



# Saint Brendan High School

## Student Handbook 2005-2006

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Supervising Principal:	Rev. Fernando Heria
Principal:	Br. Felix Elardo, F.M.S.
Assistant Principal for Academics:	Carmen Castello
Assistant Principal for Administration:	Isabel Lopez-Healy
Dean of Students:	Barbara J. Behnke
Dir. of Student Activities:	Steve Piscitelli
Athletic Director:	Ramon Silverio

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

School Code: SAT/ACT = CEEB - 101097

The information in this book was the best available at press time. Watch for additional information and changes.



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## **NOTICE**

St. Brendan High School hereby restates the open admission policy of the Archdiocese of Miami:

No person, on the grounds of race, color, or national origin is excluded from or otherwise subjected to discrimination in receiving the services of St. Brendan High School. St. Brendan High School does not hire or assign staff on the basis of the race, gender, color, religion, sexual orientation, disability, or national origin of the individual.

Prospective students will normally take an entrance test and a placement test. St. Brendan High School accepts students whom the school discerns will contribute to the school and who will adhere to the philosophy and mission of St. Brendan High School.

## **ACKNOWLEDGEMENT OF PARENTS**

By the act of registering your child at St. Brendan High School, you and the student acknowledge and agree to abide by all school policies and regulations contained in this Handbook. The administration will be the final judge of the interpretation of any policy or regulation and may waive any or all regulations for just cause at its discretion. Please read this document carefully. You will be required to sign the acknowledgement form found at the end of the handbook indicating that you have read and understood it.

The administration reserves the right to amend this document as necessary during the course of the school year.

**Note: A charge of \$5.00 will be assessed if a second copy of this handbook is requested.**

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## LETTER FROM THE PRINCIPAL

Dear Students:

The faculty and I welcome you to St. Brendan High School. You and your parents have selected a school committed to the message of Jesus Christ, to academic excellence, and to the teachings and traditions of the Catholic Church. We are looking forward to working with you. It is our vision that we will form a Christian family and that love will be our motivating force in the life of our school, as it was the life of Jesus.

You, the student, are the most important part of our educational community. You are a unique individual--a gift of the Father. We as a faculty recognize your uniqueness and are here to guide you and to serve you through your school year. We want to make you aware of your power to succeed and your ability to overcome any obstacles.

You have within yourself the resources to insure your success. An honest endeavor to learn, and an honest, cooperative attitude with your classmates and teachers are some of the factors necessary for your success at St. Brendan.

Recognizing the need for order and discipline in the formation of any Christian, the school has established rules and policies to create an atmosphere of respect for God, self, and others. As a student of this school, you are expected to reflect the ideas and the standards of St. Brendan. Any serious action, which would bring discredit upon you or the school, either on or off campus, may be considered a cancellation of your enrollment.

This publication has been prepared to inform you and to help you understand your involvement in the day-to-day operation of St. Brendan High School. It provides you with our basic school policies and services and encourages your responsible conduct in the affairs of the school. We are aware that through the course of the year new and unusual situations will arise. The principal will have the authority to change and revise any rules and policies as the need demands.

Please read this booklet carefully and completely. It is your responsibility to become acquainted with its contents. After you and your parents have done so, you and they must sign the form found at the end of this section and return it to school as directed.

Each year and each moment of life is so precious that you should make the most of it. It is my sincere prayer and hope that you will enjoy success and happiness this year. I am glad that you are a member of our school family. May God and His Mother bless our faculty, staff, students, and parents.

Sincerely,

*Bro. Felix Elardo*

Brother Felix Elardo, FMS  
Principal

# **HISTORY OF ST. BRENDAN HIGH SCHOOL**

St. Brendan High School evolved from the declining enrollment in St. John Vianney Minor Seminary High School. St. John Vianney High School was originally opened to accept students who were interested in studying for the priesthood and was accredited in 1970. As the enrollment declined and more buildings became vacant, the Archdiocese of Miami, under the leadership of Archbishop Coleman F. Carroll, decided to convert the school into a co-educational high school for the 1975 school year and to change its name to St. Brendan High School.

The student population grew rapidly in the early years and very quickly reached full capacity. In 1975, when the school opened for the first time, 346 students were enrolled in the ninth and tenth grades. In 1976, 621 students were enrolled in the ninth, tenth and eleventh grades, and in 1977, 870 students were enrolled in the ninth, tenth, eleventh and twelfth grades. At the present time, there are approximately 1,150 students enrolled in the school.

The school is committed to serving the educational needs of the Catholic population of the southwest section of Miami. Father Thomas Dennehy served as principal from its foundation in 1975 until 1980, at which time he took a year's sabbatical. Father Steve Staudenmeyer became principal for the 1980-1981 school year. Father Dennehy returned in 1981. In 1986, when Father Dennehy was appointed financial advisor to the Archdiocesan Office of Education, Father Gerald F. McGrath became his successor. When Father McGrath retired as principal in December 1990, Father James McCreanor was named interim principal. Father McCreanor was officially appointed principal beginning with the 1991 school year, and in the spring of 1994, asked for reassignment. In 1996, when Father Noonan was named Rector of St. John Vianney College Seminary, Father Paul Edwards assumed the supervisory principal's role at St. Brendan. A year later, Father Edwards was assigned to a parish in Broward County, and Father Jose Nickse became the supervising principal. Brother Felix Elardo, FMS, became the current principal in 1997.

Father Jose Nickse died on December 24, 2002, and Father Fernando Heria was appointed Supervising Principal commencing with the 2003-2004 school year.

## **PHILOSOPHY/MISSION STATEMENT**

We, the stakeholders of Saint Brendan High School, believe that:

- Each student is a valued individual with unique physical, social, emotional, intellectual, and spiritual needs.
- Students' learning needs are the primary focus of all decisions impacting the work of the school.
- Our students' self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Our school is a place that provides a strong Catholic foundation with meaningful spiritual experiences.
- Our school provides students and teachers with a safe and orderly environment for learning.
- Education is a life-long activity.
- Students learn in different ways and are provided with a variety of instructional approaches, extra-curricular activities, and athletic programs.
- Teachers, administrators, parents, and the community share the responsibility of advancing the school's mission.

With these beliefs as our foundation, our mission is to challenge students toward self-realization and to cultivate life-long learners, who will contribute to culturally diverse society with the Catholic vision of Christian love.

# EDUCATIONAL OBJECTIVES

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

1. Strengthen spiritual development by:
  - a. Imparting an accurate knowledge and appreciation of the Catholic faith and Church teaching through formal classes in religion.
  - b. Enabling students to form a personal relationship with Jesus Christ through meaningful prayer experiences, frequent liturgies, reception of the sacraments, annual retreats and reflection days.
  - c. Enhancing students' understanding of the Incarnation and enabling them to minister to Christ through service to the poor and disadvantaged.
2. Establish a positive learning environment by:
  - a. Treating students in a manner which promotes mutual respect, understanding, and acceptance thus enhancing self-esteem and self expression.
  - b. Providing an atmosphere conducive to growth in self-discipline and attainment of goals through enforcement of clearly defined rules and regulations regarding standards of behavior and dress.
  - c. Providing clean, well-equipped, and comfortable classrooms and facilities.
  - d. Providing a rich collection of library materials to assist the students' growth in the ability to find, generate, evaluate, and apply information.
3. Establish a strong alliance with parents by:
  - a. Creating a fully active Parent Advisory Council.
  - b. Keeping open lines of communication so as to permit free exchange of ideas and a cooperative working spirit.
4. Increase intellectual competence by:
  - a. Offering a comprehensive curriculum which permits choices for the students which are compatible with their needs, interests, and abilities.
  - b. Challenging students to distinguish between fact and theory through the process of experimentation and critical thinking.
  - c. Enabling students to interpret conflicting information and to make mature decisions based on Christian values.
5. Strengthen social and emotional development by:
  - a. Promoting sound principles of good mental health.
  - b. Assisting students in developing coping skills.
  - c. Offering opportunities for individual or group counseling.
  - d. Encouraging responsible citizenship through direct involvement in school and community affairs.
6. Increase physical well-being by:
  - a. Teaching total life-management skills.
  - b. Promoting healthy competition, team work and fair play through organized physical activities and participation in extra-curricular activities.
7. Develop a respect and appreciation for all cultures by:
  - a. Assisting students in developing attitudes of openness to and tolerance for diversity.
  - b. Encouraging students to learn about their own heritage and to value it.

# GENERAL INFORMATION

## OFFICE HOURS

The school office is open from 7:15 a.m. until 3:30 p.m. on school days. Appointments outside of these times will be made when necessary. The school day begins promptly for students at 7:45 a.m. and ends at 2:30 p.m.

## FINANCIAL RESPONSIBILITIES

Financial responsibilities include tuition, book fees, registration, activity fees, fees for specialized courses, fines, athletic uniforms, and any other monies due to the school or student organization. Failure to meet financial responsibilities will affect the student's likelihood to remain at school.

