

# **Archdiocese of Miami Virtual Catholic School**

## **ADOM-VCS Parent - Student Handbook 2017-2018**



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**Accredited by AdvancED (Southern Association of Colleges and Schools)**

**Principal: Rebeca Bautista**

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## Introduction

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

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

The Administration reserves the right to exercise its prerogative in responding to these new situations. The support of every parent and student is needed in the spirit of cooperation and partnership which is the hallmark of Catholic education. While the school authorities are deeply interested in the welfare of each student, it is impossible to realize the students' aims without the full cooperation of the parents. It is important that the parents familiarize themselves with the contents of this handbook so that they may have a better understanding of what is expected of the student. We strongly believe that adherence to these policies will help our students in becoming spiritual, moral, and ambitious leaders of the 21st century. The parents of our students are urged to see that the social life of our students does not interfere with the physical exercise, the necessary rest, and the good health habits, which make for maximum efficiency.

At least two hours of systematic preparation are required for each course, per day. This is in addition to required written work. Home study is a must at ADOM-VCS. The parents are asked to provide the place, opportunity and assistance for their students' homework and study. Regular and prompt course access is indispensable. Parents should not permit unnecessary absences in course access, since it works against successful achievement. Parents can view student progress and grades regularly; parents should contact the teachers via e-mail or phone if grades are reflecting difficulties. They should try to discover the possible cause of difficulty, by discussions with the student and/or with the teacher(s).

Parents may call the school to leave a message for the teacher, but the most effective way to reach a teacher is via e-mail. Phone conference appointments may be made by the student and/or parents with the teachers at the time and place convenient to the teachers. In dealing with school authorities, parents should take up matters of discipline and excuses from school with the Principal, as the first course of action. The Principal deals with scholastic problems. Financial affairs are settled through the Tuition Office.

## Mission Statement

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As the only SACS accredited and Archdiocesan supported virtual Catholic school in the nation, ADOM-VCS has the unique opportunity of providing a Catholic education to communities on a global scale. Our virtual learning environment is adaptable to meet the needs of all school communities or individual students, while also reinforcing Catholic values. Our innovative curriculum ignites not only a passion for learning, but also for living and better understanding our Catholic faith.

'Christ is at the center of all we do.'

## Open Admission Policy

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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.

## Accreditation

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ADOM-VCS is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement - AdvancEd (SACS CASI). Our courses meet curriculum standards developed by the State of Florida and the Archdiocese of Miami Department of Education.

## NCAA

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ADOM-VCS core course curriculum has not yet been approved by NCAA. Elective courses are not approved by NCAA as they are not part of their college entrance requirements. To see NCAA approved courses, visit the NCAA website at <https://web1.ncaa.org/hsportal/exec/hsAction> and enter ADOM-VCS school information (school code 102244).

## Parental Cooperation

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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 is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

ADOM-VCS values parents and guardians as partners. From approving course requests to monitoring progress, the Parent/Guardian Account allows parents to have a hands-on approach with the student's academic life at ADOM-VCS. With your Parent/Guardian Account you will have:

- 24/7 online access to submitted and/or graded assignments and your child's grade book
- Monthly phone calls from teachers
- Regular email updates from teachers
- Extensive access to teachers, via Office Hours

## Student Oath

We, the students of ADOM-VCS, in order to improve our school and ourselves, pledge on our honor to live as moral Christians.

We promise to abide by all school rules and regulations. We vow to reach out and lend a hand, not only to our community, but to our neighboring communities as well.

We shall take pride in our work, labor with all our effort, and only submit our own work.

We will strive to be leaders in today's world, and serve as model young men and women by leading Christian lives.

## Calendar Highlights

Although we do close our main office and ADOM-VCS personnel are off on certain holidays during the year, students can access their courses and maintain momentum in their learning, even when other schools are closed. Your ADOM-VCS course(s) will always be open and available, even on holidays. The calendar is subject to change; refer to the school's [site](#) for up-to-date information.

