior rooms.

CHILD PROTECTIVE INVESTIGATIONS

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

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abuserreporting@theadom.org.

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.

EMERGENCY CLOSING

Emergency Closing: In the case of severe weather, hurricanes, or public disturbance, Archbishop McCarthy High School will close if all Broward County schools are closed. All families should be alert to a public announcement by the Archdiocese of Miami for specific updated information concerning closing and reopening of schools.

Please listen to local radio and television statements regarding school closings and re-openings. Archbishop McCarthy may reopen sooner than the public schools depending on circumstances and safety. The school will communicate decisions through a School Messenger message, if possible.

PARENT COMMUNICATION POLICY

The Administration understands that parents and students may need to communicate during the day. We do not encourage this except in extreme emergencies. However,;

- If a parent needs to contact a student at school, call the Office of Student Services at 954-434- 8820, ext. 219. If for some reason you do not get through, dial “zero”.
- If a student needs to contact a parent, they must first get permission from the teacher to come to the Office of Student Services.
- If the student has an emergency, the student should contact the teacher, and an administrator will be contacted immediately as per the school’s Critical Response Plan.

IDENTIFICATION CARDS (I.D.)

All students must have a current school year Archbishop McCarthy High School identification card which must be worn on the school-issued lanyard. It must be given upon request to any member of the school staff. The ID card is required for access to all interior and exterior school doors, lunch room payment, etc. If lost, the student must immediately report the loss to Student Services so that the card may be deactivated and prevented from being used by another student. **If a student does not have his/her I.D. card and/or lanyard, he/she will be required to purchase a duplicate.** The cost of a replacement card is \$15.00.

EMERGENCY DRILLS

Emergency 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 will be directed by the teacher as to the action to be taken in accordance with the school’s Critical Response Plan. Emergency flashing lights have been installed in student restrooms and locker rooms, as well as a QR code for communication with administration and security. During evacuation scenarios, handicapped students should be assisted at the end of the line. Should the school be evacuated, all personnel shall move to a safe area some distance from the building. Swift movement and silence are of absolute necessity.

SEARCH & SEIZURE POLICY

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

SURVEILLANCE SYSTEM

For our school protection, Archbishop McCarthy High School has a video camera system strategically located on interior and exterior sites of the building.

DROP-OFF AND PICK-UP PROCEDURES

Parents may drop off and pick up students in one of the two drop-off/pick-up areas: 1) the Main Entrance (portico area), or 2) the North Portico, accessed by the North Access Road. Parents should only pick up or drop off in the designated areas. These areas are properly supervised and provide the safest means of dropping off or picking up students. **The Visitor Parking Lot and the Faculty Parking Lot are NOT designated student drop off or pick up areas.**

SECTION III - SPIRITUAL FORMATION PROGRAM

OFFICE OF CAMPUS MINISTRY

The Office of Campus Ministry is advised by the Chaplain and is headed by the Director of Campus Ministry. The office seeks to work with the faculty, parents and students in developing the spiritual purpose and mission of the school by offering each student an organized spiritual program which, with God's grace, leads all of us closer to God. Student Masses and Retreats will be organized by this ministry along with many other activities and will allow opportunities for parent volunteers.

At Archbishop Edward A. McCarthy High School, we believe that all education must lead to the development of a mature faith and a concrete and personal relationship with Jesus Christ through his Church and sacraments. Emphasis is placed on instruction in the classroom, a common prayer life and participation in the Sacred Liturgy, the sacraments, community ministry and Christian service. The spiritual program includes, but is not limited to, the following:

1. Archbishop McCarthy High School includes a school-wide prayer and pledge of allegiance each morning. Participation by all students is required.
2. Mass will be celebrated in the Chapel during the week; all students are invited to attend.
3. Masses will be held on all holy days and various times throughout the school year. All students are required to attend school Masses.
4. The Sacrament of Reconciliation is available by appointment during the school year, and during the seasons of Advent and Lent to the entire community.
5. During the school year our religious programs include a variety of class Masses, reconciliation services, and guest speakers from the Archdiocese and community which supplement the Theology curriculum.
6. Community service learning project hours are expected from all students each year they attend Archbishop McCarthy.
7. Several videos regarding abortion and other issues pertaining to the respect and promotion of human life provided by the Respect Life Office of the Archdiocese of Miami are viewed by all students through their Theology classes.

RETREATS

The retreat program affords students the opportunity to deepen their faith, prayer life and communal spirit by attending on and off-campus retreats, days of reflection and recollection that are Christ-centered, sacramental and service-oriented in nature.

- **Freshman & New Students Genesis Retreat** – on campus – One day of reflection designed to help students prepare spiritually for their academic and spiritual involvement at the high school. (Held on a Saturday)
- **Sophomore Antioch Retreat** – off campus – An exploration of our Catholic identity by strengthening the student's relationship with Christ through the Sacraments of Reconciliation and the Eucharist.
- **Junior Transfiguration Retreat** – off campus – Retreat designed to help students deepen their relationship with Christ and their community of faith through an exploration of the life of Christ.
- **Senior Pentecost Retreat** – off campus – Retreat designed to help students begin to understand and perceive their Christian faith as a life of service to the world, Church and community.

Students are also encouraged to attend retreats at their local parishes to maintain contact with the primary place of spiritual nourishment.

COMMUNITY SERVICE ACTIVITIES

The Community Service Program encourages students to share their time and talents with the community. All students are expected to complete a total of 100 community service learning project hours in their four-year career at Archbishop McCarthy High School.

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

Only acts of service can be accepted for hours. Money and/or donations cannot be accepted in exchange for student service hours.

Silver Cord Award: Seniors completing 300 or more cumulative service hours may receive this award at commencement. Completed hours for all four years must be submitted on or before the stated senior due date (end of 3rd quarter) to be eligible for the Silver Cord Award. (Hours submitted after the due date will not be awarded the silver cord.)

Please note that volunteer service hours are required for Bright Futures, Florida Gold Seal, National Honor Society, other honor societies, etc. It is the student's responsibility to comply with the requirements of those organizations.

COMMUNITY SERVICE VERIFICATION FORMS DUE DATES:

Verification forms are due to the Theology teachers no later than 2:20 p.m. on the last day of the 3rd quarter.

COMMUNITY SERVICE REQUIREMENTS

The following is a summary of the Community Service Requirements. Ideas and suggestions can be obtained from the Theology teachers.

- Community service hours are due by the last day of the 3rd quarter for ALL students. All students must complete their documented service hours by the completion of the third quarter.
- All projects must be PRE-APPROVED by the student's theology teacher. Students are to submit the school form for pre-approval through Canvas to their Theology teacher, who will sign and return to the student. Upon completion of the project, students are to submit the school form and letter of verification to their Theology teacher through Canvas.
- All community service activities must be properly documented with a completed Community Service Activities Verification Form and should include an original letter from the place of ministry on that agency's letterhead.
- Any activity contrary to the teachings of the Roman Catholic Church or that endangers the safety or health of a student in any way is not acceptable for community service.

SECTION IV - ADMISSIONS PROGRAM

ADMISSIONS

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.

The following information must be on file before students will be admitted:

- Entrance Exam (grade 9)
- Application Form, Standardized test scores, Teacher/Principal Recommendations, Report cards and other requested documents
- Transfer students from grades 10-12 must participate in a Transfer Family Interview.
- Completed online registration including tuition plan selection
- Immunization Form (State of Florida) DH 680
- Physical Form (State of Florida) DH 3040
- Course selection sheet
- Final Transcripts from previous grade level(s)
- United States Birth Certificate or Immigration Documentation
- Immigration Documentation – “After September 11, 2001, the Department of Homeland Security (BCIS) expects the schools to have complete and accurate information pertaining to any foreign student entering their school. We must make sure that our students have the appropriate status that allows them to attend school in the United States”. The academically accepted student must provide one of the following forms of documentation: I-94; Notice of Action Form; Resident Alien Card; Authorization for Parole; Employment Authorization Card.
- The Archdiocese of Miami is authorized under Federal Law to Enroll Non-Immigrant Alien Students and Issue I-20 Certificates in Order to Obtain “F-1” Status. Those students who have an F-1 status must notify the school when leaving the country and again upon their return (i.e. holiday, summer breaks). If you need assistance, please let the school know at registration.

It is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa, and doing so could result in a cancellation of that visa.

If a family is considering changing a B-1 or B-2 Tourist Visa for an F-1 student visa, they should consult with an immigration lawyer to help understand the implications of making an application. Should the family decide to make this application, Archbishop McCarthy High School will assist a family in whatever way possible to apply for the student visa. It often takes several months for INS to process and approve such applications; during this period, the student may not continue attending classes at the school.

In the case of a learning-disabled applicant, proper documentation from a licensed school psychologist is required.

IMMUNIZATION AND PHYSICAL FORMS

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed in the state of Florida. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

NOTE: The sports physical (FHSAA) requirement does not satisfy the necessary documentation required by the state for entry to the school as mentioned above. (Refer to the Athletic Program section of this handbook.)

RESIDENCY REQUIREMENT

All students enrolled at Archbishop McCarthy 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.

TUITION AND PARENT INFORMATION

All information uploaded during online registration will be reviewed. The school will confirm that the address on the Parent-Student Handbook declaration and the address indicated at registration are consistent.

In the case of student-athletes, further confirmation of domicile will take place during a mandatory parent meeting prior to the beginning of season play and issuance of uniforms. In instances where the student-athlete does not reside with his or her parents, the school will ensure that there are appropriate documents (court documents, signed by a judge) confirming custody, and that these are updated and filed in the student's permanent record file.

As per school policy, all tuition payments will be made through FACTS Tuition Management, debited from the parent's financial institution as noted on school records through FACTS Management. FACTS Management Company will handle all tuition payments.

STUDENT VISAS

The Archdiocese of Miami is Authorized Under Federal Law to Enroll Non-Immigrant Alien Students and Issue I-20 Certificates in Order to Obtain F-1 Status. If You Need Assistance, Please Let The School Know at Registration.

Our school, in accordance with federal law, does not inquire into the immigration status of our students. However, it is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa, and doing so could result in a cancellation of that visa.

If a family is considering changing a B-1 or B-2 Tourist Visa for an F-1 student visa, they should consult with an immigration lawyer to help understand the implications of making an application. Should the family decide to make this application, Archbishop McCarthy High School will assist a family in whatever way possible to apply for the student visa. It often takes several months for INS to process and approve such applications; during this period the student may not continue attending classes at the school.

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.

302.06 Undocumented Students: *Archdiocesan schools may not inquire into immigration status when considering applications for admission. Students are allowed to enroll in Archdiocesan schools regardless of their immigration status. The Archdiocese of Miami is authorized to issue I-20 certificates for those students who seek to obtain an F1 Visa as a foreign student. The I-20 can be processed by the Office of Catholic Schools where appropriate. The school handbook explicitly advises parents that enrollment in and/or graduation from school does not confer legal status in the country.*

In light of this policy, please be aware that:

- All students are welcome to register in an ADOM school regardless of immigration status.
- Enrollment when pertaining to immigration status should not be an issue.
- Undocumented students are treated like any other applicant.
- Do NOT inquire further once parents provide the school application and required documents.
- Birth certificate to verify date of birth. Per Florida Statute 1003.21(4) if the first prescribed evidence is not available (birth certificate), the next evidence obtainable in the order set forth below shall be accepted:
 - A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
 - An insurance policy on the child's life that has been in force for at least 2 years;
 - A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;
 - A passport or certificate of arrival in the United States showing the age of the child;
 - A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or
 - If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the district school board, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. Children and youths who are experiencing homelessness and children who are known to the department, as defined ins. 39.0016, shall be given temporary exemption from this section for 30 school days.
 - Proof of immunizations and school entry health form.
 - Report card promoting the student to the next grade level when entering 1st through 12th grade.
 - You only need to verify proof of age, not citizenship.
 - If a parent is interested in pursuing an F1 Visa, they initiate the process, and we provide support.
- International students do NOT need to be registered in SEVIS unless seeking an F1 Visa.
- The Office of Catholic Schools will process the I-20 where appropriate.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

Parents or eligible students should complete the Request for Release of Student Records and submit it to the

School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

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

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

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

SECTION V - ACADEMIC PROGRAM

The academic growth of Archbishop Edward A. McCarthy High School students is a continuous life-long process. The school wishes to maintain the tradition of academic excellence within the Archdiocese of Miami. The curriculum is primarily designed for college preparation. Therefore, regular attendance, good behavior, systematic preparation, homework and parental involvement are essential to academic success. It is important for students to set high standards for themselves. Grades reflect the quality of the student's work and commitment, and are measured by the grade point average (GPA)*. The student's cumulative GPA for college admission begins in the freshman year.

GPA

GPA stands for Grade Point Average. Every grade is given a certain number of quality points as per the scale below. The sum of these points is divided by the number of credits.

There are two types of GPA: Simple and Weighted. The Simple GPA does not include extra points for weighted, honors, or AP courses, and is used for athletic eligibility. The Archbishop McCarthy High School scale allows for additional weighting given for higher grades within the letter category. Additional points are also added to courses that are weighted due to their curricular content. These are noted by asterisks in the Curriculum Guide. This weighted GPA is used for school honors and recognitions.

Please Note: Scholarships and Colleges and Universities calculate GPA according to their own individual scales; therefore, Archbishop McCarthy High School does not provide rank for our students. For assistance with these calculations, please see your guidance counselor.