Tuition is due on the 10th of every month. A reminder will be sent by mail to any family whose payment is one month in arrears. Any student whose account is two (2) months behind WILL BE SENT HOME until the tuition agreement is satisfied. Any family encountering financial difficulties should contact the Tuition Office immediately.

If a check is returned to the school marked "Insufficient Funds," this check must be immediately made good in cash, plus the additional cost of the bank charge.

The Tuition Office also distributes Mid-term and Final Exam permits. Students whose accounts are up to date will receive an exam permit. Students whose accounts are delinquent will not receive an exam permit; students without permits are not allowed to take Mid-term or Final exams. Also, a senior's attendance at the Prom is contingent upon all financial obligations to the school being fulfilled.

## CHANGE OF ADDRESS AND ACCESS TO STUDENT RECORDS

Students must live with their parents or legal guardian and must notify the school in writing of any change of address or telephone number.

However, we understand that situations may arise where a student is not living with a parent. In these exceptional cases, a student may live with grandparents or other adult with the parents' permission or knowledge. In such cases, parents must notify the school of the student's particular living arrangements in writing, or if applicable by providing a copy of a court order.

Parents who are divorced or separated must file a court-certified copy of the custodial agreement section of the divorce or separation decree with the Principal's Office. St. Brendan High School, in accordance with Florida Statute 61.13 (3), will make school records and in-person conferences available to both parents, unless a court order specifically revokes this right. In such a case, it is the responsibility of the custodial parent to provide a copy of the court order to the school. The school will not be held responsible for failing to honor arrangements of which it has no knowledge.

## FUND RAISING

To help the school financially and to keep the tuition costs down, all students and their families will be asked to participate in fund-raising activities.

## ILLEGAL SOLICITING OR ADVERTISING

Students are prohibited from selling any items for which all proceeds are not applied directly to a fundraiser sponsored by a school-sanctioned organization. The distribution of fliers or pamphlets on campus, for example, club fliers, party fliers, etc., without permission, is not allowed and may be grounds for immediate dismissal from St. Brendan High School.

## DROPPING OFF AND PICKING UP STUDENTS

All traffic entering St. Brendan from 87th Avenue (Galloway Road) between 7:00 a.m. and 8:00 a.m. and between 2:00 p.m. and 3:30 p.m. flows **ONE WAY in BOTH LANES** on St. Brendan campus. All traffic travels west through the campus to 90th Avenue. You may also use the gate by the gym on 28th Street to enter or exit school. Parents or students may not use the Seminary circle at any time.

Students must be dropped off and picked up at the designated zones **ONLY**. Students may not wait to be picked up or for any other reason outside the school gates on Galloway Road. Students may not wait along the school road between the "A-building" and Galloway Road.

The only reason a student may wait on Galloway Road is for the public bus, and then only at the bus stop. Parents may not drop off or pick up a student on Galloway Road. It is illegal and also dangerous. Failure to comply with this state regulation may result in a fine by a Metro-Dade Police officer.

There is no supervision for students before 7 a.m. or after 4:00 p.m. Students are to be off campus by 4 pm, unless engaged in a supervised, extra-curricular activity, or unless the student must stay later to await transportation home. In this case, the school needs a written statement from the parent stating this need.

## DEADLINES

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

## VISITORS

In the interest of safety, all visitors must announce their presence to the Main Office staff and secure a visitor's pass. Visitors may not loiter or roam the school campus without a visitor's pass. Students may not invite friends or relatives to visit them during lunch or after school.

Only individuals picking up a student after school are permitted on campus. Visitors entering gates by the gym must park along the fence to wait for St. Brendan students. Students being picked up are responsible for anyone who comes onto the campus to pick them up. Drivers must obey all traffic rules.

For safety reasons, St. Brendan is a closed campus. Therefore, students who have withdrawn are not permitted on campus. Additionally, students from other schools are not allowed on the St. Brendan campus to visit friends.

A St. Brendan High School student may not enter Christopher Columbus High School. Students who ride home with a brother who attends Columbus must wait at St. Brendan High School until that time.

## HURRICANE OR CATASTROPHIC EVENT

In the event of a hurricane or other catastrophe, St. Brendan High School will follow the decisions of the Miami-Dade County School Board regarding the cancellation of classes; therefore, listen for announcements on radio and television. The school telephone message and website will be updated accordingly.

## TELEPHONES

Personal calls to students cannot be accepted through school telephones. The lines must be kept open for school business. Hence, students will not be called to the phone, nor will any messages be delivered during class hours except in cases of emergency. Pay phones may be used for out-going calls before or after school or at the lunch period, but not between or during class time.

The use or display of cellular phones and/or other electronic communication devices is not permitted on campus during the school day. Cellular phones may be used before 7:45 am and after dismissal. During the school day, students may not have cellular phones in their possession; cellular phones must be kept in the student's cars or locker. Failure to comply with this policy will result in Saturday school detention. Continued violations may result in dismissal from St. Brendan High School.

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

Requirements for graduation from St. Brendan High School are 27-28 credits. The number of credits depends upon whether a student opts to take a 7th period during the senior year. The following standards are required: All courses taken must show a passing grade; the cumulative grade point average (GPA) must be a minimum of 2.0 on an unweighted 4.0 scale for all courses. A student must earn the following credits in the designated areas:

Religion: 4	English: 4	Foreign Language: 2 (in the same language)
Mathematics: 3	Science: 3	Social Science: 3      Phys.Educ.: 1
Life management: ½	Performing fine arts: ½	Voc. Practical arts: ½      Comp. Sci.: ½

### GRADE REPORTING

**PROGRESS REPORTS** - Progress in each course is posted on the Internet each week. Access to the grades is through Edline. Edline is a service available to parents online, allowing instant information about the student's academic progress. Parents need to activate their account, which will provide access for the duration of the student's enrollment at St. Brendan High School.

Parents are encouraged to attend Parent/Teacher Conferences when scheduled or communicate with the teachers by phone or e-mail, if the student is not performing adequately .

**REPORT CARDS** - Access to 1<sup>st</sup> and 3<sup>rd</sup> quarter averages are available through Edline. Report cards are distributed twice a year - at the end of each semester. The first semester report card includes a semester average. This average is 40% of the first quarter grade, 40% of the second quarter grade, and 20% of the mid-term exam grade.

The second semester report card includes a final average. This average is 20% of each of the four quarters and 10% of the mid-term exam. The chart that follows is used to convert number grades to letter grades, indicate the appropriate quality points for the different phases, and report the grade point average (GPA) required for graduation.

**DUAL ENROLLMENT COURSES** - Courses taken for dual enrollment credit do not appear on the report card or high school transcript, nor are they included in calculating GPAs.

**AVERAGES** - Averages printed on the report cards are unweighted to facilitate the student's determination of his or her eligibility for graduation or extra-curricular activities. Weighted averages are printed on official transcripts.

**GRADE SCALE** - The following grade scale is effective as of the fall of 2005. All records will be adjusted to reflect the following values for grades earned. All grade equivalents are weighted, except for the Florida State scale. Colleges and universities do not use high school weighted averages. Instead, admissions offices at each school calculate GPA's according to their own values. High school GPA's are used primarily for class rankings and determination of academic awards.

	Standard College Prep PHASE 1		College Prep PHASE 2		Advanced College Pre PHASE 3		Advanced Placement PHASE 4		Florida State Graduation and Athletic Eligibility	Graduation Scale
	Grade	Value	Grade	Value	Grade	Value	Grade	Value		
98-100	A+	4.67	A+	4.67	A+	5.17	A+	5.67	4.00	4.67
93-97	A	4.33	A	4.33	A	4.83	A	5.33	4.00	4.33
90-92	A-	4.00	A-	4.00	A-	4.50	A-	5.00	4.00	4.00
87-89	B+	3.67	B+	3.67	B+	4.17	B+	4.67	3.00	3.67
83-86	B	3.33	B	3.33	B	3.83	B	4.33	3.00	3.33
80-82	B-	3.00	B-	3.00	B-	3.50	B-	4.00	3.00	3.00
77-79	C+	2.67	C+	2.67	C+	3.33	C+	3.67	2.00	2.67
73-76	C	2.33	C	2.33	C	2.83	C	3.33	2.00	2.33
70-72	C-	2.00	C-	2.00	C-	2.50	C-	3.00	2.00	2.00
67-69	D+	1.67	D+	1.67	D+	2.17	D+	2.67	1.00	1.67
63-66	D	1.33	D	1.33	D	1.83	D	2.33	1.00	1.33
60-62	D-	1.00	D-	1.00	D-	1.50	D-	2.00	1.00	1.00
0-59	F	0.00	F	0.00	F	0.00	F	0.00	0.00	0.00

## ABSENCE AND MAKE-UP WORK

It is the responsibility of the **student**, on the first day back to school, to get from teachers whatever assignments were given during the absence. Each teacher develops his/her course make-up policy, which is approved by the Department Chairperson and the Principal. This policy clearly outlines the procedure to follow in the event a student is absent for a test or quiz. If a pattern of absences develops, a teacher may deny the student the opportunity to make up a test or quiz.