### AUGUST

21 Fall Semester begins

### SEPTEMBER

04 No school – Labor Day

### NOVEMBER

10 No school – Veteran's Day

23-24 No school – Thanksgiving vacation

### DECEMBER

22 End of Fall Semester

### JANUARY

8 Spring Semester begins

15 No school – Dr. Martin Luther King

### FEBRUARY

19 No school – President's Day

### MARCH

29 No school – Holy Thursday

30 No school – Good Friday

### APRIL

02-06 No school – Easter vacation

09 Classes resume

### MAY

28 No school - Memorial Day

### JUNE

05 End of Spring Semester

11 Summer Semester begins

### JULY

04 No school - July 4th

27 Summer Semester ends

## Key Personnel (Administration) and Contact Information

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Principal	Ms. Rebeca Bautista, rbautista@adomvirtual.com
Registrar	Ms. Maria Rodriguez, mrodriguez@adomvirtual.com
Comptroller	Ms. Maria Walker, mwalker@adomvirtual.com

Address: 15600 NW 32<sup>nd</sup> Avenue, Miami Gardens, FL 33054

Phone: 305-508-5556

Fax: 305-521-0185

Social Media:

Facebook: [www.facebook.com/adomvcs](http://www.facebook.com/adomvcs)

Twitter: [www.twitter.com/adomvcs](http://www.twitter.com/adomvcs) (@adomvcs)

Instagram: [www.instagram.com/adomvcs](http://www.instagram.com/adomvcs) (@adomvcs)

If you need to contact your teacher directly, you can find their contact information on the course announcement page.

## Technology Requirements/Specifications

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### Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the ADOM-VCS Learning Management System (LMS) as well as the Internet to communicate and share information.

Hardware and software requirements for accessing the course platform can be met by using your family's personal computer, a computer in a public library, or any other computer as long as the equipment used meets the ADOM-VCS minimum specifications, listed here:

[System Requirements](#)

[Technical Requirements](#)

## Roles and Responsibilities

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### Parent or Legal Guardian

Parents/guardians play a key role in their student's success in any learning environment, but even more so at ADOM-VCS because there is an expectation that parents/guardians will be involved in the student's learning by participating in the Orientation Webinar. During this interactive session, the parents/guardians are introduced to the requirements of the course and begin building strong teacher-student-parent relationships. In order to be kept informed of the student's progress, parents/guardians will also need to be available for a monthly contact with each of their student's teachers, and will have the ability to choose a preferred method of contact.

Additionally, parents/guardians should contact the student's teachers to keep them informed of vacations or extended absences. Parents/guardians need to ensure that their student is making continuous learning gains weekly, which can be monitored through a parent/guardian account.



Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with the ADOM-VCS Academic Integrity Policy (posted on the school's site).

### **Student**

The student's role at ADOM-VCS is to learn to the best of his or her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the ADOM-VCS Academic Integrity Policy.

### **Teacher**

The subject-specific teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle the following instructional questions:

- the curriculum or materials
- the course scope and sequence
- modification of assessments for students with documented special needs
- testing
- grading and progress reports
- help with a particular assessment or concept

Teachers proactively monitor each student's progress using our Learning Management System, and through regular contact via phone, texting, email, and synchronous Live Lessons. Teachers score assessments and provide feedback on the student's performance through formal means, such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls and online communication. Depending on a student's needs and grade level, teachers provide instruction in different ways. Generally, students will have a different subject-specific teacher for each course.

## Academic Policies

All forms of scholastic dishonesty are prohibited, whether related to a written/electronic examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking.

Scholastic dishonesty includes, but is not limited to cheating, plagiarism, 'cut and paste', absence of citations, collusion, and academic dishonesty. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense, and information provided by the instructor.

### ADOM-VCS Honor Code

We, the members of the ADOM-VCS community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at ADOM-VCS, the following pledge is either required or implied:

**"On my honor, I have neither given nor received unauthorized aid, in doing this assignment."**

### Violations

1. Cheating - This act implies an intent to deceive. It includes all actions, devices, and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam, homework, 'cutting and pasting,' and using outside resources during an exam.
2. Plagiarism - Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes, and failing to give credit for someone else's ideas.
3. Collusion - This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information for assignments that are assigned to be done individually.
4. Academic Dishonesty - This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the ADOM-VCS community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of any scholastic dishonesty, violation, and accusing a student of a violation of the ADOM-VCS Honor Code in bad faith.
5. Testing Procedures - This includes those procedures that are stated within the testing instructions, as well as any teacher's particular request. Students must follow all instructions given by the teacher or reader. Students are expected to give their full effort at all times during exams.