Numerical Grade	FHSAA Simple	McCarthy College Prep	McCarthy Honors(**)	McCarthy DE/AP(***)
97-100	4	4.5	5.5	6.5
94-96	4	4.25	5.25	6.25
90-93	4	4.0	5.0	6.0
87-89	3	3.5	4.5	5.5
84-86	3	3.25	4.25	5.25
80-83	3	3.0	4.0	5.0
77-79	2	2.5	3.5	4.5
74-76	2	2.25	3.25	4.25
70-73	2	2.0	3.0	4.0
67-69	1	1.5	2.5	3.5
64-66	1	1.25	2.25	3.25
60-63	1	1.0	2.0	3.0
0-59	0	0	0	0
S	4	4.25	5.25	6.25

GRADUATION/COURSE REQUIREMENTS:

4 credits	Theology
4 credits	English
4 credits	Mathematics (Algebra I, Geometry, Algebra II)
3 credits	Science (Biology required; Chemistry or Physics strongly recommended: 2 credits must have a lab component)
3 credits	Social Studies (World History, American History, Government, Economics required)
2 credits	World Languages (in same language)
1 credit	Physical Education (Health/Life Management required)
1 credit	Practical/Fine Arts
2 credits	Electives

Total: 24 credits

Note: The virtual credit requirement will be met through the theology courses for juniors and seniors.

Graduation Requirements:

The following are the requirements for graduation:

1. Minimum of 2.0 Career Grade Point Average
2. Completion of all financial responsibilities including tuition, registration, fines, athletic equipment, fundraising, and all other financial obligations.

To graduate or receive a diploma, all credits must be earned and students must maintain a 2.0 simple GPA. The weighted GPA (honors, advanced placement, etc.) will be published on the report cards, since that is what will be sent to colleges/universities on transcripts.

The Valedictorian and Salutatorian of the graduating class are determined by the highest weighted cumulative GPA at the end of the 2nd Semester of the senior year. A student must have been in attendance at Archbishop McCarthy High School from the beginning of the freshman year to be eligible. GPA for determining Valedictorian and Salutatorian will be based on the courses that fulfill the 24 credits graduation requirement and that are taken as part of the six-period day at Archbishop McCarthy.

The top 10% of the graduating class will be determined by the highest weighted cumulative GPA at the end of the first semester of the senior year.

At the discretion of the Administration, seniors may be restricted from the graduation ceremonies, and/or the issuance of the diploma and transcripts, due to reasons of academics, misconduct or disciplinary action, including conduct during all graduation and senior events. Diplomas and transcripts will not be awarded until all requirements are met, including the above. This also includes all financial obligations.

COURSE SELECTION AND PLACEMENT

Each student is scheduled individually for the upcoming academic year. A course selection form, along with an unofficial transcript, will be provided to each student stating requirements and elective opportunities. The Curriculum Guide with course descriptions is available on Canvas. In some cases schedule requests cannot be granted due to scheduling conflicts. All students must take a schedule with six classes each year at Archbishop

McCarthy High School. Any student taking and passing a high school credit class in middle school must submit official verification of completion.

- **Schedule Changes**

Once final schedules are sent out, no changes will be considered. The school does not accept requests for a specific teacher. PLEASE NOTE: As the new semester schedules are issued, there is a possibility of a new teacher being assigned to a course or class.

- **Honors Classes and Advanced Placement Classes**

Honors and AP classes carry a responsibility to maintain a consistently good academic standing. If a student fails to maintain a grade of 80/B or better (as stated in the Curriculum Guide), the student will not be eligible to remain at that course level.

Note: Excelsior Scholar students must meet the criteria for the Excelsior Scholars Program.

- **College Dual Enrollment Classes**

Certain classes will be offered on campus to upper classmen for college dual enrollment credit through St. Thomas University. Students must have at least a 3.0 GPA to apply and pay all applicable university fees.

- **Additional Classes**

Virtual Courses: Students who wish to take virtual school courses through the Archdiocese of Miami in order to advance their coursework must receive authorization from their guidance counselor before signing up for the courses. Core subjects that are offered at our school will not be approved. Requests will be reviewed and decisions made on an individual basis.

ACADEMIC PROGRESS

Canvas is the learning management system used to keep parents and students informed regarding grades, assignments, etc. Parents can view their child's progress at any time during the year through this system.

Please note: A student may still fail a course even if the Canvas report does not state so, since additional work is completed following the update of these reports. It is imperative that parents are aware of the progress through Canvas. Questions should be directed to the teacher first, then the department chair.

GRADING POLICIES

Grading Scale:

90 – 100	A	Excellent
80 - 89	B	Above Average
70 - 79	C	Average
60 - 69	D	Below Average
0 - 59	F	Failure

Conduct:

Student conduct grades are given each quarter.

Excellent

Above average

Average

Unsatisfactory

Unacceptable

Note: Students must have a conduct grade of Excellent, Above Average, or Average to qualify for any Honor Roll.

Honor Roll:

The awarding of academic honors is done on a quarterly basis.

Principal's Honor Roll: A in all subject areas

First Honors: 3.5 GPA with no grade below a B

Second Honors: 3.0 GPA with no grade below a C

Testing Procedures

Students should expect frequent quizzes or full period tests during each marking period in each class. These tests are used by the teacher for instructional and diagnostic purposes and are an integral way to measure progress. All tests are announced at least one week in advance. It is the responsibility of the student to make up missed work within the same number of school days missed.

Extra Credit

No extra credit will be permitted unless it is available to all students, is course related, is included in the lesson plan, and has been approved by the department chairperson.

Report Cards and Parent-Teacher Conferences

Report cards are issued and emailed four times a year. If parents have any questions about grades, they should check Canvas first and then contact the teacher via email.

Semester averages are calculated based on 40% of each quarter and 20% of the semester examination.

Homework Policies

Late/missing homework assignments will be accepted only within 24 hours of the actual due time. At that time the highest grade awarded will be a 50%. Any assignment not turned in within the 24-hour grace period will receive a grade of zero.

Honor Societies

The list of Honor Societies with descriptions and requirements is updated yearly and posted on Canvas.

Makeup Work/Exams

It is the student's responsibility to obtain all make-up work from the teacher. All work assigned during an excused absence must be made up within the same number of days missed.

In the case of an excused prolonged illness (3 consecutive days or more) the Guidance Department, upon request from the parent, will secure homework assignments. We recommend contacting the teacher by email (addresses listed at the front of this handbook).

If suspended, the student is responsible for contacting teachers and making up all work missed.

Academic Probation

Any student who has two failures and/or a GPA below 2.0 (computed on the adjusted GPA) in the first semester will be placed on academic probation for the remainder of the school year. Students on academic probation are required to meet with their school counselors regularly and follow a plan of academic improvements determined by their counselors. Students on academic probation may participate in activities/athletics as long as they are

following their academic improvement plan and their cumulative GPA is a 2.0.

Spring/Summer School Program

Since Archbishop McCarthy High School issues semester credit for all courses, remediation for a failure occurs at the conclusion of each semester (January and June). All remediation will be through Carlo Acutis Virtual Academy (CAVA). We believe that immediate remediation is most beneficial for the student. Students who earn an F at the end of Semester One will be required to remediate the course in spring school during Semester Two. The same procedure will apply at Semester Two for summer school. Students who earn a D at the end of a semester are strongly recommended to remediate the course. All courses must be passed for a student to graduate.

Academic Dismissal

All subjects failed must be made up. A student will not be allowed to return unless all previous credits have been earned before the start of the next school year. Please note that the original grade earned will still be reflected on the transcript but not calculated in the GPA. Students with two or more failures and/or less than a cumulative 2.0 GPA at registration time may be advised that they will be administratively withdrawn at the beginning of the new school year.

Forgiveness Policy

When a grade of D or F is remediated, the new grade earned will be calculated into the GPA and the failure will be forgiven.

SECTION VI – GUIDANCE & COLLEGE PLANNING SERVICES

MISSION & PHILOSOPHY

Guidance Services focus on the total four-year high school progression of every student. This includes assisting ninth grade students with the transition into high school and counseling students throughout the four years to achieve the scholastic requirements for college admission and career opportunities. Counselors will meet regularly with students to discuss academic progress, schedule advisement, college planning and personal concerns.

GOALS

- Support students' academic, career, and social/emotional development.
- Meet the developmental needs of students.
- Address skills necessary for effective functioning in various life roles.
- Be an integral part of student's total educational experience.

ACADEMIC COUNSELING

- Student Curriculum Advisement
- Schedule Advisement
- Academic Prescriptions
- Tutoring Referrals
- Student/Parent/Teacher Staffings
- Individual Meetings
- Small & Large Group Meetings
- Student Grade Report Monitoring
- Career Zone Presentations
- Transfer Student Program

TESTING PROGRAM

Students will take part in the following standardized testing programs:

1. HSPT- High School Entrance Exam
2. PSAT – Preliminary SAT/National Merit Scholarship Qualifying Test for 9th, 10th and 11th grades
3. SAT
4. ACT – In House
5. Advanced Placement Tests (AP)
6. Pre-ACT for 9th & 10th grades

COLLEGE ADVISEMENT

College Advisement is dedicated to providing a comprehensive model that informs, educates and supports students and their parents in the college planning and college application processes. As professional college advisors, we collaborate with educators, administrators, college admission directors and parents, to assist all students in their quest for college admissions.

GOALS

- To provide students of all grade levels with an overview of the college admissions process.
- Provide opportunities for all students to learn more about specific colleges/universities.
- Educate parents on the college research, planning and application process.
- College essay and resume support.
- Naviance tutorial.

COLLEGE PLANNING

It is never too early to begin planning for college. It is the expectation of both the school and families that each student will be preparing for college upon admittance to Archbishop Edward A. McCarthy High School. It should be understood that colleges and universities have different entrance requirements.

Therefore, students and parents should familiarize themselves with the requirements of the colleges or universities under consideration. This is important to keep in mind when selecting courses at Archbishop McCarthy High School. It is the responsibility of each student and his/her parents to become familiar with the number of academic credits required, the grade point average (GPA), difficulty of subjects taken, SAT/ACT, PSAT scores, letters of recommendations and scholarships. Throughout the school year the Guidance Department will offer academic planning that begins freshman year extending through graduation. This preparation is done via both the Guidance and the College Advisement Departments.

The departments will host a series of presentations and workshops in order to best assist the parent and student for this academic journey.

The state universities of Florida require fifteen academic units for admission. At Archbishop McCarthy High School we require: 4 credits of English, 4 credits of Mathematics, 2 credits of a Foreign Language, 3 credits of Social Studies, 4 credits of Theology, and 3 credits of Science. The state also requires 1 credit in Physical Education including .5 credit in Health/Life Management. The electives complete the remaining credits for graduation.

COLLEGE APPLICATION PROCESS

The college application process includes advising and provides criteria on exploring interests and college selection, and is the result of four years of academic preparation. Advisors provide guidance to students regarding the application process through the following:

- Naviance – college tool
- Individual meetings
- Small and large group meetings
- Essay clinics
- Application clinics
- College Rep visits
- College Fair Opportunities
- Scholarship Opportunities
- Financial Aid seminar

FLORIDA BRIGHT FUTURES PROGRAM

Since the state of Florida frequently changes requirements for the Florida Bright Futures Program, parents and students should check the website for updates: www.floridastudentfinancialaid.org.

Be aware that eligibility requirements are determined by the Florida Department of Schools and subject to change; and are determined by the GPA for approved classes for all four years of high school.

COUNSELORS & COLLEGE ADVISORS

Director of College & Counseling Services	Terri Tribble	ttribble@mccarthyhigh.org	ext. 226
Freshman Class Counselor	Cristina Torres	ctorres@mccarthyhigh.org	ext. 204
Sophomore Class Counselor	Rose Demelien	rdemelien@mccarthyhigh.org	ext. 226
Junior Class Counselor	Nikoletta Huck	nhuck@mccarthyhigh.org	ext. 260
Senior Class Counselor	Sandy Sanchez	ssanchez@mccarthyhigh.org	ext. 259
Accommodations Support Specialist	Dr. Melissa Dolton	mdolton@mccarthyhigh.org	ext. 265
College Advisor	Thania Amaro	tamaro@mccarthyhigh.org	ext. 228
College Advisor	Lauren Alexander	laalexander@mccarthyhigh.org	ext. 222
College Advisor	Judy Williams	jwilliams@mccarthyhigh.org	ext. 234

SECTION VII: OFFICE OF STUDENT SERVICES

The philosophy of Archbishop Edward A. McCarthy High School clearly states that students “are engendered with a respect for the sacredness of all men and women and their obligation to the common good consistent with the Roman Catholic (and the school’s) code of moral and ethical conduct”. We are obliged to work to create a truly Christian atmosphere. Our goal, therefore, is not mere “law and order” but to do what we can to develop the student’s SELF-DISCIPLINE and SENSE OF RESPONSIBILITY to God, community, family, school and self. It will be an atmosphere characterized by an academic seriousness in class, respect for authority and cooperation with all school policies, maturity and good manners.

CONDUCT

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

All Archbishop McCarthy High School students are expected to:

- Represent Archbishop McCarthy High School with pride and dignity on and off campus at all times.
- Become familiar with the policies, rules, and regulations which concern the students’ conduct
- at school.
- Behave in a manner that allows learning to take place without interruption.
- Show pride in the school by keeping the campus clean.
- Be actively involved in their education and responsibility for learning by demonstrating punctuality, preparedness, and good attendance.
- Dress for the learning process; follow school uniform policy at all times.
- 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 disciplinary action, including administrative withdrawal, against any behavior that violates this policy, even if not specifically stated in this handbook.

A student present or participating in any school-sponsored event is subject to school regulations. As such, any breach of conduct will be dealt with by the administration. Any student who brings a guest to a school function, whether on or off campus, is completely responsible for the conduct of the guest before, during, and immediately after the function.