Students who are absent for three or more consecutive days should call or e-mail their teachers to request work missed and schedule make-up activities. Accessing Edline will provide students with teacher's e-mail addresses and information about material the student may have missed.

## ACADEMIC PROBATION

Probation is an extreme measure used by the school and the principal to motivate a student to improve his or her academic performance. If there is no improvement, or if the terms of the probation are not met, the school reserves the right to ask the student to withdraw from the school.

Probation should be considered a very serious measure with appending circumstances; therefore, students are forewarned to fulfill the requirements of the probation.

## INCOMPLETES

A student who does not complete course requirements in any marking period will be awarded an incomplete (I) for that marking period. If the requirements are not fulfilled within **10 calendar** days of the end of that marking period, then the final grade for the course will become an “F.” Requirements include semester exams. The Principal may grant an extension of time resulting from extenuating circumstances.

The forgiveness policy (see explanation which follows) does not apply to an “F” earned as a result of an incomplete earned in a course.

## FINAL GRADES

The final grade in a subject is recorded on the student's permanent record. A student who does not demonstrate mastery in a subject will receive a failing grade in that subject. Any student who receives a final average of “F” is required to remediate the credit for the course in St. Brendan's Summer School or in certain circumstances, a school designated by the administration of St. Brendan High School for all make-up credits. Upon successful completion of summer school, the student's permanent record will be updated to indicate that the failed grade was remediated.

## FAILURES / FORGIVENESS POLICY

**FAILURES** - Any student who fails a subject must make it up in summer school. Students who fail to make up required work in summer school may not be allowed to return to St. Brendan High School. Students who fail any subject at the end of the school year are required to attend a summer session to remediate the missing credits before they may enroll for a subsequent year. Students must attend St. Brendan High School Summer School or a school designated by the administration of St. Brendan High School for all make-up credits. **Students who fail in summer school may be denied admission to the school in the fall.** Students who fail **three credits** at the end of the school year will not be invited to return to St. Brendan High School.

**FORGIVENESS POLICY** - When a student remediates a course in which an “F” or “D” was received, the grade earned in summer school will be used to recalculate the cumulative GPA. The student's permanent record will show both grades, the one earned during the regular school year and the one earned during summer school.

## PARENT/TEACHER CONFERENCES

A Parent/Teacher Conference night is scheduled at least once during the academic year. However, parents are encouraged to contact teachers and/or guidance counselors at any time during the school year to discuss their son's/daughter's academic status. To do so, parents should call the school office (305-223-5181) to leave a message on the teacher's or counselor's voice mail. Parents are also encouraged to use e-mail to contact teachers and staff.

If a conference is desired with one of the administrators, please **call for an appointment** convenient for both parent and the appropriate administrator. In cases involving academics, *contact teacher first to discuss the issue(s). The next person to contact would be the department chairperson. Contact an administrator after all other venues are exhausted.*

## MID-TERM AND FINAL EXAMS

All students must take a mid-term examination in each of their classes. All students, except juniors and seniors who are exempt, must take a final examination. The mid-term exam is worth 20% of the first semester average. The final exam is worth 10% of the final average.

In order to sit for the semester examinations, a student must:

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

The Tuition Office distributes Mid-term and Final Exam permits. Students whose accounts are up to date will receive an exam permit. Students whose accounts are delinquent will not receive an exam permit. Students without permits are not allowed to take Mid-term or Final exams.

**ABSENCES FROM SEMESTER EXAMS** - Students absent for midterm and/or final exams must present to the Principal appropriate documentation of an adequate reason for the absence. Upon receiving this documentation, a conference will be scheduled for student and parent to meet with the Principal. If the Principal determines that the student shall be given a make-up midterm/final exam, the time and date shall be determined by the Principal or his designee. The student will also be given a project to complete and pay an exam penalty fee of \$50 per exam.

A student absent from a single day of semester exams must make up the exam within 24 hours.

**TARDINESS TO SEMESTER EXAMS** – Students tardy to semester exams will not be provided with additional time in which to complete the exam.

## EXEMPTION FROM FINAL EXAMS FOR JUNIORS AND SENIORS

In order for a junior or senior to be exempt from a final exam in a full year course or semester course, he/she must earn a numerical average of 93 or better in the course, with no quarter average or semester exam mark below an 80, and receive the approval of the course's teacher. For a semester class, the 93 average corresponds to the average of the two quarters. For a full-year course, the average of the four quarters and midterm exam will be used to determine exemption. Students enrolled in Advanced Placement classes must earn an average of 90 or above, and fulfill the other prerequisites stated above.

The student determined to be exempt will be assigned the average earned at the time of the exemption as the final exam grade. An exemption from a final examination is not a right, but must be earned by excellence in academics, conduct, and effort. Additionally, all financial obligations to St. Brendan High School must be met.

## HONOR ROLL LISTINGS

At the end of each grading period an honor roll of students is published. Three separate lists indicate three types of achievement:

**Principal's Honor Roll** is merited by those who achieve a weighted grade point average of 4.0 or above with no grade lower than an "A-".

**First Honors** is merited by those who achieve a weighted grade point average of 3.67 or above with no grade lower than a "B-".

**Second Honors** is merited by those who achieve a weighted grade point average between 3.66 and 3.0 with no grade lower than "C".

## TESTING DAYS POLICY

To avoid excessive number of tests on the same day, the following days have been assigned for major tests and are to be rigorously followed.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Social Sciences	Math	Business	English	Government
Economics	Art	Foreign Languages	Phys. Sciences	Psychology
Religion	Read. Skills	Health		Bio. Sciences

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian must have attended St. Brendan High School for the entire four years of their high school career and have attained the two highest weighted cumulative grade point averages calculated at the end of the third quarter of their senior year.

## HONESTY IN STUDIES

Cheating occurs when a student presents as his/her own what is not. This takes many forms and not only includes exams, but also reports, homework and assignments. Please refer to *The Academic Honor Code*, which can be found on the last page of this handbook.

## COURSE SELECTION

The selection of one's courses is a very serious responsibility for a student and should be made in consultation with counselors, teachers, administrators, and parents. Full assistance will be given to students when they are choosing courses, because once a schedule is issued, a student will not be able to change it.

Access to various course selection worksheets as well as our Curriculum Guide are available through the school's web page.

## HOMEWORK

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

## MATH LAB

The Math Lab is available to all students who need additional assistance in mathematics. Tutoring is provided free of charge by members of the Math Honor Society and the Math Club, Monday – Thursday from 2:45 pm to 4:00 pm in Room B 207.

## NATIONAL STANDARDIZED TESTS

Attendance at school on the national PSAT testing day in October is considered mandatory for all freshmen, sophomores, and juniors. Freshmen take the Explorer Test; sophomores and juniors take the PSAT. An absence on this day will be recorded on official records.

# **GUIDANCE INFORMATION**

## **CONFIDENTIALITY POLICY**

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

1. When a student's life is in danger, parents and proper authorities will be notified.
2. In the event of suspected child abuse, counselors and teachers are responsible for reporting this serious situation to the Dept. of Children and Family Services, which will investigate in order to stop the abuse.

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

## **PREGNANCY POLICY**

Although premarital sex is considered unacceptable and immoral, it is essential that we keep paramount the basic belief in the sacredness of human life. Because we believe that all human life (born and unborn) is a gift from God and therefore sacred, we will do all we can to preserve life and will do nothing which may influence a girl to have an abortion.

Therefore, it is advised that parents, guidance personnel, and school administrators as well as the couple involved come to a workable solution which would enable the unmarried student to continue her Catholic education. The student will be given adequate time after the birth of the child, then must return to school and continue her education. In every case, professional counseling of both the boy and girl is strongly recommended as they face important decisions. Respect Life and Catholic Social Services are available for counseling.

## **MARRIAGE POLICY**

St. Brendan High School is a co-educational Catholic school for unmarried boys and girls in grades nine (9) through twelve (12). Students who contract marriage while enrolled at school must withdraw from St. Brendan High School.

## **MENTAL HEALTH POLICY**

If the school becomes aware that a student is having serious mental or emotional problems and may be a danger to themselves or others, the student will meet with a guidance counselor. The parents will be notified and a psychological evaluation may be required. Parents will be asked to sign a release form at the assessing agency so that the school may share the results of the assessment. After the assessment has been completed, the school will require the parents to follow the recommendations of the assessment. Only after all of these conditions have been met may the student return to school according to the steps listed herein. If any of the conditions listed above are not met, the school reserves the right to require that the student postpone his/her return to school until all such conditions are met.