### Student Responsibility

A commitment is made in writing to be honest in all academic work and abide by the ADOM-VCS Honor Code. In addition, students should report any condition that facilitates dishonesty to the class instructor, school facilitator, or the Administration.

## Consequences

A student found responsible for violations of the ADOM-VCS Honor Code shall be subject to consequences stated in this handbook (under Cheating Policy). Furthermore, those students in dual enrollment/AP courses may forfeit their opportunity to remain in the course or receive the dual enrollment credit.

## Graduation (full-time students)

Seniors may not receive official transcripts and/or high school diploma due to the following reasons: financial deficiency, insufficient credits, insufficient grade point average. At the discretion of the Principal, some seniors may not receive documents for reasons of misconduct or disciplinary action.

## Graduation Requirements (full-time students)

24 credit program, over four years

Subject Area	Credits	Note
Theology	4	
English	4	
Math	4	<ul style="list-style-type: none"><li>1 credit - Algebra I</li><li>1 credit - Geometry</li><li>1 credit - Algebra II</li><li>An 8th grade credit can be approved for Algebra I, if the course was taught by a certified teacher in the 9th grade Math level [or higher] and that state code is the equivalent of the 9th grade Algebra I course</li></ul>
Science	3	<ul style="list-style-type: none"><li>1 credit – Biology (laboratory component)</li><li>1 credit – Chemistry (laboratory component)</li></ul>
Social Studies	3	<ul style="list-style-type: none"><li>1 credit - World History</li><li>1 credit - American History</li><li>0.5 credit - American Govt.</li><li>0.5 credit - Economics</li></ul>
Physical Education	1	<ul style="list-style-type: none"><li>Course must include integration of Health</li></ul>
World Languages	2	<ul style="list-style-type: none"><li>Courses must be in the same language, taken consecutively</li></ul>
Fine/Practical Art	1	<ul style="list-style-type: none"><li>1 credit – Fine Art <u>or</u> Practical Art</li></ul>
Electives	2	

1. All students must take a minimum equivalent of 6 credits each year.
2. A failure in any subject must be made up at ADOM-VCS. A student may not advance to the next grade level unless the student has earned 6 credits at the preceding level.
3. A Senior who fails any subject, regardless of the number of credits he/she has already earned, will not receive his/her diploma unless the credit(s) is/are made up at ADOM-VCS.
4. All full year courses must be completed; partial credit cannot be granted.
5. A student must have a cumulative unweighted State of Florida GPA of 2.0.

6. **Florida full-time students:** As of the freshman class of 2014, each student must complete one online class as a requirement for graduation.

### Academic Placement

According to the individual ability, past performance in class, the degree of difficulty of a particular subject, test scores and teacher recommendation, the student may be placed in General, Honors or AP courses. In order to qualify for the Honors Program and the Dual Enrollment Programs for college credit, a student must maintain an A average, acceptable standardized test scores and get approval from the Principal. Previous AP scores will determine continuation in AP classes.

### Forgiveness Policy (full-time students)

ADOM-VCS complies with the forgiveness policies set forth by the State of Florida Board of Education and the Archdiocese of Miami. Florida Statutes require that the grade "F" for a failed class must appear on the transcript along with the remediated grade. However, the failing grade will not be used in calculating the GPA.

### Grading Policies

All courses offered are semester courses. At the end of each semester course, students will earn ½ credit. A final exam will be given and a final grade will be earned. Courses that require one (1) credit each year will still receive what is required. The combination of semester one (1) and semester two (2) will equal one (1) credit needed.

Academic credit will be awarded on a yearly basis. Students will receive .5 credit for each course with a passing grade with a maximum total of one (1) credit.

### State of Florida Graduation Requirements (full-time students)

The state of Florida requires all students on a traditional graduation plan to have a 2.0 unweighted GPA.

GRADING SCALE - to calculate State of Florida 2.0 Graduation Requirement (UNWEIGHTED)

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points

Please note that universities each have their own system for calculating GPAs.

## GPA Calculation for State of Florida Graduation Requirement (full-time students)

To calculate Grade Point Average (GPA), each letter grade is converted to a quality point number. The quality points are totaled and divided by the total by the number of classes on the schedule.