CONFIDENTIALITY STATEMENT

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

PARENTAL COOPERATION

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

SECTION 504 POLICY STATEMENT

Archbishop McCarthy High School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Archbishop McCarthy High School will make those minor adjustments that can accommodate students with disabilities to the school's education programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Gabriel Cambert, (305) 762-1269. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gabriel Cambert, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 South Biscayne Boulevard
Miami Shores, FL 33138

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

WITNESS TO CATHOLIC VALUES

Students should give witness to Catholic values at all times whether in school, at school functions or away from school. Counter cultural symbols such as tattoos, jewelry, inappropriate haircuts, and accessories offensive to Christian tradition and values will not be tolerated. Interpretation of these values is at the discretion of the administration of the school.

These types of offenses including a threat, written, spoken or by the Internet or inflammatory statements that harm the reputation of another, harassment as defined in this handbook and disrespectful actions or words towards teachers, staff, students or other school employees will result in suspension & probation or, in serious cases that cause injury to person or reputation, dismissal from school.

Individuals who are not students at Archbishop McCarthy High School are not allowed on campus during school hours without permission from the administration. Students are not to bring younger siblings, acquaintances or pets to school on regular school days.

PRAYER AND PLEDGE OF ALLEGIANCE

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

Drug and Alcohol Policy

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

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

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

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

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

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

ANTI-BULLYING POLICY

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

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

I. DEFINITION

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

II. SCOPE

- a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. REPORTING COMPLAINTS

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

IV. DISCIPLINARY ACTION

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

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

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 bullying at issue regardless of whether the matters disclosed are part of an educational record.

ASSEMBLIES/PEP RALLIES

Assemblies, when scheduled, are designed as part of the educational experience at Archbishop McCarthy High School whether they are informative or entertaining in nature. Regardless of the type of program, students are required to demonstrate appropriate behavior at all times. Courtesy demands respect and appreciation for the presenters. Students who demonstrate inappropriate or unruly behavior will be removed from the assembly and be dealt with according to disciplinary measures. When seats are assigned, students are expected to sit in their designated places.

CELL PHONE POLICY/ELECTRONIC DEVICES

Use of cell phones/electronic devices in the classroom will be at the discretion of the teacher.

- Misuse of cell phone/electronic device will result in a demerit. Habitual abuse of this procedure will result in further disciplinary action by the administration.

Use of cell phones/electronic devices will be permitted outside, in the hallways, and in the Student Center.

- **Archbishop McCarthy High School will not be responsible/liable for lost, damaged, or stolen cell phones/electronic devices.**
- **Students cannot wear over-the-ear noise-cancelling headphones, such as Beats, Skull Candy, AirPods Max, et. al, while on campus. This is a safety/security concern.**

CHEATING/PLAGIARISM

Cheating is defined as a means by which an individual group or whole by their actions or inactions attempt to receive academic credit/award/recognition by influence, dishonesty and/or deception. Cheating is considered a serious violation.

Cheating is to influence or lead by deceit, trick or artifice, to elude or thwart by or as if by outwitting.

To Cheat suggests using trickery that escapes observation (i.e. Cheat sheet).

The copying of homework assignments, classroom assignments for academic credit, award or recognition is considered **cheating**.

The exchange of information before and/or during any exam, quiz or testing procedure is considered **cheating**. The use of cell phones, ear buds, iPads (unless teacher permission is granted) and/or any digital / electronic device during any test is considered **cheating or an attempt to cheat**.

Cheating includes, but is not limited to, working together with another individual on an assignment when specifically prohibited from doing so by the teacher; and looking at text, notes, or other person's paper during an exam. Cheating also includes 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 Quiz/Exam questions, informing another student of specific questions and/or answers that appear or have appeared on Quizzes/Exams in the same academic term; giving or selling a research paper, report, or other restricted written materials to another student. Forging of signatures and plagiarism are also definitive forms of cheating.

Artificial Intelligence

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. **Archbishop McCarthy High School** recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

Plagiarism is the attempt of an individual to submit/claim the published 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 student. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, 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 research/term paper service, or presenting another person's academic work as that of the student's.

Misrepresentation is an act 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 yourself or others; changing answers on graded materials; and having another person complete an assignment.

All student work submitted for assessment must be written and/or created by the student. Plagiarism, or the copying and use of another's work without proper acknowledgment is not permitted, nor is it permissible for anyone to allow another person to copy their work for the purposes of assessment. The following are a collection of the standard, recognized forms of plagiarism.

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, website, another student's assignment, etc.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained
- Piecing together sections of the work of others into a new whole
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers as your own
- Submitting papers from the internet written by someone else as your own
- Submitting one's own work that has already been submitted for assessment purposes in another subject

Any work based on another person's published work may be used if, and only if, that work is properly cited according to the rules of citation and reference.

CHEATING/PLAGIARISM CONSEQUENCES

Cheating or the attempt to cheat (successful or not) on any form of assessment will result in the following procedures:

First Offense-

- The teacher will notify the parents.
- The student will receive a grade of zero for the assignment.
- An Academic Referral will be issued by the teacher, signed by the student, and recorded by the Office of Student Services.
- The referral will be passed on to the Academic Administration.

Second Offense-

- The teacher will notify the parents.
- The student will receive a grade of zero for the assignment.
- An Academic Referral will be issued by the teacher, signed by the student, and recorded by the Office of Student Services.
- The referral will be passed on to the Academic Administration.
- There will be a Parent Conference with the Director of Academics, and an Academic Contract will be signed by the parent[s]/legal guardian.

Third Offense-

- The teacher will notify the parents.
- An Academic Referral will be issued by the teacher, signed by the student, and recorded by the Office of Student Services.
- The referral will be passed on to the Academic Administration.
- The student may be suspended pending a parent conference with the Administration.
- The school reserves the right to dismiss the student from Archbishop McCarthy High School.

COMPLICITY

A student present during the commission of an act by another student which constitutes a violation of school policy may also be held responsible if his/her subsequent behavior constitutes permission or condoning of the violation. Students witnessing any act which constitutes a violation of school policy are required to report such incidents to the proper authorities. **Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the school to burden innocent witnesses.** This policy also includes knowledge of another's actions that would be harmful to that person.

CONTRABAND

Contraband refers to those items which are considered unwholesome or inappropriate for students to have in their possession. Contraband includes tobacco products, fireworks, or any other items so deemed by the administration. Such items are not permitted during school hours and/or at functions designated by the administration. In some cases, possession of such items will result in the full range of disciplinary action.

DANCES

- Student organizations may sponsor dances at school with the approval of the administration. Dress should not be offensive or immodest. Please see formal or informal Dress Code for school-sponsored events. All students must bring I.D. with them to all dances. Any guests must be registered and accepted by the school administration and have parental approval from parents/guardians. Guests must submit proper identification before entering a dance. Once a student has entered, he/she will not be permitted to leave until 30 minutes prior to the end of the dance. Students are to remain in the assigned dance areas. Students are not allowed to loiter in the parking lot, cars, corridors or unassigned areas at the dances. If a student fails to comply, parents may be contacted. Parents should pick up their students promptly at the conclusion of the dance. It is the parent's responsibility to provide transportation for their child to and from the dance.

The following law went into effect July 1, 1996 (Florida: 322.16(2)) – Any person who is under the age of 17 may not operate a vehicle between 11:00 P.M. to 6:00 A.M. unless accompanied by a licensed 21 year old or driving to and from work. Archbishop McCarthy High School will make every effort to schedule our activities in order to ensure that our students comply with this law. However, it is fully the responsibility of the parent/guardian to see to it that students are not in violation.

In general, dances are limited to members of the student body. Those wishing to bring a friend must register their guest (in advance) with the dance supervisor and/or administration, and will be held responsible for their guest's actions.

Outside Guests

- Guests of the age of 21 or older are not permitted to attend dances.
- Outside guests are not allowed to attend any dances unless they have been approved by the administration.
- Any outside guests are subject to approval by the administration. They must provide a copy of a photo ID to purchase a ticket and produce a current photo ID for admission.
- Outside guests must adhere to the school's Code of Conduct Policy.

Please note the following:

- Booty, freak or other explicit dancing, mosh pits, etc. are not permitted at dances. Students who engage in such behavior will be subject to disciplinary action.

Reminder: Archbishop McCarthy High School does not support, sponsor or condone any social functions or parties before or after any school sponsored functions.

DISCRIMINATION / HARASSMENT / HAZING

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.

Hazing is strictly prohibited and is not in accordance with the philosophy of Archbishop Edward A. McCarthy High School or the Catholic code of conduct. Hazing includes all actions or words in which one or more students force other students to undergo painful or humiliating ordeals on or off campus. Punishment for these types of actions may be as severe as administrative withdrawal.

Students who report such complaints are assured of confidentiality.

DISMISSAL FROM CLASS

If a teacher finds it necessary to send a student to the Office of Student Services from a particular class because of disruptive behavior, attitude or disobedience, disrespect or defiance, the student will be accompanied by an administrator immediately to the Office. Parents will be notified by the Office of Student Services of the student's removal. The teacher will contact the parent/guardian with a follow-up the same day of the incident. Depending on the offense, the appropriate disciplinary action will be taken.

FACILITIES-CARE OF

Care of school property is each student's responsibility. A spirit of pride regarding the beauty of the school should prompt all students to contribute their share in keeping the lunch area, halls, stairways and washrooms 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 administrative withdrawal). If students find anything out of order, they should report it to a teacher or to the Office of Student Services immediately. The care of our facilities includes: graffiti or defacing or destruction of the facilities.

FALSIFICATION of SCHOOL RECORDS

Falsification of school records including the forging of signatures, tampering of grades, etc. is strictly forbidden. The consequence of such action may lead to suspension, probation and/or dismissal.

FIGHTING

Fighting is not tolerated. Any student involved in fighting on campus or at any school-sponsored activity is subject to suspension and/or probation or dismissal from school. Assault or unprovoked attacks will result in immediate administrative withdrawal and reporting to the appropriate authorities (including the Davie Police Department and the Broward County Sheriff's Office).

HALLWAY PASSES

In order for a student to be permitted out of class, he/she must have asked the teacher for permission, signed the Class Log or signed out through the class QR code, and have the hall pass.

LANGUAGE

Language unbecoming a Catholic young lady or gentleman, including provocative gossip or "trash talking", is not tolerated. Such behavior reflects disrespect for the student and lack of consideration for others who may be offended by unbecoming, foul or obscene language. Offenders are subject to the full range of disciplinary actions. **Students who verbally abuse students, administration, faculty and/or staff members, use profanity against staff or threaten them with physical harm, are subject to immediate dismissal from school.**

LOCKERS AND LOCKS

Lockers are available for student use with a school issued lock only. Non-school locks will be removed. Students are to use only their assigned lockers and locks. If a student loses a lock/lock combination they should report the situation to the Office of Student Services.

Students may not go to their lockers during class time. It is the student's responsibility to be prepared for each class.

Lockers are the property of the school and as such may be opened by school administrators when there is reasonable cause to do so. Students are advised to use lockers to keep books and other school-related supplies only. Students are responsible for maintaining a neat/clean locker free of garbage and/or food. Absolutely NO TAPE of any type can be placed on the outside of the lockers.

Students are responsible for safely storing their personal property in locked lockers. 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.

Physical Education students are also issued a locker by the instructor. **These must also be kept locked at all times. Students should never leave anything in the locker room unless it is locked in their assigned lockers. This includes the restrooms attached to the locker room; personal property should always be placed in a locked locker.**

LUNCHROOM CONDUCT

Food will be available in the Student Center each school day (except on days with no-lunch schedules). Students may also bring their lunch to school. Students may not order out for food using delivery services such as Door Dash,

UberEats, et. al. Orders will be refused by the deans.

Students are permitted in the lunch area only during their lunch period. Students present during the wrong lunch period will be considered to have skipped class and will be subject to disciplinary procedures. Students are responsible for cleaning up after themselves by placing their own trash in the proper receptacles and by helping maintain a clean eating environment. Running, shouting and horseplay are considered improper behavior in the lunch area.

Students are to report promptly to their lunch period. They may choose one of three locations: the Student Center, the gym, and the outdoor space in front of the chapel between the Student Center and the gym. Students may not eat their lunch in the courtyard behind the chapel or on the football field bleachers or the picnic table benches.

All students must remain in the designated lunch areas for the duration of their lunch period.

MARRIAGE POLICY

Married students cannot remain enrolled at Archbishop McCarthy High School.

MASSES AND LITURGICAL SERVICES

Liturgies are a vital and integral part of the Catholic community life at Archbishop McCarthy High School. Attendance is mandatory for all students. Tardies and absences should be avoided on these days and are strongly discouraged. Reverent and respectful behavior is expected. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during the daily prayer, liturgy or religious service. Inappropriate behavior will result in a referral being issued, and may result in a suspension for that day.

MEDICATION GUIDELINES

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

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

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the 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 those health care interventions that are beyond minor adjustments.

PERSONAL PROPERTY/LOST & FOUND

Students are not to touch the property of others. Books, book bags, purses and other valuables should never be left unattended. Items of value including large amounts of money, excessive jewelry or the like should not be brought to school, school functions, retreats, etc. Items found are to be presumed lost and should be turned into the Office of Student Services. To do otherwise will be considered stealing. Stealing or vandalism of personal property will not be tolerated and will result in disciplinary action.

Students are directly responsible for the care of their iPads/books. iPads, books and book bags should not be left unattended at any time. The school will not be responsible for any books, iPads, materials or personal items left unattended or lost, in an empty or unlocked locker, or in an unassigned locker. STUDENTS MAY ONLY USE THEIR ASSIGNED LOCKERS AND LOCKS.

PORNOGRAPHIC/OBSCENE MATERIALS

Pornographic or Inappropriate Materials are **not** permitted. Possession and/or display of pornographic material are strictly forbidden and will result in the full range of disciplinary action.