# DISCIPLINE INFORMATION

## OVERVIEW

The philosophy of St. Brendan High School calls for an atmosphere of orderliness, which fosters friendly discipline. Discipline, which St. Brendan holds to be important to the growth of the individual young person, must be promoted through clear understanding of the expectations of the school community.

In developing rules and policies, the school has attempted to be as explicit as possible to delineate its expectations of student behavior. However, it is impossible for any document to contain in a detailed, specific manner everything that is expected of students, and what they should or should not do in every situation. Faculty and administrators provide daily guidance and make decisions in light of the best interests of the students and the school. The administration makes decisions in matters not specifically addressed herein.

## STUDENT'S SCHOOL SAFETY PLEDGE

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

## SUBSTANCE ABUSE POLICY - ARCHDIOCESE OF MIAMI

### *Purpose*

The Archdiocesan Schools of Miami are Christian communities whose mission is to help each student develop his/her potential by emphasizing his/her individual self-worth and dignity in an academically challenging and spiritually fulfilling environment. Substance abuse is intolerable in such an environment. Yet, the Archdiocese recognizes that substance abuse is a societal problem and that it must be confronted. To do so, this substance abuse policy has been developed. It is expected that students will follow and parents will support it in order to help any students who are in need and eliminate substance abuse from each school.

### *Statement of the Rule*

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 immediate dismissal from the school.

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

### *Community-wide Responses*

All Archdiocesan schools are committed to a drug-free environment. This commitment, under some circumstances, may prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms of or is suspected of substance abuse, the school may require that the student undergo substance-abuse testing. A student who acknowledges his/her substance

abuse may not need to be tested and will be assisted according to school policy. If the results of the test suggest abuse (and the substance was not used on or brought to campus), the school will normally use this information to help the student seek assistance. Refusal to participate and successfully complete a substance-abuse program and remain drug-free will result in dismissal from the school.

At times, the school may choose to conduct random drug-testing of its students. While this measure may not be implemented often, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem.

The school may conduct random searches of students' lockers, possessions or cars. The administration reserves the right to request or require any student to comply with drug testing. Failure of the student and parent to cooperate with the school will result in the student's dismissal.

## **DISCIPLINE AND ATTENDANCE BOARD**

An advisory Student Discipline and Attendance Board convenes to make recommendations to the Principal and Dean of Students concerning exceptional student disciplinary and attendance issues.

## **HOME / SCHOOL SUSPENSION**

A suspension is imposed for serious offenses to the disciplinary code of conduct. A conference with parents always precedes a suspension. A student suspended in school will be assigned academic work, due at the end of each day of suspension. Assignments will be graded and averaged with the other marks earned by the student during that marking period.

**Students suspended at home will receive no grade higher than a 77 for any make-up work.**

## **PROBATION**

Probation is an extreme measure used by the school and the principal to motivate a student to improve his or her disciplinary performance. If there is no improvement, or if the terms of the probation are not met, the school reserves the right to institute expulsion proceedings or ask the student to withdraw from the school.

Probation should be considered a very serious measure with appending circumstances; therefore, students are forewarned to fulfill the requirements of the probation.

## **SATURDAY SCHOOL**

Saturday School is imposed for various infractions to school rules and regulations. Students assigned to attend a Saturday School session must report to the assigned place and time, usually 9:00 a.m. – noon, with a \$20 fee in cash. Failure to attend an assigned session jeopardizes the student's future at St. Brendan High School. If a student fails to attend Saturday School, a parent must come to school on the next school day to explain the student's absence before the student will be readmitted to classes. A second Saturday School will be assigned to any student missing the first without sufficient reason. The school will be the arbiter of what is a sufficient reason.

Seniors will not be awarded a diploma until all obligations, including Saturday School sessions, are met. Underclassmen who at the end of the school year have not completed their Saturday School sessions must complete the hours during our summer school.

## **HARASSMENT**

Each student at St. Brendan High School has a right to his/her dignity and individuality. Thus, any student found engaged in harassing or demeaning another student is severely disciplined. Such activities may result in suspension or expulsion.

Any student harassing a teacher, hitting a teacher, or damaging a teacher's property will be subject to expulsion.

Harassment includes, among others, the following types of behavior:

1. unwanted familiarity or touching of another
2. any demeaning behavior including hazing
3. hazing – any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional harm, regardless of the person's willingness to participate
4. sexual comments or innuendos expressed to another
5. words, gestures, and actions which tend to annoy, alarm, and abuse another
6. bullying, involving any sort of force, whether overt or subtle

## **THREATS - ARCHDIOCESE OF MIAMI POLICY**

The following procedure will be followed in cases of a student threatening physical harm to property or individuals.

A student whose verbal or written comments, as well as e-mail messages, include a threat to another student or a member of the faculty shall be:

1. immediately suspended from the school, after the parents have been informed of the situation
2. shall be seen by a psychologist at the parents' expense and by the school counselor, both of whom will 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 will be expelled from the school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to the school.
3. if allowed to return to the school, the child should be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.

The Archdiocese of Miami Department of Schools should be informed. The school may submit to the police an informational report.

## **WEAPONS**

It is absolutely forbidden to bring a weapon on to the St. Brendan High School campus. Any student bringing a weapon to the school will be immediately expelled and appropriate police action will be taken.

## **FIGHTING**

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

## GANG AFFILIATION

Any student found to be guilty of gang-type activity will be disciplined appropriately. Conducting any illegal gang activity while in school or while participating in or attending a school sponsored function, is forbidden. Students engaging in such activity shall be subjected to suspension, probation, or dismissal from school.

## SCHOOL PROPERTY

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

## LOCKERS

Lockers are assigned to all students. All books are to be kept in lockers and not in the student's car. *Lockers are assigned by homeroom teachers, and students may not switch lockers without proper authorization and notification through the Dean's Office.*

The lock combination is a safeguard for personal use. The contents of the locker are the responsibility of the student assigned to that locker. Therefore, no one except the student assigned to the locker should have the combination of the locker. Locks must be purchased through the school office. Any lock, other than those purchased through the school, will be removed from the locker. Lockers should be kept locked and in order at all times. Students tampering with lockers or found vandalizing lockers are subject to disciplinary action.

The school is not responsible for the contents of a student's locker or personal property. It must be clearly understood that school lockers remain the property of St. Brendan High School and the Principal, or his designee, reserves the right to inspect any locker.

## SEARCH AND SEIZURE

The school retains the right to search cars, lockers, book bags, etc., and will seize alcohol, drugs, look-alike drugs, weapons, and other contraband. Such possession is in violation of the policies, rules, and regulations of the school. Students who possess such contraband will be subject to severe disciplinary action or expulsion. The school will cooperate fully with police and other government authorities.

## DRIVING AND PARKING

It must be clearly understood that any school official reserves the right to inspect any vehicle parked on campus. Furthermore, **St. Brendan High School is not responsible for the security of vehicles parked in the lot or the contents thereof.**

Students who drive a vehicle to school must have it registered in the school office each year and obey all traffic rules. Students may park only in designated spaces in the student parking lots and not in the visitor or teacher parking lots. Students may not go to, or sit in parked cars, at any time once they arrive at school. Students who must go to their cars for some reason must receive express written permission through the Dean's Office.

Students who do not display the school parking decal will be fined (See "Vehicle Registration Form" for further clarification). Parking decals must be prominently displayed in the proper place. A student who abuses the privilege of driving will be barred from driving on campus.

The parking lots are off-limits once students have arrived at school until dismissal. Students may not park or loiter in the teachers' parking areas at any time. Students may not park in the visitor parking lot.

## TRUANCY AND SKIPPING

A student is truant if he/she is absent from school without parental permission, or if he/she leaves campus without written administrative permission. The first offense may result in a suspension and the second offense in probation. Continued truancy may result in expulsion from St. Brendan High School. Students who are truant may be required to make up the classes that they have missed by remaining after school an hour per day until the time is completed.

## SCHOOL DANCES

**ON CAMPUS** - The following rules are to be observed when school dances are held at St. Brendan High School.

1. The school dance begins at 8:00 p.m. and ends at 11:00 p.m.
2. Dress must be in good taste at all times.
3. Students may not loiter in parking lots or remain in their cars.
4. Students may not smoke or use any other illegal substance.
5. St. Brendan High School students may invite a date, but will be held totally responsible for the behavior of the date. The non-St. Brendan student must arrive at the dance **with** the St. Brendan student.
6. A person who is not a St. Brendan High School student is not permitted to attend any dance unless he/she has a date with a St. Brendan High School student.
7. All tickets must be purchased in advance. No tickets are available at the door.
8. Students who have been asked to leave St. Brendan High School are not allowed to attend the dance or any activity.