Example: The report card shows 3 A's, 3 B's, and 1 D. Each A earns 4 points = 12. Each B earns 3 points = 9, and the D earns 1 point = 1.  $12 + 9 + 1 = 22$ . Divide 22 by 7 = 3.14

Cumulative Grade Point Averages are based on final grades only. This average is computed by dividing the total number of quality points earned by the total number of courses attempted.

The Principal will calculate official GPA's and will be updated at the end of each semester (full-time students).

Report Cards, for full-time students, will include both the State of Florida GPA & the ADOM-VCS GPA.

## Academic Grading System

Grade		Numerical Equivalent	Standard Weight	Honors Weight	AP Weight	Un-weighted
A	Excellent	90-100	4.0	5.0	6.0	4.0
B	Good	80-89	3.0	4.0	5.0	3.0
C	Average	70-79	2.0	3.0	4.0	2.0
D	Poor	60-69	1.0	1.0	1.0	1.0
F	Failure	59-00	0.0	0.0	0.0	0.0

## Diplomas issued by ADOM-VCS (full-time students)

Regular Diploma: Awarded to students who meet all requirements for graduation.

## Transfer Credits (full-time students)

The student must understand that all his/her grades will be accepted as they appear on the official transcript. Any classes that we do not offer will be equated to something in our curriculum.

For those classes which have an "F" grade there remains the obligation to recover the credit/course.

Furthermore, any credits earned in, and accepted from Junior High will not be counted as part of the total credits (or any GPA) which need to be earned in grades 9-12 unless the credits taken were earned through ADOM-VCS.

## Report Cards

Report cards are e-mailed two times a year, at the end of each semester. Parents are urged to monitor academic progress and may contact teachers with any concerns.

## Academic Probation (full-time students)

Any student who has more than two (2) failures and/or a G.P.A. below 2.0 based upon all subjects in the first semester or final grade is placed on academic probation. There is the possibility that the student will be dismissed if the failures continue.

**IF THREE (3) CREDITS ARE FAILED AT THE END OF THE SEMESTER/YEAR AND/OR THE GPA FALLS BELOW A 2.0, THE STUDENT MAY BE ASKED TO WITHDRAW FROM ADOM-VCS.**

## Parent-Teacher Conferences/Communication/E-Mail

Parents are encouraged to contact the teachers via email. Allow 48 hours for a response from the teacher.

The ADOM-VCS LMS transforms our website into an extraordinary extension of our school. Parents and students will be given passwords to access information on the ADOM-VCS LMS for their particular child. Grades, attendance, school news, class news, assignments, calendars and more can be viewed at this site. It also replaces the progress report since parents may view their child's academic progress anytime. If you have any questions, please e-mail us at [info@adomvirtual.com](mailto:info@adomvirtual.com).

## Orientation and Starting Your Program/Course Procedures

- Use your login information to sign on the ADOM-VCS LMS and complete tutorial. No student will be allowed to start any class without first attending an Orientation Webinar.
- ADOM-VCS classes are paced and user friendly. All instructions, expectations and procedures are provided inside the ADOM-VCS LMS to help you successfully complete your class.
- If you have any questions or concerns as you begin your class, please email your teacher IMMEDIATELY.

## Course Materials, Overview and Objectives

All course materials, e-textbooks and resources are online (some e-textbooks require an additional fee). Assignments, exams and special projects are all completed online and within the framework of the ADOM-VCS LMS. After completing the student orientation process, students may login to a course and review course descriptions, syllabus and course objectives. Course objectives are clearly stated and can be found in each learning module.

## Course Assessment and Participation Requirements:

Students are required to log in and turn in work daily, Monday-Friday. If a student is absent from an online course for more than 72 hours, a parent/guardian will be notified.

All assignments have a 7 day Grace Period after the posted due date; assignments submitted during the Grace Period receive a 10% deduction in points. Teachers may make exceptions to this rule if a student: requests time off in advance and gets teacher approval or if the student has circumstances that legitimately have kept him/her away from the computer. The student will need to contact the teacher regarding the circumstances and the teacher may request a phone conference with the parent.

## Materials

Unless otherwise stated in the course descriptions, the only materials students need for their ADOM-VCS courses are as follows:

- Students should have access to a computer.
- Students should have internet access. Continuous broadband Internet access is recommended.
- The ability/permission to install plug-ins or software (e.g., Adobe Reader or Flash) is recommended.
- The ability to download and save files and documents to a computer is recommended.