PREGNANCY POLICY

“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 the administration as well as the couple involved come to a workable solution which would enable the unmarried student to continue her Catholic education at the school. In every case, professional counseling of both the boy and the girl is strongly recommended as they face important decisions. Respect Life and Catholic Social Services are available for counseling.”

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

PRIVATE TUTORING, COACHING OR LESSONS

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

QUIET AND ORDER

In hallways and corridors it is also important that quiet and order be maintained, especially when changing classes. Students should exit classrooms in an orderly fashion and move in the corridors in a safe and considerate manner. Running, horseplay, littering, unnecessary noise, and loitering are improper behavior and are subject to disciplinary action.

REPRESENTING THE NAME OF THE SCHOOL

Students and parents are prohibited from contracting in the name of Archbishop Edward A. McCarthy High School and may not claim to be official representatives of the school for any purposes. The use of the school name or logo is prohibited. Any unauthorized use of the school name or logo included in personal websites is strictly prohibited and is a serious violation of the school code of conduct. Violation of this policy may result in suspension or dismissal.

SAFETY IN PRIVATE SPACES

Archbishop McCarthy High School complies with the requirements of 553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

SCHOOL-SPONSORED EVENTS

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

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

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

SEXTING

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

SMOKING/VAPING

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

SOLICITATION OR SALE OF GOODS OR ACTIVITIES

Students 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.

STEALING AND VANDALISM

Stealing and vandalism are **not** tolerated. Students guilty of these offenses may be subject to suspension or administrative withdrawal pending the review of the Administrative Review Team.

STUDENT IDENTIFICATION CARDS (I.D.)

All students must have a current school year Archbishop McCarthy High School identification card. This card must be worn on the school lanyard. It must be given upon request to any member of the school staff.

The ID will be used to access the locked doors of the school buildings and to purchase food in the Student Center. A special number has been installed in the bar code for the student's use. Students may add money to their I.D. accounts in the Accounting Office before school and/or during their lunch period. Students must present their ID in order to purchase lunch.

If a student does not have his/her I.D. card and/or lanyard, he/she will be issued a demerit. If the I.D. is lost, he/she is required to purchase a duplicate copy. The student must report the loss immediately to Student Services so the ID can be deactivated, and a new one printed and activated. The cost of a replacement card is \$15.00. Lanyards and plastic covers for IDs cost \$1 each. Loss of the card is not an excuse. Until the duplicate is made, the student will carry a pink carbon copy of the demerit as a temporary pass ONLY for that day. When the duplicate is ready it will be delivered to the student. Students who do not have the \$15 readily available may not purchase an I.D. and will continue to use the pink carbon copy of the issued demerit as the temporary pass ONLY for that day.

STUDENT VEHICLES AND PARKING

Loitering is not permitted in the student parking lot before, during, or after school. Students found to be loitering will be issued a demerit.

The student parking lot is monitored by security cameras in accordance with the Safety and Security Program of Archbishop McCarthy High School. Students are prohibited to display or have offensive cultural or counter cultural materials on their vehicles.

PARKING PERMITS

Any student who wishes to park or drive on the school campus must purchase a permit and parking gate pass from the Office of Student Services. This permit and gate pass **WILL BE ASSIGNED** and must be visible on the car at all times on the driver's side of the front windshield. Students may only park in their assigned parking space.

All students who park or drive on the school campus must register the car with the Office of Student Services. This procedure includes a parental permission form, a copy of the student's driver's license, a copy of the car's registration, photograph of the vehicle, proof of insurance coverage and a fee. Archbishop McCarthy High School has a contract with a towing company. "Tow Away Zone" signs have been posted at all entrances leading to the school. Any student that has not registered their car with the Office of Student Services, replaced a lost decal, or registered a second car they may be driving, will be in jeopardy of having their car towed. For the safety of the McCarthy community, all cars **must** be registered, accounted for, and with decals on their windshields. **Any cars towed will be at the owner's expense.**

Habitual or serious violations may result in the loss of the student's parking privilege.

All rules of driving must be observed while on campus, including the 5 M.P.H. speed limit. BSO Deputies and Davie Police 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 car, or other reckless usage of the privilege will result in a fine, and/or other disciplinary action and/or loss of parking privileges.

DRIVING AND PARKING REGULATIONS & STUDENT SAFETY

1. Maintain normal traffic flow, maximum speed of 5 M.P.H. Follow appropriate road/traffic signs in the parking areas.
2. Park in the assigned parking space.
3. Make sure the parking permit sticker is located in the front windshield of the driver's side and the number visible before exiting the vehicle.
4. Turn off your car, gather your belongings, lock your car and exit the parking lot. Students may not remain in their vehicles once they arrive on campus and park. Remaining in their vehicles will be considered loitering and will receive a demerit. Students are not permitted to return to their car until they are dismissed for the day or unless given permission by the Office of Student Services and accompanied by a member of the Security Staff.
5. A photograph of the vehicle must be filed with the Office of Student Services.

VEHICLE LIABILITY

The school is not liable for any accident, damage to a vehicle or theft while the vehicle is on campus.

SUICIDE POLICY

The purpose of this policy is to protect the health and well-being of all students within our school community. If the school becomes aware that a student has made a suicidal gesture or that the student has suicidal thoughts, his/her parents will be notified immediately. The school will require that the student be seen by a doctor. In order for the student to return to school, a clearance letter must be provided by the medical professional who evaluated the student. This letter must be provided to the guidance counselor. Please be aware that if any of the conditions listed above are not met, the student may be administratively withdrawn.

TEACHER'S DESKS AND POSSESSIONS

The teacher's desk, files, records, computers, etc. are her/his domain. Students must respect the right of privacy of each teacher. No messages or materials of any kind are to be removed from the desk without the teacher's permission. Removal of tests, grade books, texts or personal items is a serious offense and will result in the full range of disciplinary actions.

TECHNOLOGY USE POLICY

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

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

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

Supervision and Monitoring

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

Unacceptable Use of Outside Technology

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

Consent

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

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the

school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal.

VPNs

VPNs are not permitted to be downloaded to a school-issued iPad at any time. By activating it, you are allowing this app/software to build a network between your iPad and where you want to go in the internet. Personal data could be used for fraud (names, addresses, credit card information, including your location). It will slow down your Wi-Fi connection speed, cause problems with Canvas and some textbooks, and in turn make the school's network vulnerable.

At this time, the school has purchased a software that monitors the iPads for VPN compliance. Once the software detects a VPN, the iPad will lose functionality: access to Canvas (app and web), iMessage, Camera, Screen Recording and Air Drop. In order to regain functionality, the student must delete all VPNs immediately. It could be several hours before a student has full functionality of the iPad once again.

Students will *not* receive credit for assignments that are unable to be submitted due to a VPN-related issue.

PASSWORDS

All students are **required to change their Google and Canvas passwords from the default password.**

- It is against school policy to share your password.
- It is against school policy to log in to your accounts on another student's device.
- It is against school policy to log into another student's account.

THREATS OF VIOLENCE

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

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. 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 administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

VISITORS/MESSAGES AND DELIVERIES

Students are requested not to ask for permission to bring visitors to school during regular class hours, or during lunchtime and in any building before or after school.

Messages and/or parental deliveries must be dropped off in the Office of Student Services. Students may not order food or have it delivered to the school via Door Dash, UberEats, et. al. The deans will refuse all deliveries.

WEAPONS POLICY

Firearms are not permitted on the property of Catholic schools, with the exception of licensed and identified law

enforcement personnel. This policy includes school employees.

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

SCHOOL DISCIPLINARY POLICIES AND PROCEDURES

DEMERIT POLICY:

Archbishop McCarthy High School considers the following as demerit violations:

- Antagonizing/annoying other students, faculty or staff members
- Being late to class
- Eating gum or candy
- Excessive jewelry or make-up
- General disruption in the classroom
- Grooming violation-shave/hair
- Inappropriate behavior in the hallways/stairwells/lunch
- Leaving class without permission
- Leaving one's seat without permission
- Littering
- Loitering in parking lots, hallways, and out-of-bounds areas
- Misuse of cell phone/electronic device
- Misuse of iPad
- No I.D./failure to wear ID
- Pants not worn properly around the waist
- Parking on campus without purchasing parking space and/or providing proper documentation
- Public display of affection
- Pushing, shoving, horseplay
- Unauthorized use of school elevator
- Wrong shirt/Not tucked in
- Wrong shoes

DEMERIT VIOLATION CONSEQUENCES:

Students who commit minor violations will be issued a Demerit, an after-school detention, or other appropriate consequences.

Demerit System - Three demerits equal a detention

Three demerits	=	1 hour detention
Six demerits	=	2 hour detention
Nine demerits	=	3 hour detention, parents notified, may be placed on disciplinary notice and/or probation(for major infractions)
Twelve demerits	=	3 hour detention, parents notified, disciplinary notice and/or probation (for major infractions)
Fifteen demerits	=	suspension; parent conference, student placed on Disciplinary Probation until the end of the year
Eighteen demerits	=	suspension; Conference with parent/guardian before a student may return to school Student's future at Archbishop McCarthy in jeopardy
Twenty demerits	=	suspension; Disciplinary Review to determine if student's immediate continuation at Archbishop McCarthy High School will be permitted.

DETENTION POLICIES

Detention is an acceptable reprimand for student violation of school and/or classroom rules. The detention period is both a time of reprimand and a time of reflection on the need for the existence and observance of school regulations.

Detention policies are as follows: Detentions are scheduled M, T, W, Th or F (to be determined by the deans) from 7:00-8:00 a.m./2:25-3:25 p.m.

Detentions must be served on the date that they are assigned. Failure to do so will result in further disciplinary action.

Students must serve detentions before attending any after school activities, including athletics, club meetings, or events. (Students may choose to serve their detention in the a.m. in the Office of Student Services or p.m. in Room 309.)

If a weekday detention is missed because of absence or early dismissal, the student must serve this detention on the next scheduled detention day.

DISCIPLINARY REFERRAL

Disciplinary referrals are issued by a teacher or staff member for habitual and/or serious violations of the school conduct code. When a referral is received, the student will be called down to the Office of Student Services.

A disciplinary referral is to be taken seriously by the teacher, student and parent. Teachers will call the parent in regard to the issuance of a disciplinary referral and inform the Office of Student Services.

A student who is issued three disciplinary referrals will be placed on disciplinary probation immediately, suspended or dismissed based upon the seriousness of the infraction.

A student who continues to receive disciplinary referrals after three will be indefinitely suspended or dismissed, pending a review by the administration.

REFERRAL VIOLATIONS:

Archbishop McCarthy High School classifies the following infractions as referral violations:

- Blatant insubordination/Deception (defying faculty, staff, or administrative directives)
- Possession and/or distribution of materials considered obscene and/or contrary to the common decency and the moral standards established by Archbishop McCarthy High School
- Absent from the classroom (skipping class) without permission from a faculty, staff, or administrative member (any missed classwork/quizzes/tests will receive a zero)
- Forging a parent's signature
- Disruption during liturgical services
- Disrupting the routine of evacuation, lockdown or fire drills
- Gossiping/dishonesty
- Vandalism
- Other habitual behavior previously documented

ZERO TOLERANCE POLICIES:

Archbishop Edward A. McCarthy High School has a Zero-Tolerance Policy for the following violations:

- The possession, use, or sale of illegal substances, tobacco products, vapor devices and/or paraphernalia, and/or alcohol
- Bringing and/or using any type of weapon on the school grounds or at a school function
- Threats being made by students or parents to harm or "kill" any member of the student body, faculty, staff, or administration
- Violent acts (actions with the intent to harm) by students or parents against students, faculty, staff, or administration
- Sexual harassment/violence
- The destruction of school property
- Teasing, name-calling, bullying/hazing
- Theft/stealing
- Activating a fire alarm, making a false 911 call or bomb threat under false pretenses
- Unauthorized leave of school grounds
- Use of any type of media to mock, defame, harass, etc., a student, staff or faculty member

ZERO TOLERANCE CONSEQUENCES:

Students who violate any of Archbishop Edward A. McCarthy High School's Zero Tolerance Policies may be administratively withdrawn from the School immediately, without discussion.

INTERNAL/EXTERNAL SUSPENSION

A student may be suspended from school for a serious violation of rules, an accumulation of demerits or habitual conduct problems. Parents will be immediately notified of the suspensions. A student placed on suspension may **not** be permitted to return to classes and may not attend after school activities and other functions until his/her parents have met with school authorities to discuss the situation.

Internal Suspensions will be served on campus 8:05 a.m. – 2:20 p.m.

1. When there is a violation of the Code of Conduct that may result in an out-of-school suspension of one to five days, the students and his/her parents(s) will be informed of the violation.
2. Suspensions of three or more days and violations of Disciplinary Probation will be reviewed by the principal.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation for serious or habitual disciplinary offenses or because of an accumulation of demerits.

1. The student may not be allowed to participate in any club, sport or student activity during the probationary period.
2. The student may be required to leave the campus upon dismissal each day during the probationary period unless otherwise assigned for academic reasons to study hall or spring school.
3. The length of the probationary period may last throughout the remainder of the school year at the discretion of the administration.
4. Students who are on probation twice and have additional disciplinary problems may be subject to withdrawal from school upon review by the principal.
5. In some cases the student may be placed on a disciplinary contract that must be signed by the parent and student. A violation of this contract may result in dismissal from school.

DISCIPLINARY CONTRACT

If a student is placed on a disciplinary contract, signed by the administration, parents and student, and violates the provisions of that contract, the student may be immediately dismissed from Archbishop McCarthy High School.