**OFF CAMPUS** - The above-listed rules are to be observed when school dances are held off campus in addition to the following:

1. Dances begin at 8:00 p.m. On campus dances end at 11 pm. The Homecoming Dance ends at midnight; the Prom ends at 1:00 a.m.
2. The dress code for formal dances follows. However, since each student is unique, the final determination of the appropriateness of the dress or suit will be determined by the chaperones in attendance or the Dean of Students. If in doubt, caution is advised. Err on the side of modesty.

## GIRLS

- a. Necklines must be no lower than 4 inches from the sternal notch.
- b. No open or plunging backs (below the waist)
- c. Length of the skirt, dress, or slit may not be shorter than 3 inches from the knee. Prom dresses are traditionally mid-calf to floor-length.
- d. Strapless dresses and dresses with spaghetti straps may be worn as long as the dress is modest in presentation.
- e. Midriffs, thighs, hips, etc., may not be exposed.
- f. Dresses made of sheer material or lace must be lined and not give the appearance of being see-through.

Girls who choose to violate any of the above will be given a shawl to wear at the event, which must be worn around the shoulders and pinned in the front. Students who choose to stay under this condition must wear the shawl the entire time and for pictures. Chaperones will call the parents of any girl who does not adhere to this condition. The parents will be asked to pick up the student. If a remedy cannot be applied, the student will not be allowed admission.

## **BOYS**

*Formal attire* - A suit and tie are required for Homecoming. A tuxedo is suggested for Prom, though a suit and tie may be worn in lieu of a tuxedo.

A St. Brendan student's date is subject to the same guidelines. Should the date choose not to abide by them, the same consequences will be applied.

**Faculty chaperones present will be the final arbiters of the appropriateness of a student's attire, even if guidelines are met.**

## **FIRE DRILLS**

A fire drill is an important and serious exercise. It is of the utmost importance to follow the procedure that is posted and explained by the teacher. When a fire drill is conducted, students accompany their teacher to a pre-designated meeting area. Everyone must move quickly, quietly, and in an orderly fashion.

Initializing a false fire alarm is a criminal offense. Any student committing such an act will be subject to immediate expulsion.

## **HOMEROOM ACTIVITIES**

All students are required to stand during morning prayers and the pledge of allegiance to the flag. During the Homeroom period, students must be attentive during school-wide announcements and while viewing the Sabre News and the Channel 1 broadcasts.

# **OVERVIEW OF SCHOOL REGULATIONS**

Ensuring that the basic safety needs are met is essential to providing our students with a school environment that is conducive to learning and socialization. Critical to this goal is for our students to realize and accept the moral responsibility to share information that impacts the safety of the school community. Students are encouraged to report such information without fear or intimidation, knowing that their anonymity will be preserved whenever possible.

Any activity, which disrupts the work of the school or violates the person or property of any student, teacher, or staff member is to be considered a violation of school rules and will be dealt with in accordance to standard disciplinary procedures and practices established by the school. A student's conduct is bound by school regulations while in school, at school events, or when wearing the school uniform, whether on campus or off campus.

*St. Brendan High School has a zero-tolerance policy towards stealing. Any student caught stealing or involved in a theft will be subject to expulsion from the school.*

**A DEMERIT SYSTEM** will be in place beginning with the 2005-2006. The Dean's Office will maintain a record of each student's offenses and the demerits earned for each offense. A demerit is understood to be "a mark awarded to an offender." In other words, it is a point system that cumulatively results in negative consequences to the offender. Once a student has accumulated certain numbers of demerits, consequences will apply which include Saturday School, conferences with parents, suspension, and may eventually subject the student to expulsion.

## THE DISCIPLINARY PROCESS

Before any disciplinary action is taken, students have the right to:

1. Be informed of the charges against them;
2. An explanation of the evidence; and
3. An opportunity to present their side of the story.

## DISCIPLINARY CONSEQUENCES

**Group I Offenses:** *Violations Against School Procedures* will be dealt with in one of the following ways: Dean's Detention or restitution.

1. Leaving food or tray inside/outside of cafeteria
2. Throwing food or objects during lunch (may also be banned from cafeteria)
3. Loitering in non-designated areas
4. Graffiti on book bags or any part of the student's uniform
5. Food or drink in hallways or classrooms
6. Inappropriate displays of affection in public, including holding hands
7. Gum-chewing (also a \$2.00 fine)
8. Dress code infraction or lack of good grooming (See *Dress Code* section)
9. Student parking on campus without a permit or illegal parking (may also carry a fine)
10. Late to class without a pass
11. No admit or tardy slip (need parental note)
12. Demeaning another
13. Skipping class
14. Dangerous driving on campus (may also carry a fine or car may be banned from campus)
15. Use, possession, or distribution of prohibited material
16. Persistent obscene language
17. Any other violation which may disrupt school procedures or the good order of the school.

**Group II Offenses:** *Violations Against the Welfare of Individual or School* will result in suspension and/or Saturday School(s) and/or restitution. Additionally, a conference with parents may be required; disciplinary probation may be imposed.

1. Repeated violations of Group I offenses
2. Leaving campus without permission
3. Truancy
4. Severe insubordination or disrespect toward authority
5. Threats or inflammatory statements (See also Threat Policy)
6. Flagrant disobedience
7. Inappropriate or disruptive conduct in/outside of classroom
8. Hostile physical encounter with another (fighting)
9. Willful damage or theft of the school's or another's property (may also carry restitution)
10. Obtaining anything of value by coercion or fear (may also carry restitution)
11. Harassment of another
12. Forgery of signatures on school documents
13. Skipping Saturday School

14. Skipping Dean's Detention
15. Smoking on campus or at any school-sponsored event
16. Cheating (also see Academic Honor Code)
17. Unauthorized sale of goods
18. Possession or distribution of fliers (soliciting)
19. Contraband
20. Use or display of electronic devices, for example: beepers, cell phones, I-pods, play-stations, CD players, or other electronic devices deemed disruptive during the school day. (may also result in loss of privileges)
21. Abuse of technology (also see *Internet User Agreement*)
22. Gang-type related activity
23. Any violation which may detract from the good name of the school or which threatens the welfare of another

**Group III Offenses:** *Violations Against the Criminal Law* are subject to immediate expulsion and are reported to appropriate authorities. The action may be recorded on the student's transcript.

1. Repeated violations of Group II offenses
2. Arson or Grand Theft
3. Assault and/or battery
4. Possession/concealment of a weapon
5. Use, possession, distributing, selling, or buying of illegal drugs or alcoholic beverages on school property or school-related activities.
6. Instigating a false fire alarm or bomb threat
7. Any felony offense (such as vandalism or gang-type behavior)
8. Repeated harassment of another or bullying another
9. Forgery of official school document
10. Abuse towards authority (harassment, theft, damage to teachers' property)
11. Other offenses on or off campus which may detract from the good name of the school

**Special Note:** Any student who has knowledge of these violations being committed and fails to cooperate with the administration is subject to the same disciplinary action as outlined herein.

## **STUDENT DRESS CODE**

The following delineates the uniform worn by girls and boys. Students are expected to arrive to school properly dressed and groomed. Parents share the responsibility of ensuring that the uniform is worn correctly by the student, and that the student is properly groomed.

The wearing of caps/hats/bandanas or any other form of head covering is not permitted.

The administration will be the final judge of properly-worn uniform attire and grooming. All uniform items must be bought only through Sunshine School Uniforms.

### **GIRLS' UNIFORM**

1. Designated chino walking shorts – khaki or hunter green with the embroidered Sabre paw and brown uniform belt.
2. Chino pleated khaki slacks with school logo worn with a brown uniform belt. Tight-fitting slacks should not be worn.

3. Freshmen entering in the fall of 2004 *or thereafter* may **only** wear the white, short-sleeve, straight-bottom blouse with the school's initials embroidered above the pocket. Sophomores and upperclassmen may wear the white, yellow, or green/white pinstriped shirt (short or long-sleeve) with embroidered school initials above the pocket.
4. White socks must be worn and must not slip into the shoe.
5. Shoes = Sketchers style K-2W45120 (Plain-toe lace-up in brown only). Shoes must be laced properly when worn.
6. Jacket = designated school jacket only (depicting school athletics or clubs when applicable).
7. Sweatshirt = designated hunter green school sweatshirt with school logo. A St. Brendan blouse **must** be worn underneath when wearing the school sweatshirt.
8. Any undershirt worn must be plain white.
9. Hunter green Spirit shirt with logo, or the rugby shirt with logo for specified days only when required
10. Students may wear rugby shirts, collared Club shirt, or Spirit shirts on Fridays.