ADMINISTRATIVE WITHDRAWAL

At times it becomes necessary to administratively withdraw a student from school for incorrigible behavior, conduct which threatens the physical or moral welfare of students, faculty, staff and/or administration, violations of serious rules or habitual disciplinary problems. Only the principal or supervising principal has the authority to administratively withdraw a student.

It should be noted that honesty and cooperation are essential elements of good conduct and responsibility, which we value and encourage. As such, the degree to which a student is forthright during the discussions or investigation of a disciplinary matter will be taken into consideration in determining the appropriate administrative action.

1. Students who have been administratively withdrawn from Archbishop McCarthy High School or any other school are not eligible for readmission to the school.
2. Students who are administratively withdrawn or who withdraw to avoid disciplinary actions may be issued a no trespassing warrant.
3. Any student who is suspended from school and/or any student who is excluded, administratively withdrawn, or who withdraws to avoid disciplinary actions, may not attend any Archbishop McCarthy High School activity or event.

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, as well, to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

STUDENT DRESS CODE

INTRODUCTION

The purpose of the Dress Code is to develop self-responsibility and respect, to promote habits of neatness, good grooming and hygiene and to provide a more serious learning environment. All students should keep in mind that part of one's personality is expressed through appearance - hair, clothes and actions blend to create the uniqueness of each person. It also encourages students to find better ways to express their individuality through oral and written communication as well as through personality. Finally, a student uniform dress code helps to provide a safe, secure environment where students can be easily identified as members of the school community.

PARENT EXPECTATIONS

Parents are expected to support our efforts to maintain a safe and secure learning environment. Uniforms help maintain campus security by making students easily identifiable since the school inscription appears on the uniform. On a practical level, the dress code removes the relentless pressure on students to keep up with expensive fashion statements of their peers. 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. In some cases, students may be required to call their parents to bring them the proper uniform.

STUDENT EXPECTATIONS

All Archbishop McCarthy High School students are expected to:

- Arrive at school dressed in uniforms according to the uniform code and must remain in uniform at all times during school hours.
- Wear uniforms that are neat, clean and in good condition. Items in poor condition must be replaced immediately.
- Dress modestly during night or off campus events, as outlined in this handbook under dress code for activities, events and dances.

GENERAL INFORMATION

- Only the official school uniform with the school insignia may be worn and must be purchased from the approved uniform company.
- All shirt wear must be tucked in with the belt visible.
- Students participating in P.E., weightlifting or self-defense courses are required to wear the official P.E. school uniform.
- On designated spirit days (Fridays) students are permitted to wear approved club, sport and spirit shirts with the official school uniform pants and shoe wear.
- Students are required to wear the school uniform during field trips unless the administration approves a change in dress.
- On cold days, students must wear only approved Archbishop McCarthy High School sweatshirts or jackets, including approved team/club sweatshirts and jackets.
- The school will not be responsible for any items of clothing, jewelry, etc. brought to school or left unattended, in unlocked lockers or lockers not assigned to that student.
- Uniform code violations will result in a disciplinary demerit being issued and/or the parent being notified for the violation to be corrected (students may not return to class until violation is corrected).
- The final determination of what is appropriate in matters of dress, grooming and decorum is the decision of the school administration.

DRESS CODE FOR ALL STUDENTS

The official school uniform is as follows:

- Uniform polo shirt with McCarthy insignia and gray pants; belt; black shoes

Shirts

- Students must wear the school uniform shirt at all times (including under McCarthy outerwear). Females: shirt with school insignia - teal, gray or black
- Males: shirt with school insignia – teal, black or white
- **ALL uniform shirts must be a proper length and tucked in at all times.**
- Baggy or shirts folded under are not allowed.
- Only plain short sleeved T-shirts with no writing, inscriptions, or slogans may be worn underneath the school shirt for warmth.

Pants

- Only the school uniform gray pants may be worn.
- Pants must be of appropriate size and worn at the waist.

Belts

- Solid black or brown belt, leather/fabric, with a plain buckle must be worn. No metal belt wear, rope wear or scarves.

Shoes

- Only solid black shoes/sneakers permitted (laces must be black).
- The following are not permitted: open toe, open back or clog-like shoes. (no Toms, moccasins, crocs, Heydudes, slippers, Uggs, or Birkenstocks)

Socks

- All students must wear socks that are visible.

Spirit Shirts

- Students are allowed to wear official Archbishop McCarthy High School approved club and sports shirts on Friday spirit days only and on special occasions as announced by the administration.

Outerwear (Cold Weather)

- **Only approved Archbishop McCarthy High School sweatshirts or jacket and team/club sweatshirts or jackets.**
- *School polos must be worn under approved Archbishop McCarthy outerwear.*

Book Bags

- Book bags must be clean and free of offensive names/slogans, inappropriate symbols, graffiti style writing, etc.

Personal Decorum

1) Males

- a) **Facial Hair:** GENTLEMEN MUST BE CLEAN SHAVEN. A neatly groomed mustache is acceptable.
- b) **Sideburns must be neat and trimmed.**
- c) **Hairstyles:** Hair must be neat, clean, well-groomed, off the eyes, and of a natural color (not distracting, drastic, or multi-colored). No green, pink, blue, red, purple, etc.
 - (1) No carved designs/words in the hairstyle.
- d) **Earrings:** Gentlemen are not permitted to wear earrings or gauges of any type on campus or at any school-sponsored activity. They are not to be covered by a bandage or tape.
- e) **Nose rings:** Nose rings of any type are not permitted.
- f) **Nail polish:** Painted fingernails are not permitted.

2) Females

- a) **Hairstyles:** Hair must be neat, clean, well groomed, combed, and of a natural color (not distracting, drastic or multi-colored). No green, pink, blue, red, purple, etc.
 - (1) No carved designs/words in the hairstyle.
- b) **Earrings:** Gauges of any type are not permitted.
- c) **Nose rings:** Nose rings of any type are not permitted.

3) Body piercing and tattoos (male/female) not permitted:

- a) Visible body piercing and tattoos of any shape, type or form are strictly forbidden in school and at school-sponsored events, games or activities.
- b) Nose rings of any type are not permitted.

4) Accessories (male/female) not permitted:

- a) Hats, caps, headaddresses, beads in hair, combs in hair, emblems, bandannas and/or sunglasses.
- b) Link chains, locks, offensive pins or buttons.

Violations of the policy are subject to disciplinary action including but not limited to disciplinary probation, suspension and/or administrative withdrawal.

DRESS CODE FOR INJURED STUDENTS

Any injured student in some type of brace, cast, on crutches, etc., must continue to wear the school polo with mid-thigh length Bermuda or khaki shorts with belt. **No spandex may be worn during school hours.** Medical documentation must be provided to the Office of Student Services where the student will be issued a pass for the duration of the injury.

DRESS CODE FOR DRESS DOWN DAYS

Acceptable dress code is as follows:

- t-shirt, polo, or dress shirt (No tank, sleeveless, or cropped tops may be worn; there should be no inappropriate exposure of any kind.)
- Only jeans and khaki pants are permitted. No sweatpants, joggers, or shorts of any kind may be worn.
- Jeans must not be excessively torn; rips may not be above the knee.
- Only sneakers may be worn.

FORMAL EVENTS AND ACTIVITIES DRESS CODE

The following dress codes for the young ladies and gentlemen of Archbishop McCarthy High School at formal events, including prom, Homecoming Dance, awards ceremonies, banquets, etc., have been identified and established as protocol:

Ladies-Formal Events:

- a) When shopping for your dress, keep in mind that the latest styles and fashions may not be allowed by school policies.
- b) All gowns and dresses should be appropriate for a CATHOLIC SCHOOL formal dance. **Excessive exposure** of cleavage, back, or legs is **not permitted**. Excessively low-cut fronts and backs are **not** permitted. Slits higher than mid-thigh are not permitted.
- c) Dresses cannot be higher in length than mid-thigh and cannot “rise-up” higher than mid-thigh when worn. It is the discretion of the administration to remove any student/guest in violation from the event.
- d) Midriff-baring attire is **not** permitted.
- e) See-through clothing is **not** permitted.
- f) High heels and open-toed shoes of most styles for formal wear are acceptable. Boots and sneakers may not be worn.
- g) Undergarments must be worn.
- h) Shorts and jeans are **not** permitted wear for these events.
- i) Dress jackets and pants are acceptable. **No** hats or ties may be worn.
- j) All jewelry must be in good taste by conventional adult standards and not excessive.
- k) Must adhere to the personal decorum code.

Gentlemen-Formal Events:

- a) Conventional suits with dress shirt, jackets, and ties, or conventional tuxedos are mandatory.
- b) Undergarments must be worn but not visible. Pants are to be worn at the waist.
- c) Boots, sandals and sneakers are not permitted.
- d) Trench coat wear is not permitted.
- e) Shorts or jeans of any length or style are not permitted.
- f) All jewelry must be in good taste and not excessive in size or number. No earrings.
- g) Must adhere to the personal decorum code.
- h) Gentlemen must be clean shaven.
- i) Hair must be well-groomed according to school policy.
- j) No visible body piercings or tattoos.

Violations of the above policies will result in the inability to attend the event. The administration reserves the right to judge what is appropriate for a Catholic school event.

INFORMAL DANCE

The ladies and gentlemen of Archbishop McCarthy High School are expected to dress appropriately at all times, in all places and at all events.

Ladies

- a) All gowns and dresses should be appropriate for a CATHOLIC SCHOOL formal dance. **Excessive exposure** of cleavage, back, or legs is **not permitted**. Excessively low-cut front is **not** permitted.
- b) Dresses cannot be higher in length than mid-thigh and cannot “rise-up” higher than mid-thigh when worn. It is the discretion of the administration to remove any student/guest in violation from the event.
- c) See through clothing is **not** permitted.
- d) Clothing that exposes midriff, back, or buttocks is **not** permitted.

- e) Dresses, if worn, cannot be above the knee.
- f) Full open-back garment is **not** permitted.
- g) Undergarments must be worn. Exposed cleavage is **not** permitted.
- h) Shorts must be at mid-thigh.
- i) Trench coat or gang wear is **not** permitted.
- j) Excessively torn jeans will **not** be permitted.
- k) Hair must be well groomed according to school policy.
- l) No visible body piercings or tattoos.

Gentlemen

- a) Pants are to be worn at the waist; underwear should not be visible.
- b) Only close-toed shoes may be worn; sandals and crocs are not permitted.
- c) No earrings.
- d) Trench coat or gang wear is not permitted.
- e) Shorts must be mid-thigh.
- f) Excessively torn jeans will not be permitted.
- g) Must adhere to the personal decorum code.
- h) Gentlemen must be clean shaven.
- i) Hair must be well-groomed according to school policy.
- j) No visible body piercings or tattoos.

Students who are in violation of this dress code will be denied admission and are subject to disciplinary action.

INFORMAL EVENTS:

Appropriate dress is expected according to the event. School dress policies will be enforced.

ATTENDANCE

BELL SCHEDULE

- **Regular Schedule**
 - 8:05 A.M.: Attendance, Morning Prayer and First Period
 - 2:20 P.M.: Dismissal
- **Early Dismissal Schedule**
 - 8:05 A.M.: Attendance, Morning Prayer and First Period
 - 12:10 P.M.: Dismissal – No Lunch

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PARENTS TO PROVIDE TRANSPORTATION TO AND FROM SCHOOL AND TO PICK UP THE STUDENTS AT THE CONCLUSION OF THE DAY AT A REASONABLE TIME. UNLESS THE STUDENT IS UNDER THE SUPERVISION OF A TEACHER, COACH, ADMINISTRATOR OR STAFF MEMBER, THEY MUST BE PICKED UP.

COMMUNICABLE DISEASES AND RELATED ITEMS

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods

adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

ABSENCE POLICIES

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. The Office of Student Services will contact the parents of any student who is Excessively Absent.

Per Florida Department of Education and Step-Up: Students out of school for an approved period of time due to a medical concern may be recorded as "Present-Medical" if they *successfully cooperate* with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

Our school follows the Florida State and Broward County Statutes with patterns of non-attendance. *"Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day."*

Archbishop McCarthy High School's policy is if a student is absent for more than five (5) days per any one marking period or ten (10) days in a semester, no academic credit will be awarded or the student may be asked to withdraw from school.

CHRONIC ILLNESS

Chronic/Serious illness problems must be documented with school officials early in the year or when illness occurs. If a student contracts a contagious illness, it must be reported to the Office of Student Services and a doctor's letter of non-contagion must be submitted upon the student's return to school. An excuse on doctor's letterhead must document all student absences for a prolonged period of time.

Exceptions due to prolonged illness will require verification by a doctor on letterhead and must be approved by the principal. Absences include permitted excuses and partial absence when late.

"Sickness, injury, or other insurmountable condition. – Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the state board. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the district school board."

Students must be present for 3.5 hours on a full school day schedule and 2.5 hours on an early dismissal school day schedule (12:10 p.m.) in order to participate in any school-sponsored activity. After their tenth absence within a semester, students will be placed on attendance probation and may forfeit the privileges of attending school-sponsored events, including, but not limited to, class field trips, dances, Grad Bash, prom, etc.

SPECIAL SCHEDULE DAYS

Absences on days of special schedules (Mass, assemblies, pep rallies, testing, etc.) deprive the student of important educational experiences for the full development of the high school student. Attendance is mandatory for all students. Tardies and absences on these days are strongly discouraged and should be avoided.

ABSENCES

- **EXCUSED** – The only excusable absences are for medically documented illnesses, death in the immediate family,

college visits, and / or athletic competitions.

- **Permitted/Prearranged Absences:** Any requests for a prearranged absence must be made in the Office of Student Services at least two weeks in advance. It is the school's prerogative to decide if it is for a valid reason. If granted, it is the responsibility of the student to get all assignments before leaving and complete all work in a timely manner according to the Make-up policy on p. 27.