## **BOYS' UNIFORM**

1. Chino pleated khaki pants with school logo worn with a plain brown belt. Tight-fitting or baggy trousers should not be worn. Trousers must be worn at the waist.
2. White or yellow oxford shirt or green/white pinstriped shirt (short or long sleeve) with embroidered green logo above pocket. Shirt must be worn **inside** the trousers at all times.
3. Dress socks must be worn at all times and may not slip into the shoe.
4. Shoes = Sketchers style #KH-2M711 (Plain-toe lace-up brown only). Shoes must be laced properly when worn.
5. Jacket = designated school jacket only (depicting school athletics or clubs when applicable).
6. Sweatshirt = designated hunter green school sweatshirt with school logo. A St. Brendan shirt **must** be worn underneath when wearing the school sweatshirt.
7. Only **plain white** undershirts may be worn.
8. School tie with logo (required). Tie must be properly worn.
9. Hunter green Spirit shirt with logo, or rugby shirt with logo for specified days only (required).
10. Students may wear rugby shirts, collared Club shirt, or Spirit shirts on Fridays.

## **PERSONAL APPEARANCE**

### **GIRLS:**

1. No excessive jewelry, make-up, non-conventional nail polish, tattoos, or visible body piercings (i.e., limit two earrings per ear).
2. No tongue rings, nose earrings, or eyebrow earrings
3. No ripped pant hems.
4. No flip-flops or chucks may be worn at any time.
5. No inappropriate hair coloring.

### **BOYS:**

1. Clean-shaven (no beards, moustaches, or long sideburns allowed).
2. No earrings, excessive jewelry, wallet chains, visible tattoos or body piercings..
3. No tongue rings, nose earrings, or eyebrow earrings

4. Hair must be groomed, styled, and above the collar. Hair is too long if it can be tucked behind the ears or falls below uniform shirt collar. Fad cuts, shaved sides, etchings, hair streaking, or pony tails are not allowed.
5. No inappropriate hair coloring.

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

Students must recognize that brief and revealing clothing is not appropriate for school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts must not be shorter than three inches above the knee. Undergarments must not be visible.

Students may be out of uniform during Homecoming Week (January) or as announced. On these days, the following items are **not** permitted: tank tops, midriffs, mini skirts, leggings, baggy pants, ragged jeans, sandals, flip-flops, T-shirts advertising drugs or alcohol or displaying obscenities.

*(Also see the handbook section re: Dances)*

## ATTENDANCE

School attendance is the responsibility of both parents and students. Attendance is recorded on all official transcripts to colleges and universities. Students will not be allowed to accumulate an excessive number of days absent, or an excessive number of days tardy to school. Failure to cooperate on the part of parents can result in the student being dismissed from the school.

**PENALTIES FOR EXCESSIVE ABSENCES** - In accordance with policies of the Archdiocese of Miami, students incur no penalty for absences due to illness that do not exceed nine days per semester. However, on the 10th absence from a class, the student will receive a no-credit failure grade (NCF). In other words, no credit will be granted for the class until the credit is earned in summer school. If a student receives an F (failure) in a course and is also excessively absent, the F will hold precedence, i.e. the NCF will be disregarded, and an F entered in its place. If a student thereby earns an NCF in three or more classes, the student may be asked to withdraw from St. Brendan High School.

Exceptions to the penalty for excessive absences include, but are not limited to, extended illness verified by medical certification, mandatory court appearance (subpoena), or death in the immediate family. Students absent for a substantial portion of the school year as a result of illness or medical necessity may be required to repeat the year.

In accordance with the Florida Statutes, the school is required to report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex, and social security numbers of all minors between 14 and 18 years of age who accumulate excessive absences in any semester. The DHSMV may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license of any such minor.

**TRUANCY AND SKIPPING** - A student is truant if he/she is absent from school without parental permission, or if he/she leaves campus without written administrative permission. The first offense may result in a suspension and the second offense in probation. Continued truancy may result in expulsion from St. Brendan High School. Students who are truant may be required to make up the classes that they have missed by remaining after school an hour per day until the time is completed.

## REPORTING ABSENCES

Parents must call the Dean's Office before 9:00 a.m. when a student is absent. A parental note is *still* required upon the student's return in order to have written verification on file. A telephone call from a person other than a parent/guardian is unacceptable. The call and note do not make the absence excused.

A student who has been absent from school must obtain an admit slip from the Dean's Office before reporting to class on the day he/she returns. Before an admit slip is issued, a note from the parent must be presented to the Dean. A student who leaves homeroom after the 7:50 a.m. bell to take his/her excuse to the office is missing school time and will be marked tardy. **Absences and tardies are not regarded as being "excused" or "unexcused".**

Cases of hospitalization or long-term illness *must* have written verification by a medical doctor, who is not a family member, and presented to the Dean's Office upon the student's return to school. In such cases, the student/parent is obligated to get the student's homework assignments through the Dean's Office. If a student suffers from a chronic health condition, documentation must be on file in the Dean's Office *at the beginning of the year and updated on a yearly basis*. Such documentation may not be accepted at the end of the year when consequences for excessive absences may apply.

## BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during school time, the student should report to the Dean's Office. Parents and the office will make a decision as to whether the student should return to class or go home.

If a student goes home, he/she must obtain an early dismissal form to be signed by all teachers involved and return this form to the Dean's Office. Before leaving school grounds, the student and parent must sign out in the Dean's Office. If a parent cannot be contacted, the student will return to class. *All arrangements for leaving school must be made through the Dean's Office and not by using the public phones.* UNDER NO CIRCUMSTANCES should a student use the public phones to arrange to go home when feeling ill or arrange privately to be picked up early from school without the school's knowledge.

When a student must leave early from school because of illness, the student will be marked absent for the periods missed.

## LATENESS POLICY

Students who arrive to school between 7:50 a.m. and 8:30 a.m. will be marked late and serve a detention (late detention). Late detentions must be served on the **next** school day in the morning or afternoon. Students may only be excused from serving a late detention at the discretion of the Dean.

A student who arrives after 8:30 a.m. will be marked absent from Period 1 and all periods missed prior to arrival at school. Only under exceptional circumstances will a student be admitted to school after 12:00 noon.

Consequences for failing to serve late detention are as follows:

If student fails to serve scheduled late detention - The student must attend Saturday School.

If student fails to attend Saturday school - Student and parents must confer with the Principal and/or his designee, and student will be assigned to two Saturday School sessions.

If student fails to attend either of the aforementioned double Saturday School sessions - Student is suspended from school and is subject to possible dismissal from St. Brendan High School.

Tardies are not regarded as being "excused" or "unexcused". Students may not accumulate an excessive number of tardies: more than 9 tardies in a semester. On the 10th tardy, the student and parents will confer with the Principal and the student will attend Saturday School. If tardiness continues, the student will be subject to additional consequences, which include but are not limited to, suspension or withdrawal from St. Brendan High School.

## EXCUSED FROM CLASS

Students will not be allowed to leave a classroom except for an emergency. Any student out of class must have a hall pass from the teacher.

## EARLY DISMISSAL FROM SCHOOL

No student will be released from school unless he/she presents to the Dean before the school day begins, a note from the parent explaining:

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

**PLEASE NOTE: Early dismissals will be tallied as part of the student's absences.**

## ABSENCE AND ITS EFFECT ON SCHOOL ACTIVITIES

Students absent from school may not visit the school campus, participate in, or attend any after-school activity that occurs on that day; for example, proms, Junior Ring Ceremony, *Grad Nite*, dances, athletic events, etc. School books or assignments must be picked up **after** 3:00 p.m.

**CLASS TRIPS AND ACTIVITIES** - Student participation in off campus trips and activities, i.e. sophomore trip, junior trip, prom, dances, *Grad Nite*, and others, is not a right, but rather a privilege earned by adherence to regulations, particularly discipline and attendance rules. Students excessively absent or tardy, doing poorly in school, or demonstrating discipline problems will be prohibited from participating in such off-campus trips or activities. Additionally, a student who demonstrates that he/she cannot or does not comply with appropriate behavior expectations during an off-campus activity will be banned from future participation in such or similar activity.



# STUDENT ACTIVITIES

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

Aids Awareness	Environmental Awareness	Art Club
Art Honor Society	Campus Ministry	Choir
Computer Club	DECA	Drama
English Honor Society	Forensics	French Club
French Honor Society	FBLA	Future Educators of America
Galatea Literary Magazine	Hispanic Circle	Key Club
Math Club	Math Honor Society	Music Honor Society
National Honor Society	National Forensics League	Pan American Club
Pep Club	Political Awareness	Respect Life Club
Science Honor Society	Social Sciences Honor Society	Spanish Honor Society
Student Council	SAC (Students Against Cancer)	Sabre Press Club
Yearbook ( <i>Invenire</i> )	National Dance Honor Society	
	SADD (Students Against Drunk Driving)	

## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students who wish to play on any team, hold office, or represent St. Brendan on a field trip or any extra-curricular activities, must satisfy the following conditions.