PROCEDURES FOR RETURNING TO SCHOOL

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

1. Have his/her parent/legal guardian call the Office of Student Services (ext. 219) between 7:15 and 8:30 a.m. the same day as the absence.
2. The student must bring a note from his/her parents/guardian upon return to school to the Office of Student Services. This note must include the date of absence, student name, reason for absence, name of parent and parent signature.
3. Failure to do so may result in the inability to attend class. The student and parent must validate the absence on record.

NOTE: Florida Statute 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/truant with the consent and help of the parent. Each parent of a child of compulsory school attendance age is responsible for the child's school attendance as required by law. (F.S. 1003.24)

ABSENCES FROM SEMESTER/FINAL EXAMS

- A student will not be permitted to make up any semester final exams unless official documentation is provided to the Office of Student Services.
- Scheduled Make-up Exams for absences that are documented non-medical and non-bereavement reasons will be assessed a fee of \$100 per exam rescheduled, unless otherwise noted by the Vice Principal and/or Principal.
- There are two ways of acquiring an excuse for missed exams:
 - If a student has been absent from any exam due to a medical reason, medical documentation must be provided to the Office of Student Services. If the absence from the exam is due to bereavement, we ask that you provide appropriate documentation to the Office of Student Services. For both excused absences, the Office of Student Services will provide the student with an Excused Admit Slip. This will qualify him/her to go to the Academic Coordinators to arrange a make-up exam, who in turn, will seek approval from the Vice Principal of Instruction, Lourdes Moss.
 - Those students that request arrangements to be made for alternate examination date(s) as he/she will be absent during the regularly scheduled exam day(s), need to provide the Office of Student Services with official documentation for approval and make arrangements with the Academic Coordinators to make-up the exam, who in turn will seek approval from the Vice Principal of Instruction, Lourdes Moss. Students should be ready to take missed semester exams on the designated make-up exam day.

Some students may be granted exemptions from the semester examinations. This is a privilege not a right. Attendance will be considered important criteria for this decision. This decision is at the discretion of the principal since these students would not have to attend the exams. Students must have a 90+ semester average (includes Quarter 1 and Quarter 2) in the course to qualify for exemption. An Exam Exemption form must be signed by both the parent and student, and returned to the teacher by the assigned date in order to be exempt.

ABSENCES FOR REASON OF STUDENT ACTIVITIES

If a student is to miss classes due to student activities (field trips, retreats, Masses, etc.) they must obtain a permitted excuse form in advance. This form must be signed by all teachers whose class will be missed. If a teacher does not sign the form, the student may not attend the event.

ABSENCES FOR REASON OF SPORTS

If a student is absent from school, he/she may **not** participate in a game or practice. A student must be present in school for 3.5 hours on a full day school schedule and 2.5 hours on an early dismissal school day schedule (12:10 p.m.) in order to participate in a sport that day.

TARDINESS TO SCHOOL

School begins promptly at **8:05 a.m.** Arriving to class after this time is considered **TARDY**. Students who are late to school disrupt the teaching process, interrupt classes, and cause students to miss valuable class time.

All tardies will be documented in the student's attendance record. After the sixth tardy in one quarter, students will be issued a one-hour detention.

After their tenth tardy in a semester, students will be placed on attendance probation and may forfeit the privileges of attending school sponsored events including, but not limited to, class field trips, dances, Grad Bash, prom, etc.

PARENTS WILL RECEIVE NOTIFICATION OF ALL TARDIES FROM THE OFFICE OF STUDENT SERVICES.

Habitual violations of the tardy policy are considered a serious offense that will result in disciplinary action, including but not limited to fines, detentions, probation, suspension and/or administrative withdrawal. The administration reserves the right to withdraw a student's driving privileges due to habitual tardiness to school.

Any student who goes over 20 total tardies for the school year will be placed on Attendance Probation and may lose the privilege of attending or participating in any school sponsored activity/event.

EARLY DISMISSALS

Early dismissals from school are discouraged. Time missed from any early dismissal will be recorded as a partial absence. Doctor and dental appointments should be arranged for after school hours.

PRE-ARRANGED EARLY DISMISSALS

- Must be requested in writing (email studentservices@mccarthyhigh.org) AND via a phone call to the Office of Student Services by the parent or legal guardian in advance.
- Parents must assume responsibility for transportation.
- All requests will be confirmed with a parent/legal guardian prior to the release of the student by the Office of Student Services.

Release of Students: It is the responsibility of each parent/legal guardian to ensure that his/her child is picked up from school at the proper time. The student's registration card must specifically list all persons authorized to pick up the student from school. All contact information must be maintained up to date. The school reserves the right to require proper identification from anyone who is listed on this form coming to the school to pick up a student who is not personally known to an administrator and to refuse release of the child without it.

TRUANCY

A student who is truant from school will be reported immediately to the Truant Office of Broward County. The student is given a failing grade for all classes missed for that day. A parental conference is mandatory. Students may

be suspended, placed on disciplinary probation, and/or dismissed for truancy.

NO "SKIP DAYS" ARE RECOGNIZED OR PERMITTED BY THE SCHOOL.

SECTION VIII - GENERAL SCHOOL INFORMATION

ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced during each school day. If you are responsible for submitting an announcement, you must have the announcement approved by the moderator or sponsor and submitted to the administration for approval before it is read.

ARMED FORCES INFORMATION

Families of Broward County High School Students can prevent the school district from providing their children's names to the armed forces as potential recruits. Under federal and state law and school board policy, the district provides the names, addresses and telephone numbers of students to military recruiters. However, a parent can "opt out" by sending the child's principal a letter asking that the information not be released.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If at any time a student or parent changes his/her residence, mailing address, e-mail address, parish membership or telephone number after enrollment at Archbishop McCarthy High School, he or she should immediately report the change to the Registrar. The same procedure holds if the parents have a change of employment or employment telephone number. **A current emergency number for each student is also required at all times.**

FIELD TRIPS

At various times throughout the school year, field trips are offered to our students. These events are a privilege, and no student has an absolute right to participate in a field trip. Students may be denied participation if they fail to meet academic, 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 will not be allowed to participate. Unless otherwise noted on the permission form, the dress code is the regular school uniform.

FINANCIAL RESPONSIBILITY

Before a student is allowed to receive report cards, transcripts, or diplomas, all student charges (tuition, registration, and fines) must be paid in full.

FOOD SERVICE

Archbishop McCarthy High School provides a full food service through the use of the student's I.D. The student should establish a declining balance account through the food service by depositing money in their account (through PaySchools.com). Each time the student purchases food, the amount will be subtracted from the account. It is the responsibility of the parent/student to maintain the account and keep a sufficient amount for the student to purchase food. The student I.D. will be the only way the student can purchase food. Under the cashless food service, no actual money can be accepted at the time of food purchase.

ELECTRONIC ACKNOWLEDGMENTS

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

ILLNESS/EMERGENCIES

Should a student be injured, ill or need first aid during the school day or at a school activity, the supervising teacher/moderator will attend to the student's needs immediately. If further diagnosis is necessary, the school will notify 911 and the parent/guardian immediately. If parents cannot be located by phone, we will refer to the emergency form filled out by the parent at registration for further instructions about the doctor or hospital.

Parents should keep the school informed of any special medical needs or problems that would be necessary to know should an emergency occur.

The school will not dispense any medication to any student without written permission from the parent/guardian and doctor and dated for the current school year.

INSURANCE

All students at Archbishop McCarthy High School are covered by supplemental insurance. This means that the school insurance covers only what the family insurance does not. The school also carries catastrophic insurance. The following procedures are necessary if a claim is to be filed:

1. The accident must be reported immediately to the teacher or supervisor in charge, or to the main office.
2. An accident form must be filled out and signed by the witnesses.
3. A claim form must be picked up in the main office and filed as soon as possible. The form must be properly completed and returned to the main office.
4. The school is not directly responsible for the decisions of the insurance company.

LOST AND FOUND

We encourage students to refrain from bringing or wearing valuable items. Although the school is not responsible for the loss of personal property or books, any property left unattended and found by students should be turned in to the Lost and Found in the Office of Student Services. After a reasonable amount of time, items left in the Lost and Found will be given to charity.

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 will not accept delivery of flowers, personal gifts, etc. for students.

POSTERS

Posters advertising school-sponsored events or activities must be approved and deemed appropriate in content/design or they will be removed.

Students are not permitted to create or distribute any publication without approval from the school administration.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

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

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

incurred by the school will be charged and become the responsibility of the parent or legal guardian.

TEXT MESSAGING/TELEPHONE CALLS

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

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

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

SECTION IX - FINANCIAL OBLIGATIONS POLICIES

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for enrollment in the school. Although the availability of scholarships, grants or discounts, vouchers or other forms of financial assistance, which may be subject to the availability of funds, time frames or other considerations that are inconsistent with Archbishop Edward A. McCarthy High School's tuition payment schedule, the parent/guardian shall be responsible for the timely payment of all tuition and fees due to the school. Although Archbishop Edward A. McCarthy High School receives scholarship funding, grants, discounts, vouchers or other form of financial assistance payments on behalf of an enrolled student subsequent to the parent's/guardian's payment of tuition or fees, the school will adjust the student's account and reimburse the parent/legal guardian for all such amounts as may be due. Archbishop Edward A. McCarthy High School may disallow students from continued enrollment, or 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 administratively withdraw the student if any financial obligations are not met.

Archbishop McCarthy High School – NSF Charges

The policy of Archbishop Edward A. McCarthy High School requires a \$50.00 fee plus the amount of the check be remitted to the school within five working days when a non-sufficient (NSF) payment occurs. Cash or money order is the only form of accepted payment for replacement of NSF.

If payment is received late, the school may disallow students from taking semester exams until the form of payment has cleared the bank. Non-Sufficient Funds (NSF) are not acceptable, resulting in a \$50 NSF fee and having to pay with money order or cash only. If financial obligations are not met, including NSF service charges, this will result in an administrative decision listed above.

The policy of Archbishop Edward A. McCarthy High School requires that all tuition payments will be made through FACTS Tuition Management, debited from the parent's financial institution as noted on school records through FACTS Management. FACTS Management Company will handle all tuition payments. Tuition payments are due on the specified date in accordance with your FACTS agreement selected by the parent or legal guardian. No other payment options will be permitted. Any changes and/or adjustments must be provided via email to tuition@mccarthyhigh.org.

FACTS – NSF Charges

FACTS will automatically process an NSF fee from the account if a payment attempt fails.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the payment of all tuition and related fees due to and in accordance with the school tuition and fee schedule regardless of any scholarship funding, grants, discounts, vouchers, or other forms of financial assistance that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available in accordance with the school's tuition and related fee schedule, Parents/Guardians acknowledge and agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, grants, discounts, vouchers, or other forms of financial assistance, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

GENERAL TUITION

Grades 9-11: \$12, 217.00

Grade 12: \$12, 675.00

The following tuition payment options are available for the 2024-2025 school year:

- A. One (1) payment** of the tuition amount to the school due by August 31, 2024
- B. Two (2) equal payments** – the first payment due by August 1, 2024 and the second by January 1, 2025
- C. Ten (10) equal installments** of the tuition amount utilizing the FACTS automatic withdrawal system.
(August 2024 through May 2025)
- D. Twelve (12) equal installments** of the tuition amount utilizing the FACTS automatic withdrawal system.
(May 2024 through April 2025)
- E. Weekly equal installments** of the tuition amount utilizing the FACTS automatic withdrawal system.
(Every week beginning August 17, 2024 - May 17, 2025)

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

Confirmation of Parent Information

All information uploaded during online registration will be reviewed. The school will confirm that the address on the Parent-Student Handbook declaration and the address indicated at registration are consistent.

In the case of student-athletes, further confirmation of domicile will take place during a mandatory parent meeting prior to the beginning of season play and issuance of uniforms. In instances where the student-athlete does not reside with his or her parents, the school will ensure that there are appropriate documents (court documents, signed by a judge) confirming custody, and that these are updated and filed in the student's permanent record file.

FINANCIAL AID/IN SERVICE PROGRAM

Financial aid/tuition assistance is available and may be applied for online through FACTS' Management Grant & Aid. All financial aid/tuition assistance forms must be completed and all required documents submitted for review by FACTS Management. Applications are available to complete when registration begins thru May 1st of the respective year.

FUNDRAISING

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

All students are encouraged to participate and contribute to the school-wide fundraising activities each year.

STEP UP FOR STUDENTS/AAA SCHOLARSHIP

Archbishop McCarthy High School has been approved to participate in the Step Up for Students and the AAA Scholarship Program (FTC, FES-OA, FES-UA and HOPE).

Each application must be approved through the respective funding scholarship program. It is the parent's

responsibility to obtain and file the appropriate paperwork/materials with the program. After the parent has been notified of approval and documentation has been provided, Archbishop McCarthy High School can enroll your student with the appropriate program. It is the parent's responsibility to obtain approval, appropriate paperwork, and notify the school of the student's intent to participate in these programs.

<http://www.fldoe.org/schools/school-choice/> - 1-800-447-1636

All scholarships will be applied to the full tuition amount. Parish, sibling discounts, vouchers and financial assistance will be applied to the remaining balance after scholarship.

Scholarship recipients are not eligible for the pay in full discount due to the funding organization providing quarterly disbursements to the school.

OUTSTANDING DEBT

In cases where a family is delinquent in paying tuition, and other financial obligations, the administration of the school may refuse to allow the child to sit for tests, or participate in athletic or student activities.

It is Archdiocesan policy that a child will not be accepted at any Archdiocesan school if that student has an outstanding debt in the last school attended.

LATE PAYMENTS/NSF CHARGES

FACTS will automatically process an NSF fee from the account if a payment attempt fails.