- a) Have a satisfactory academic record.
- b) Have a good attendance record.
- c) Have a good behavioral record.
- d) Students must be covered by an accident insurance for a 24 hr. day; that is protection while in school, while traveling directly to and from school, while participating in any school organized activity outside the school hours, and while traveling to and from games. Insurance coverage is the responsibility of the parent.
- e) Meet all eligibility requirements established by the Florida High School Athletic Association. This includes having a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose average falls below the required 2.0 at the conclusion of a semester shall not be eligible during the following semester. The 2.0 grade point average is established in Florida Statutes and cannot be waived. A grade of "incomplete" received by a student at the end of a semester is considered a failing grade.
- f) Meet the pre-requisites for the specific organization the student wishes to join. The student is encouraged to investigate such pre-requisites with each organization's advisor.

## **STUDENT COUNCIL**

Students who run for class office must maintain a 3.67 GPA in the current academic year, be passing all subjects, and have a good attendance record.

A disciplinary suspension at any time of the year disqualifies the student and relieves him/her of office in Student Council or organization. Students should consult with moderators for any specific eligibility requirement of that class office or organization.

## **NATIONAL HONOR SOCIETY (NHS)**

Qualified students are selected for membership in the National Honor Society based on four criteria: scholarship, leadership, service, and character. Students are not entitled to membership. Membership is a privilege.

Service is determined in part by the number of hours given in service to the school and community. Leadership is determined in part by the quality, strength, and influence of a student's example to his or her peers. Character is determined in part by the student's positive example of his convictions, morals, and behavior. A student's disciplinary record must be unremarkable.

Dishonesty or cheating on any type of academic work shall disqualify a first-time applicant from membership in NHS provided the applicant was confronted by the teacher with the offense. A similar offense by a current member of NHS shall receive a formal warning to the effect that a further offense shall result in dismissal from the society. Any other behavior contrary to the standards of the four criteria is subject to scrutiny and may result in dismissal from the society or disqualification from selection.

## **INTERSCHOLASTIC SPORTS**

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

**Boys** compete interscholastically in cross-country, soccer, tennis, basketball, track, baseball, and swimming. **Girls** compete interscholastically in volleyball, cross-country, soccer, tennis, basketball, track, softball, swimming, dance, and cheerleading.

## **PARTICIPATION IN ACTIVITIES**

All qualified students may try out for membership on an athletic team and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach and his/her coaching staff or the club moderator, under the direction of the Athletic Director or the Student Activities Director and the Principal, is final. Ordinarily the Principal will not intervene in non-selection decisions. Parents are encouraged to help their children understand that not everyone will be selected.

Parents acknowledge that participation in these sports, clubs, or summer leagues is inherently dangerous and, while the school will attempt to secure the well-being of each student, it can not ensure the safety of all students involved in these programs. Parents further acknowledge that participation in programs not recognized by St. Brendan High School releases the school of any liability sustained by students involved in such programs.

**Please note:** St. Brendan High School reserves the right to deny a student participation in any extra-curricular activity if the conditions outlined above are not satisfied.

## ACTIVITIES IN THE GYMNASIUM

Students attending or participating in an activity occurring at the school gym must be picked up within a ½ hour of the conclusion of the event. Students remaining thereafter may be charged for their supervision.

## DISPLAY OF POSTERS

Any poster or sign to be displayed in school must be approved by and contain the stamp of the Director of Student Activities. Posters not bearing the stamp will be removed from school buildings. Distribution or posting of handbills or small self-adhesive stickers is forbidden.

# SCHOOL CALENDAR 2005-2006

### August

- 4 Freshman Orientation
- 5 9th – 12th report
- 11 Back-to-school Night
- 18 Picture Day
- 25 30th Anniversary Celebration Mass

### September

- 2 Back-to-school Dance
- 6 Labor Day – School closed
- 20 Seniors: Panoramic Picture

### October

- 13 End of 1st Quarter
- 14 Teacher Workday - School closed
- 24-28 Junior ring orders placed
- 27 Parent-Teacher Conferences

### November

- 6 Open House
- 11 Veterans Day – School closed
- 14 School holiday - School closed
- 19 30th Anniversary Gala
- 24-28 Thanksgiving Holidays

### December

- 8 Feast of the Immaculate Conception
- 16-21 Mid-term Exams
- 21 End of 2nd Quarter
- 22-Jan. 3 Christmas Holidays

### January

- 4 Classes resume
- 9 Semester report cards distributed
- 16 Martin L. King Holiday – School closed
- 16-21 Homecoming Week
- 21 Freshman Entrance Exam
- 22 Catholic Schools Week

### February

- 20 President's Day – No Classes
- Close-Up Week in Washington D.C.

### March

- 1 Ash Wednesday
- 3 Junior Ring Mass
- 9 End of 3rd Quarter
- 10 Teacher Workday – School closed
- 27 St. Brendan Day – School closed

### April

- 6 Honor Society Inductions
- 13-23 Easter Holidays
- 24 Classes resume
- 28 Grad Nite

### May

- 6 Senior Prom
- 8-10 Senior Exams
- 20 Graduation Ceremonies
- 17-23 Final exams for 9th – 11th graders
- 30 Summer school registration opens

### June

- 5-23 Summer School 2006

## **ALMA MATER**

Words by: Eileen Harris, Marilyn Milian,  
and Debbie Consuegra-Plummer

Music by: Debbie Consuegra-Plummer

We the Sabres of green and white,  
Proudly roar with all our might  
Constantly searching invenire  
Knowledge, truth and life so dear.

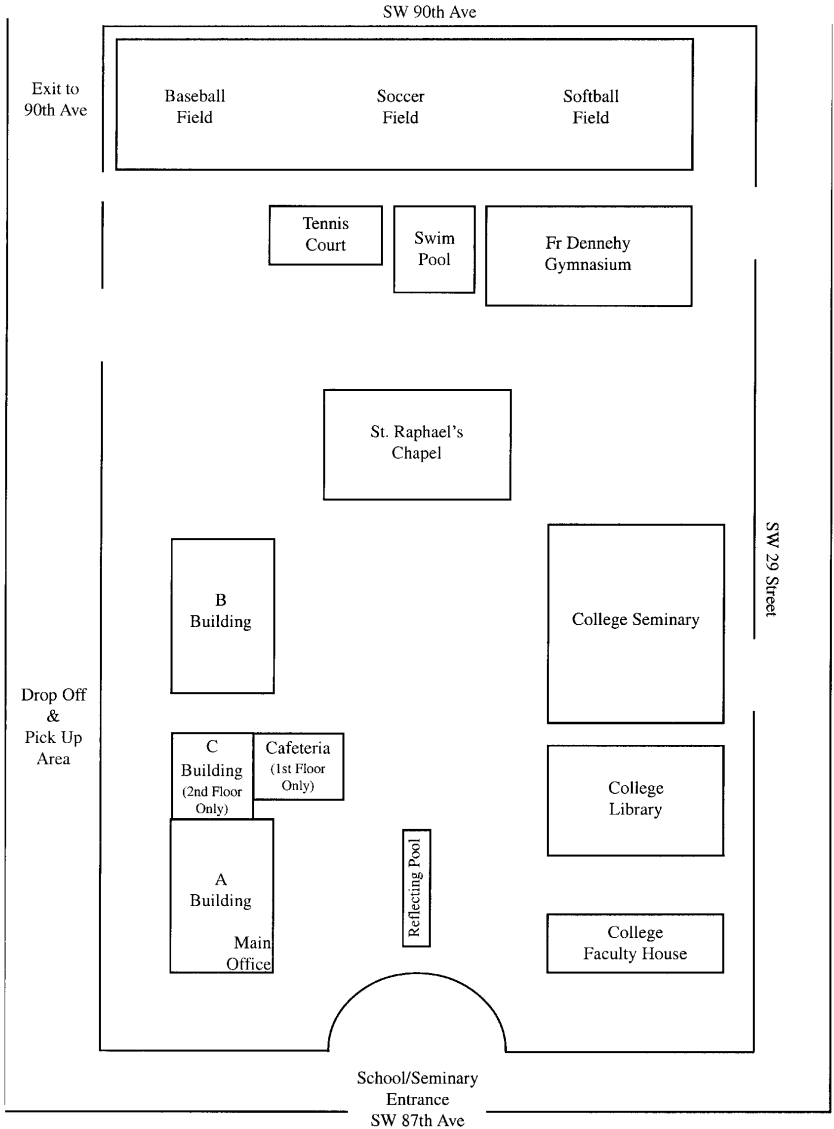
Like the saint who crossed the sea  
Explorers of the world are we.

You teach us how to love  
And share, to help, have faith,  
Seek truth and care.

Here we sing our alma mater  
your ever faithful sons and daughters  
you help us spread our wings to fly  
for this we love St Brendan High!