Archbishop McCarthy High School – NSF Charges

- ☐ The policy of Archbishop Edward A. McCarthy High School requires a \$50.00 fee plus the amount of the check be remitted to the school within five working days when a non-sufficient (NSF) payment occurs. Cash or money orders only will be accepted as forms of payment for replacement of NSF payments.

SECTION X - ATHLETIC PROGRAM

Participation in extracurricular activities at Archbishop McCarthy High School is not a right but a privilege, which may be regulated by both, the Florida High School Athletic Association (F.H.S.A.A.) and the Archdiocese of Miami. It is required that students participating in athletic activities become familiar with, understand, and abide by the rules and regulations established by the school, and the

F.H.S.A.A. Also, students are expected to abide by all rules and regulations, as well as any and all other training rules or organization rules associated with the athletic activity. Violation of these rules and regulations and/or the Archbishop McCarthy High School Athletic Code of Conduct is prohibited and may result in disciplinary action.

Philosophy

In conjunction with the traditions of academic excellence and as a Roman Catholic High School, the athletic department is dedicated to providing every student-athlete with a coaching staff that is committed to developing a strong sense of sportsmanship and teamwork along with the enhancement of their athletic ability, never forgetting that academic achievement is the forefront of success.

1. The athletic program will serve as an educational means through which the student may develop his/her physical, mental, emotional and social characteristics to his/her fullest extent.
2. The athletic program shall provide well-planned and well-balanced interscholastic athletic activities for as many athletes as possible, consistent with available facilities, personnel and financial support.
3. The athletic program shall be planned so as to present a minimum amount of interference with the daily academic program.
4. The athletic program will provide an opportunity for the loyalty of the parents, patrons and friends of the school to be developed, strengthened, united or renewed.
5. The athletic program will provide coaches who are knowledgeable, qualified, and are sincerely interested in developing the students to their fullest potential.

ATHLETIC DEPARTMENT GENERAL POLICIES REQUIREMENTS

Archbishop Edward A. McCarthy High School is a member of the Florida High School Athletic Association (FHSA) and, as such, adheres to the Constitution and By-Laws of that State organization.

The school offers a variety of sports sanctioned/recognized by the FHSA (Florida High School Athletic Association), as well as a number of club teams. Athletics are part of the EXTRACURRICULAR ACTIVITIES offered by the school and it is mandatory for student-athletes to complete the necessary medical, consent & release forms, as well additional non-medical forms/tests prior to participation. The physical forms are valid for one year from the date the physician signs the EL-2 Form. **Please note: The athletic physical is separate from the necessary immunization forms required by the school.**

In order to participate in athletics, **all** of the following **must** be properly completed and submitted online to **PRIVIT PROFILE** prior to participation. Head Coaches and/or Athletic Trainer will provide you with log on information to **PRIVIT PROFILE**.

REQUIRED FORMS FOUND ON PRIVIT PROFILE:

1. FHSAA EL-2 Form: Pre-participation Physical completed and signed by physician
2. FHSAA EL-3 Form: Consent & Release from Liability Certificate (Page 1 of 4)
3. FHSAA EL-3 Form: Consent & Release Certificate for Concussion (Page 2 of 4)
4. FHSAA EL-3 Form: Consent & Release from Liability Certificate for Sudden Cardiac Arrest & Heat-Related Illnesses (Page 3 of 4)
5. FHSAA EL-3 Form: Consent & Release from Liability Certificate (Page 4 of 4)
6. Archbishop McCarthy High School Consent & Release Form
7. FHSAA GA-7 Form

ADDITIONAL NON-MEDICAL FORMS/TESTS PROVIDED BY THE HEAD COACH OF EACH SPORT:

1. Address and Parent Contact Information Form
2. IMPACT Baseline Concussion Test (needed every other year of participation)
3. View the following online NFHS courses and provide certificate for each: Concussion in sports, Sudden Cardiac Arrest, Heat Illnesses and Sportsmanship

A student may not quit one sport to join another. Where sports overlap, students may join the second sport once the season for the first sport has been completed. Please note: It is the responsibility of the student-athlete to contact the head coach of the second sport to arrange a tryout.

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

Academic Eligibility

Student-athletes must maintain a minimum unweighted G.P.A. of 2.0 based on F.H.S.A.A. policies. All incoming freshmen are automatically eligible. Both freshman and sophomore eligibility are based on the previous semester's G.P.A. All juniors and seniors are based on their cumulative unweighted G.P.A.'s

FHSAA POLICIES

Listed below are the ways student/athletes can gain/lose their athletic eligibility based on GPA. (All GPAs for athletic eligibility are based on an UN-WEIGHTED GPA.) A student-athlete academically ineligible may not participate in a sport.

Using Semester GPA for Ninth and Tenth Grade

A student who is academically ineligible during the second semester of ninth grade or during the first semester of tenth grade and does not regain a cumulative 2.0 GPA at the conclusion of the semester of ineligibility may be granted academic eligibility for the next semester if:

- (a) The student signs an academic performance contract with his/her school; and
- (b) The student sits out the semester of ineligibility; and
- (c) The student earns a 2.0 GPA on a 4.0 unweighted scale in all courses taken during the semester of ineligibility.

Junior & Senior:

Eligibility is based on cumulative un-weighted GPA. No exceptions during 11th and 12th Grade.

Please note: Any remediation, such as spring school, takes priority over athletics. A student- athlete cannot miss spring school to attend a practice or game.

In addition to the FHSAA policies, Archbishop McCarthy requires:

1. Students with one or more grades of “F” or two or more grades of “D” after their first semester, may be required to attend spring school during the second semester. A student-athlete cannot miss spring school because of any athletic events. Please note: Per FHSAA policies, spring school remediation does not affect the student-athletes GPA during the semester he/she is enrolled.
2. Head coaches or their designee will monitor G.P.A.s via printed Canvas reports supplied by the student-athlete. It is the responsibility of each head coach to place in writing to the parents and student-athletes their policies concerning academic support.
3. Student-athletes who are academically ineligible cannot participate in athletics.

Attendance Requirements

No one will be permitted to practice or play in a game if absent for more than 3.5 hours (full day) or 3 hours (half day) of the day unless given special permission from the principal or director of athletics. The exception to this would be missing school to attend a school sponsored event.

- Non-school sponsored sporting events will be considered excused only if they are by invitation, proper documentation is presented to the Office of Student Services, and approved prior to the sporting event.

Any student-athlete suspended from school for disciplinary reasons is automatically restricted from participating in and attending at any school sponsored athletic activity for the duration of the suspension.

Communication

Student-athletes who are selected to a team will need to download the Remind App and join the team. Parents are encouraged to join as well. More information will be provided by the head coach of each sport during the pre-season parent meeting.

Dress Code - Athletic Uniforms

It is the responsibility of the student-athlete to clean & maintain team uniforms. If loss, stolen, or damaged, financial restitution may be required. In some cases, the student-athlete may be responsible for purchasing practice wear, uniforms and necessary equipment, as well as participate in team fundraising events.

If a student-athlete fails to turn in uniforms and/or issued equipment at the end of their sports season he/she will be prohibited from participating in a new sport until this obligation is met.

1. Game jerseys can be worn to school on game days in season only and/or special occasions determined by the administration with the school uniform pants and shoes.
2. All tattoos and body piercing must be covered up; this includes at practices and games per school policies.
3. When attending team banquets, proper attire as defined in the Parent/Student Handbook under “formal events and activities” must be followed.
4. Appropriate sports related attire must be worn during practices.

Inclement Weather Policy

1. Thunderstorm Warning: The school is equipped with Thor Guard, a lightning detection device. Once the siren sounds, all student-athletes and coaches must retreat indoors until three loud blasts are heard (all clear).
2. Hurricane Watch/Warning – No practices will be permitted.
3. Inclement weather alerts: We follow Broward County Schools

Sportsmanship/Inappropriate Conduct

Sportsmanship is a vital ingredient for all team sports. Inappropriate conduct during a game will result in disciplinary action. By signing the Archbishop McCarthy High School Parent-Student Handbook containing the Athletic Code agreement, parents and students indicate they have read, understood, and agree to abide by the rules and regulations set down in the Archbishop McCarthy Athletic Code.

FHSAA ejection policy for a student-athlete: Suspension begins immediately and the length of time is set by the FHSAA. School policy mandates a student-athlete cannot attend practices and games for the duration of the suspension. The school's administration has the authority to add to the suspension. Also, the parents/legal guardians are responsible for paying any fines levied by the FHSAA.

- Words or actions by players, parents and/or guardians deemed detrimental to the team or the well-being of the athlete, coaching staff or opposing team as determined by the administration of the school may be just cause for the athlete's dismissal from the team.
- The head coach has the right to discipline a student-athlete including the suspension and/or dismissal from a team. In this case the Director of Athletics must be informed and consulted before final action is taken. Every effort will be made to notify the parents prior to final disciplinary actions.

Sunday Practice Policy: Sunday practices are not permitted per FHSAA Policies.

Transportation for Athletics

Transportation to athletic practices and some competitions off campus, such as swimming, golf, and tennis, are the responsibility of each student/athlete. Transportation to away games will be provided by the school. Parents are required to pick-up their child promptly after each practice and game.

Tryouts/Selection Policies

- Athletics is an extracurricular activity provided by the school. Participation is a privilege not a right. Therefore, it must be understood that all those who try out for a sport will not necessarily make the team. Furthermore, because a student-athlete was part of the team the previous year does not guarantee a position on that team the following year. All student-athletes will be evaluated by the coaching staff for selection to a team at the beginning of each season.
- The criteria for the selection process are set by the head coach and his/her staff with the approval of the Director of Athletics. It is the prerogative of the coaching staff to render their final decision based on their experience and best professional judgment according to the set criteria.
- There is a possibility that practices, games, tournaments, FHSAA playoffs, Grad Night, Prom and other school functions and holidays may coincide with each other. Policies for such occurrences are set by the head coach of each sport. It is the responsibility of the parent/athlete to find out what these policies are if he/she misses an athletic event due to such conflicts.

Tuition-Sports

In cases where a family is delinquent in paying tuition, and other financial obligations, the administration of the school may refuse to allow the student to participate in athletic or student activities.

It is Archdiocesan policy that a child will not be accepted at any Archdiocesan school or be allowed to participate in a sport or student activity who has an outstanding debt in the last school attended.

Code of Conduct and Expectations for Student-Athletes

It is important that every student-athlete be an exemplary role model and maintain the highest standard of conduct at all times. Student-Athletes represent their team, school and community.

Expectations

As a student-athlete at Archbishop McCarthy High School, I will:

- Place academic achievement as the highest priority.
- Maintain conduct of the highest standard at all times.
- Treat students, officials, and others with dignity and respect.
- Respect the integrity and judgment of game officials.
- Understand that coaches are expected to be consistent in requiring student-athletes to follow rules and standards of the school and the activity.
- Not tolerate or participate in hazing of any kind.
- Not tolerate or purposefully cause any damage to facilities or equipment.
- Model behaviors of fair play, sportsmanship, and appropriate conduct on and off the field.
- Maintain a high level of safety awareness.
- Refrain from the use of alcohol, drugs, tobacco/vaping devices.
- Refrain from the use of profanity, vulgarity and other offensive language and gestures.
- Comply with all rules and guidelines of the Athletic Code, the Archbishop McCarthy Parent Student Handbook as well as the rules and regulations set by the Athletic Department and Coaches of each individual sport and the FHSAA.

Communications

As a student-athlete at Archbishop McCarthy High School, I will:

- Maintain open and ongoing communication with administration, advisors, coaches, student-athletes, and parents regarding my academic and athletic performance, needs, and difficulties
- Use the Remind App for all communication with coaches
- If using social media, I will represent myself, my school and team with dignity and respect.

Participation

As a student-athlete at Archbishop McCarthy High School, I will:

- Comply with all training rules and guidelines as set down by individual coaches for the team.
- Uphold my responsibility to my team mates, coaches, and school by maintaining satisfactory academic progress throughout the school year.
- Uphold my responsibility to my team mates, coaches, and school by holding myself accountable for attendance at all practices, workouts, and athletic contests for the entirety of the season and playoffs.
- Support my team mates by encouraging them to succeed in the classroom and on the field of play.
- Know and follow all FHSAA, Archbishop McCarthy High School and school athletic rules and regulations as they pertain to eligibility and sports participation.
- Win with character, lose with dignity.
- Sign the Archbishop McCarthy High School Student Handbook containing the Athletic Code agreement, indicating they have read, understood, and agree to abide by the rules and regulations set down in the Archbishop McCarthy Athletic Code.

Application of the Athletic Code of Conduct

The Athletic Code of Conduct will be enforced for all student athletes **throughout the calendar year**. For teams or individual athletes who compete beyond the conclusion of the academic year, the Athletic Code will extend through the season, post-season, and awards night for that team. Enforcement of the Athletic Code shall apply to any violation which occurs within those time frames. A student who violates the Athletic Code will be subject to disciplinary action as outlined in the penalty provisions of the Athletic Code.

Disciplinary Process

The disciplinary process for violations of the Athletic Code and/or team rules will be administered as outlined below, and in the Parent-Student Handbook.

Conduct Offenses

- 1) The head coach of the sport and/or director of athletics will address violations of the Athletic Code.
- 2) Any student-athlete suspended from school for disciplinary reasons, as per the Student Handbook, is automatically restricted from participating in and attending at any school sponsored athletic activity for the duration of the suspension.
- 3) A team may have specific rules established by the coach and approved by the director of athletics. The coach will address violations of the Team Rules. If the violation warrants either a suspension or dismissal from the team, the director of athletics must be notified in advance. Once approved, it's the responsibility of the head coach to contact the parents/legal guardian.
- 4) In the event of ejection from a contest by an F.H.S.A.A. official, all suspensions start immediately. The following will be implemented:
 - a) Ejection or disciplinary issue will be brought to the attention of the Athletic Director.
 - b) The length of the suspension due to ejection is set by the F.H.S.A.A. It can be a minimum of one game (football only; two game minimum for other sports) to a one-year suspension. During this time of suspension, the athlete is prohibited from attending contests for the duration of the suspension.
 - c) The parents are responsible to reimburse the school for any fines set by the F.H.S.A.A. The director of athletics and/or administration have the right to increase the consequences.
 - d) An AT-15 Form, Petition for Reconsideration of Unsportsmanlike Conduct Penalty, will only be submitted to the F.H.S.A.A. with approval from the administration. The timeframe for submittal is fourteen days after notification of suspension.
 - e) All club teams will abide by their governing policies on ejections. As with the F.H.S.A.A. policies, the suspension starts immediately and the student-athlete is prohibited from attending games for the duration of the suspension.
 - f) In the event that school policies, procedures and/or the Athletic Code do not cover situations that arise, the principal/director of athletics reserves the right to establish such rules, conditions, and consequences to respond effectively to unanticipated or unique circumstances, and to inform all affected individuals and/or groups.

Application of Penalties

1. Penalties will not be considered served unless the athlete fully completes the season. Quitting the team is not considered "serving the penalty." Penalties that are not served will be carried into the athlete's next season.
2. The athlete will not participate in practices and contests while on an athletic suspension.
3. The suspended athlete may not wear a Maverick team uniform during the suspension.
4. All offenses will be cumulative during a student's high school career.
5. All penalties will take place immediately following the offense.

Parent or Legal Guardian Code of Conduct

As a parent or legal guardian, I will:

- Encourage the student athlete to attend practices and adhere to the guidelines of the athletic code.
- Support and attend Archbishop McCarthy Activities
- Share sincere concerns of the Maverick athletic program with the coaches and then the director of athletics, as necessary
- Sign the Archbishop McCarthy High School Parent/Student Handbook, the Athletic code and athlete/parent handbook and agree to abide by the rules and regulations set down in the Archbishop Code of Athletic Conduct

Spectator Code of Conduct for all Home and Away Contests

Good sportsmanship is an essential part of educational athletics and is required at all times during Archbishop McCarthy High School athletic events. All fans are expected to follow strict guidelines for behavior. If these guidelines are not followed, spectators are subject to the appropriate disciplinary actions outlined in this section.

Unacceptable Behaviors

- Profanity, foul gestures, taunting, trash talk, or other intimidating gestures from any fan toward opponents, coaches, officials, or administration.
- Disrespect during introductions, including turning one's back during introduction of opposing players, pretending to read newspapers, or booing.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision; criticizing officials in any way.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.

Acceptable Behaviors

- Applaud during introduction of players, coaches, and officials.
- Accept all decisions of officials.
- Cheerleaders will lead fans in positive cheers in positive manner.
- Treat competition as a game, not war.
- Applaud at the end of a contest for performances of all the participants.
- Show concern for injured players.
- Encourage those sitting near you to display only sportsmanlike conduct.

Disciplinary Process

The spectator will be informed of inappropriate behavior being displayed and will be asked to stop. Different officiating crews have different sets of expectations, so if an administrator speaks to a spectator concerning a request from an official to change a behavior, the spectator is expected to comply.

If the behavior continues, or other inappropriate behavior is displayed, including disrespect shown to administration, the spectator will be asked to leave the contest.

If spectator refuses to leave and the behavior continues, the spectator will be banned from all contests in that sport for the rest of the season.

If behavior continues, the spectator will be banned from all Archbishop McCarthy High School contests for the rest

of the school year.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, the rules, regulations, and consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

Sports Offered at Archbishop McCarthy High School

The school recognizes the following sports:

Women's Sports	Men's Sports	Junior Varsity Sports	Freshman Sports (when possible)
Basketball	Baseball	Baseball	Baseball
Beach Volleyball	Basketball	Basketball	Men's Basketball
Bowling	Bowling	Cross Country	Women's Volleyball
Cheerleading	Cross Country	Football	
Competition Cheerleading	Football	Football Cheerleading	
Competition Dance	Golf	Lacrosse	
Cross Country	Lacrosse	Men's Golf	
Equestrian Team	Soccer	Soccer	
Flag football	Swimming	Track	
Golf	Tennis	Volleyball	
Lacrosse	Track	Wrestling	
Soccer	Volleyball		
Softball	Weightlifting		
Swimming	Wrestling		
Tennis			
Track			
Volleyball			
Weightlifting			
Wrestling			

NCAA ELIGIBILITY INFORMATION AND REFERENCE GUIDE

Any student athlete wishing to pursue athletics at the college level must be cleared through the NCAA eligibility center. Please click on the link below for a guide and timeline.

http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/CBSA.pdf

NCAA ELIGIBILITY – SCHOOL CODE: 100577

Important Notifications Regarding Sports, Leagues or Clubs:

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form

and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

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.

Private Tutoring, Coaching, or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee or otherwise provide private tutoring, coaching, therapy or similar private lessons or services. Parents who engage school staff members for the provision of these do so their own risk and expense and are hereby advised that such services are outside the scope of the staff members employment with the school.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest of activity and a league is defined as a group of teams or individuals participating in an athletic activity.

1. Archbishop McCarthy High School leases its athletic facilities to third-party independent contractors who are not affiliated with the school, parish or Archdiocese. Although some such "camps" are held on school property, the school does not endorse, sanction, condone, supervise, provide athletic trainers, insure, guarantee or otherwise investigate the employees, techniques or safety of camps. Parents must themselves determine the appropriateness and safety of the camps for their children.
2. The school only sponsors the following sports camps: baseball, basketball, cheerleading, dance, soccer, lacrosse, softball, volleyball and wrestling. If a parent has any questions regarding school sponsorship of a camp, he/she should contact the Director of Athletics office for clarification.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service programs.

Name, Image, and Likeness

Archbishop McCarthy High School, as a member of the Florida High School Athletic Association (FHSAA), adheres to its regulations governing athletic competition. As set forth in the FHSAA Handbook, student-athletes must maintain amateur status in order to participate in an FHSAA-regulated athletic activity, and consequently student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation which prohibit NIL commercial activity by or on behalf of any student-athlete.

No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that students and parents/guardians should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students related in any way to their athletic abilities.

Students are prohibited from making any reference to any school of the Archdiocese of Miami when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display an Archdiocesan

school's name, mascot, or logo while engaged in any activity not specifically authorized by the Archdiocese of Miami. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any commercial partner during any school-based team activity. The names, mascots, and logos of Archdiocese of Miami schools have legal protections and their unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions.

SECTION XI – STUDENT ACTIVITIES

Students are encouraged to participate in extracurricular activities in order to enhance their overall education and development at Archbishop McCarthy High School. **Participation in all activities is a privilege, not a right.** A high school education is far from complete without some participation in such activities. It is only through interaction with others that the Archbishop McCarthy High School student can truly grow and mature. It is through involvement and attendance at various school events that real dedication and spirit for the school will grow. It is for these two reasons – growth and spirit – that the school encourages participation. So that participation does not interfere with student achievement at school, the school has set general guidelines of eligibility:

Students whose disciplinary record is judged unsatisfactory by the administration shall be excluded from participation in any organization until such time as the record has shown satisfactory improvement. Academic probation may exclude students from participation.

Students who withdraw from school and have had any disciplinary problems at Archbishop McCarthy High School will not be allowed to attend school functions or visit the campus.

In cases where a family is delinquent in paying tuition, and other financial obligations, the administration of the school may refuse to allow the student to participate in athletic or student activities.

If a student is to miss classes due to student activities (field trips, retreats, Masses, etc.), they must obtain a permitted excuse form from the Office of Student Services at least one day in advance. This form must be signed by all teachers whose class is missed. If a teacher does not sign the form, the student may not attend the event.

Honor Societies and Clubs:

The school recognizes the following activities and clubs:

Honor Societies	Computer Science Honor Society Florida Law Honor Society of Secondary Schools International Quill & Scroll Honor Society International Robotics Honor Society International Thespian Honor Society Mu Alpha Theta National Art Honor Society National Athletic Honor Society National English Honor Society National French Honor Society National Honor Society National Social Studies Honor Society National Spanish Honor Society Science National Honor Society Tri-M Music Honor Society
Campus Ministry	Eucharistic Ministers Exceptional Theater Company F.I.A.T. Friends Through Faith Helping Hands Liturgical Ministry Liturgical Music Ministry Peer Ministry Respect Life

	S.A.D.D. Sacramental Preparation Program Spanish Liturgical Music Ministry
Community Involvement	Best Buddies International Environmental Club Interact Rotary Club Key Club Our House Paws for a Cause Social Justice W.I.S.E.
Art, Media, and Special Interest Clubs	AMP Journalism Club Art Club Book Club Cappies Creative Writing Club Digital Art Club E-Sports Club Fashion Club French Club International Culture Club International Thespian Society Jazz Band Marching Band Maverick Step Team MAV News/TV Production Ministry of Mavericks Outdoors Club Patriotic Club Pep Rally Club Performing Art Club Robotics Rock n' Roll Club Spanish Music Club Seeds in the Ground S.T.E.M. Club Tech Ambassadors Technology/Media Club Yearbook
Professional Development	Close Up Foundation Distributive Education Clubs of America Forensics Future Business Leaders of America Mav Medicine Model United Nations Mock Trial Ted Ed

Leadership	Student Ambassador Association Student Government Association Link Crew
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DANCES:

- Homecoming Dance
- Prom

PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

Parents, by executing this acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.

The school is not responsible for student participation in any sports, leagues, activities, 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.

For the purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

SECTION XII – ADVANCEMENT

The Office of Institutional Advancement of Archbishop Edward A. McCarthy High School was established in 2005. Our main goal is to support the school and help enhance the institution's tradition of excellence in Catholic education. Just like other Catholic schools, we rely on philanthropic contributions to augment our tuition, fund important educational initiatives, provide a safe environment for all students, and improve facilities. Besides overseeing Annual Giving and Capital Campaigns, this office is also responsible for the effective planning, organization, and direction of the school's development, public relations, fundraising, and alumni affairs. We do this by maintaining the connections and relationships with our community, students, alumni, parents, and employees of our school. We strive to foster relationships and garner support to help meet the school's current and long-term needs. This support enables Archbishop McCarthy High School, both the students and the faculty, to reach new heights of success.

We welcome your support and offer a variety of ways in which you may become involved in the education of today's students and tomorrow's leaders. Every gift that every family makes will have positive impact our current and future Mavericks!

Some ways you can help support the school are listed below.

1. **Schroeder Memorial Fund:** Established to help offset tuition fees for current families experiencing financial difficulties due to illness or death in the family.
2. **Annual Golf Tournament:** All profits generated go to the Schroeder Memorial Fund.
3. **Taste of McCarthy Food & Wine Festival**
4. **Become an MVP (Maverick Volunteer Parent):** Parents can volunteer their time, treasure, talent and/or services by participating in various activities throughout the school year. Volunteer opportunities are sent through the Maverick Updates and may also be posted on Canvas. When an activity is announced, please contact the appropriate chairperson/event moderator to volunteer.
5. **Annual Giving:** Make a donation to our 5A's Fund.
6. **Promote your business** through our **business sponsorships and advertising opportunities.**
7. **Sponsor and/or make a donation** for any of the events taking place throughout the year.

Use this link for more information from the Office of Institutional Advancement.

<https://linktr.ee/mccarthyadvancement>

Archbishop Edward A. McCarthy High School
2024-2025 PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM

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

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

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

(Print Parent / Legal Guardian Name)

(Date)

(Signature of Parent / Legal Guardian)

(Print Student Name)

(Grade)

(Signature of Student)

(Date)



ARCHBISHOP EDWARD A. MCCARTHY HIGH SCHOOL

2024-2025 Parent Covenant

We are blessed to have your family as part of Archbishop Edward A. McCarthy High School and are humbled by your trust in us. As a parent or guardian, you have an essential and irreplaceable role in the education of your child. **Catholic education works best** when parents and educators work together in a relationship of open communication, trust, and mutual respect.

We need you as an essential partner to support your child while partnering with us in a Catholic community of faith. Building this community of faith is a primary mission of our school requiring a cooperative and supportive relationship with all members of its community including students and parents.

As such, this **Parent Covenant** has been developed to communicate our expectations as to how you can best partner with us in a manner reflective of our Catholic mission.

PLEASE INITIAL EACH OF THE STATEMENTS BELOW: As a Parent or Guardian, I affirm that I will:

- _____ Understand and support the Catholic mission of Archbishop Edward A. McCarthy High School.
- _____ Read, support, and follow school policies and procedures, embracing my role in promoting a harmonious school environment.
- _____ Ensure that my child arrives on time to school every day unless there is a real emergency.
- _____ Communicate and treat all others in the school community (students, teachers, staff, other parents) with respect, professionalism, and Christian care.
- _____ Address questions and concerns at the lowest possible level, escalating to the next level when necessary.
- _____ Assume positive intentions when addressing any concerns, working through concerns in a manner that is professional and solution-oriented.
- _____ Refrain from unnecessary and negative gossip, including participation in harmful texts, chats, and social media interactions.

I understand that the school views the education of its students as a partnership between the parents and the school and that parents are required to comply with these expectations. I further understand that all enrollment and disenrollment decisions remain at all times at the discretion of the school. In addition, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership is irretrievably broken.

Signature of Parent/Guardian

Date

Printed Name

Signature of Parent/Guardian #2 (if applicable)

Date

Printed Name