## BELL SCHEDULES

Regular Daily Bell Schedule		
7:45 am	Warning Bell	
7:50 – 8:05 am	Homeroom & Channel 1	H
8:10 – 8:55 am	1st Period	A
9:00 – 9:45 am	2nd Period	B
9:50 – 10:35 am	3rd Period	C
10:45 – 11:05 am	4th Period 1st Lunch	D
11:10 – 11:30 am	4th Period 2nd Lunch	
11:35 am – 12:00 pm	4th Period 3rd Lunch	
12:05 – 12:50 pm	5th Period	E
12:55 – 1:40 pm	6th Period	F
1:45 - 2:30 pm	7th Period	G
2:30 pm	Dismissal	
Noon Dismissal		
7:45 am	Warning Bell	
7:50 – 8:00 am	HR & Channel 1	H
8:05 – 8:35 am	1st Period	A
8:40 – 9:10 am	2nd Period	B
9:15 – 9:45 am	3rd Period	C
9:50 – 10:15 am	4th Period	D
10:20 – 10:50 am	5th Period	E
10:55 – 11:25 am	6th Period	F
11:30 – Noon	7th Period	G
Noon	Dismissal	
2 PM Dismissal– Faculty Meeting Schedule		
7:45 am	Warning Bell	
7:50 – 8:05 am	HR and Channel 1	H
8:10 – 8:50 am	1st Period	A
8:55 – 9:35 am	2nd Period	B
9:40 – 10:20 am	3rd Period	C
10:30 - 10:50 am	4th Period - 1st Lunch	D
10:55 – 11:15 am	4th Period - 2nd Lunch	
11:20 – 11:45 am	4th Period - 3rd Lunch	
11:50 am – 12:30 pm	5th Period	E
12:35 – 1:15 pm	6th Period	F
1:20 – 2:00 pm	7th Period	G
2:00 pm	Dismissal	
2:15 pm	Faculty Meeting	
Liturgy Schedule – Gym		
7:45 am	Warning Bell	
7:50 – 8:00 am	HR & Channel 1	H
8:05 – 9:20 am	Per. 1 and Mass (Students report to class first)	
9:30 – 10:00 am	1st Period	A
10:05 – 10:35 pm	2nd Period	B
10:45 - 11:05 am	4th Period - 1st Lunch	D
11:10 – 11:30 am	4th Period - 2nd Lunch	
11:35am – 12:00 pm	4th Period - 3rd Lunch	
12:05 – 12:35 pm	3rd Period	C
12:40 – 1:10 pm	5th Period	E
1:15 – 1:50 pm	6th Period	F
1:55 – 2:30 pm	7th Period	G
2:30 pm	Dismissal	



# ACCEPTABLE USE POLICY

## **Introduction**

St. Brendan High School uses a variety of educational technologies to enhance student learning. These technologies include computer networks, multimedia, and telecommunication resources, which have direct access to the Internet (the Net) including the World Wide Web. Use of the Net, which is a worldwide communication network of computers linked to each other, can provide unique educational resources and the opportunity for collaborative work.

Access to the Net for students at St. Brendan High School is a privilege. Use of Internet resources can change the way students access information and increase the variety of available research material. Internet access allows people across the world to retrieve and share information, thereby providing vast, diverse, and unique resources for our school.

The ability to communicate electronically with others and to gain access to primary source data is an invaluable benefit to staff and students. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians are responsible for setting and conveying the standards that students should follow when using media and information sources. Faculty and staff members will make every effort to ensure student use of the Net is appropriate and educational. St. Brendan High School supports and respects the right of each family to decide whether or not to allow their child to have access to the Net.

While using the school's computer network, students are expected to follow the same code of conduct outlined in this *St. Brendan Student Handbook*. In order to make all students using the Net and their parents aware of the acceptable use policies of St. Brendan High School, each student who is given the privilege to access Internet resources must have on file a completed *Student Internet Use Agreement and Parent Permission Form*.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. Vandalism of the computer system will result in cancellation of user privileges and a range of disciplinary action including expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data or anyone connected to the Net, including, but not limited to: uploading, creating, or transmitting computer viruses, tampering with computer programs, and changing files other than the student's own.

## **Disclaimer**

St. Brendan High School will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Net.

## **Rights and Responsibilities**

1. Access is a privilege, not a right; therefore, students are responsible for their use of the Net. The use of the Net must be for the purpose of education and research, and must be consistent with the educational goals of St. Brendan High School.
2. Students must comply with all local, state, and federal laws regarding the transmission of copyrighted, threatening, or obscene materials. Additionally, the Net may not be used for commercial activities, product promotion, political lobbying, or illegal activities.
3. Student access to the Net is allowed only with the permission and supervision of the faculty and/or staff members.
4. Communication networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages relating to or in support of illegal activities will be reported to the authorities and disciplinary action will follow.
5. Any material posted for public access on the Net is subject to prior approval by school administrators. This includes information listed in Internet web or home pages.
6. All student users of the network must have written parental permission to access the Net or remote resources outside of the school building.

### ***Network Etiquette***

1. Be polite and courteous in all network activities; rudeness is unacceptable.
2. Use appropriate language; do not use profanity, vulgarities or other abusive or inappropriate language.
3. Transmission of obscene materials is prohibited. Users who inadvertently access information that is objectionable should report any such activity to the supervising teacher and/or staff immediately.
4. Do not reveal your personal address, phone number, or social security number or that of another student.
5. Do not communicate any credit card number, bank account number, or any other financial information.
6. Do not share your password. Do not use another person's password.
7. Impersonation, anonymity, or pseudonyms are prohibited.
8. Vandalism and/or harassment through the use of the network including malicious attempts to harm or destroy data of another user, or the persistent annoyance of another through unwanted mail or messages is prohibited.

**Any user violating these provisions, state or federal laws, classroom or school rules, is subject to loss of Internet privileges and other student disciplinary actions, including criminal prosecution.**



# ACCEPTABLE USE POLICY AGREEMENT AND PERMISSION FORM

## Student Internet User Agreement

As a user of the St. Brendan High School computer network, I hereby acknowledge that I have read, understand, and agree to comply with the rules outlined in the *St. Brendan High School Acceptable Use Policy*. I request access to the Net provided by St. Brendan High School, and I promise to agree to communicate over the network in a reliable fashion, while honoring all rules and restrictions outlined in the *St. Brendan High School Acceptable Use Policy*.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom \_\_\_\_\_ Grade \_\_\_\_\_

## Parent Permission

As the parent or legal guardian of the student signing above, I request that access the Net be granted to my son/daughter. I have read and understand the *St. Brendan High School Acceptable Use Policy*. I understand that individuals and families may be held liable for any violation of these policies. I understand that some materials on the Net may be objectionable. I will emphasize to my child the importance of following the rules of the **St. Brendan High School Acceptable Use Policy**. I accept responsibility for instructing my son/daughter about appropriate Internet use -- setting and conveying standards for my daughter/son to follow when selecting, sharing, or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT HANDBOOK ACKNOWLEDGEMENT

Parents and guardians are advised that this acknowledgement must be signed and dated. The student is responsible to return this form to his/her homeroom teacher by the end of the first week of school.

By the act of registering my son/daughter at St. Brendan High School, I acknowledge and agree that I shall abide by all school policies and regulations contained in this Student Handbook. I will cooperate with the school officials in the enforcement of these rules.

\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_  
Student's Name (PRINT) Grade/HR

## ACADEMIC HONOR CODE

As a Catholic community, St. Brendan High School recognizes the importance of honesty in all areas of life. Honesty and integrity foster a community based on trust and are the cornerstones of our Catholic Christian ethical beliefs.

**Honor Pledge:** "I recognize the importance of honesty and integrity in all areas of life. Therefore, I promise I will not cheat or help others to do so."

The act of cheating includes, but is not limited to, any of the following:

- Copying homework or allowing others to copy
- Giving or receiving the answers for a test in advance
- Not documenting sources, including internet sources
- Plagiarizing
- Misusing calculators or other electronic devices
- Giving or receiving unauthorized aid on a test, quiz, or all other academic work
- Attempting to give or receive unauthorized aid on a test, quiz, or all other academic work
- Stealing or sharing a test, quiz, or any other type of academic work

### ***Disciplinary Actions***

**1st Offense:** Grade of "0"; evidence recorded in Dean's Office; parent notification by teacher; notification to all extra-curricular moderators and coaches.

**2nd Offense:** All of the above; ineligibility for Honor Societies or Student Council; ineligibility for leadership positions in clubs, peer ministry, or athletic teams; conference with Dean; Saturday School.

**3rd Offense:** All of the above; conference with Principal; Academic Probation; possible suspension.

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Student Signature

Student ID #

HR

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Parent/Guardian's Signature

Date

## MEDIA RELEASE FORM

From time to time during the school year, media and/or school personnel photograph our school, teachers, and students to visually explain the many and varied types of programs and events we offer. Those photographs or video clips, may be used in newspapers, on television, or in other publications or media forms. Your signature below indicates your permission for your child to be photographed for such purposes.

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Student Signature

Student ID #

HR

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Parent/Guardian's Signature

Date