## Student Help

1. If you need technical help, have a question about our LMS or a general question about enrollment policy and procedures, please contact [info@adomvirtual.com](mailto:info@adomvirtual.com)
2. All questions regarding your virtual class relative to academics, assignments course completion and grades should be **directed to your teacher**.
3. You will receive a response within 24-48 hours.

## Assignments

To address different learning styles and multiple intelligences, there are many different types of lessons and ways to complete the lessons.

Assignments include but are not limited to: discussion board postings, document based questions, quizzes, worksheets, writing assignments and projects.

Students must take Final Exams in all courses.

## Retaking Exams

After counseling and remedial guidance, teachers may allow students to retake examinations.

## Private Tutoring

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.**

## Discipline Policies

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Just as in the traditional classroom, virtual classroom students are expected to conduct themselves appropriately. Courteous, timely and well-informed participation is expected throughout the entire term. Use of profanity, off-color remarks, bullying other students, or rudeness is not acceptable. All serious discipline issues will be reported directly to the online school facilitator.

### Search and Seizure Policy

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

### Conduct

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

### Complicity

A student present during the commission of an act by another, 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(s) which constitute(s) a violation of school policy are required to report such incidents to the proper school authorities. Failure to do so may result in disciplinary action. Every effort may be made to keep confidential the identity of students reporting violations may be maintained as it is not the intent of the school to burden innocent witnesses.

### Harassment and Discrimination

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

### Bullying/Harassment Investigation Disclosures

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



## Drug and Alcohol Policy

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

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

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

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

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

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

### 1. Definition

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

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

### 2. Scope

a. This policy prohibits bullying that occurs either:

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

### 3. Reporting Complaints

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

### 4. Disciplinary Action

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

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

#### Bullying/Harassment Investigation Disclosures

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

#### **Weapons Policy**

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

#### **Threats of Violence**

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

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

#### **Public Display of Affection**

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

### **Cheating Policy**

First offense: Copying homework, plagiarizing texts and other resources, obtaining or giving unwarranted assistance on homework, quizzes, tests, projects or exams, as well as any violation of testing procedures, are all considered cheating and may result in a zero for that assignment or test and a referral to the Dean's Office. All such incidents may be reported to the Principal. Further consequences for the first offense are left to the teacher's/principal's discretion. Second offense may result in suspension. A third offense may result in an indefinite suspension from school and a referral to the Disciplinary Committee with a recommendation for expulsion.

### **Contracting or Representation in the Name of the School**

Students are prohibited from contracting in the name of ADOM-VCS and may not claim to be an official representative of the school for any purpose.

### **Fundraising**

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

### **Disciplinary Code**

Conduct contrary to the moral teachings of the Church, or any behavior deemed unacceptable by teachers or administrators may result in demerits, detention, probation, suspension or expulsion.

### **Principal's Right to Amend**

Any student's action that is not in keeping with the philosophy or objective of ADOM-VCS is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students may be notified of any amendments. The principal and/or Supervising Principal are the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

## Technology Acceptable Use Policy & Computer Use

Internet access is required for all students, but access must be practiced in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is common. Some sites contain illegal, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

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

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;

- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

### **Supervision and Monitoring**

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

### **Consent**

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

### **Consequences for Violations**

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

## Guidance Policies

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### Confidentiality

Counselors keep information confidential, including information shared by students or parents. In cases where the students' life, health, or safety is at stake, confidentiality does not apply, parents and/or the appropriate agencies will be promptly notified. Teachers keep student records confidential. ADOM-VCS follows FERPA (Family Educational Rights and Privacy Act) when dealing with school records.

### Pregnancy

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

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 of the Safe Haven for Newborns program, visit the website at [www.asafehavenfornewborns.com](http://www.asafehavenfornewborns.com).

1. ADOM-VCS believes that every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. The respective guidance counselor may meet with the student(s) concerned and their parents. Appropriate counseling and medical attention will be sought.
2. If a girl becomes pregnant while at ADOM-VCS, the student(s) and parents concerned will be encouraged to seek the counsel of their respective pastor. Such counseling is strictly confidential. Respect Life and Catholic Social services are available for counseling.
3. The Principal will make decisions regarding participation in classes while assuring the continuing education during the term of the pregnancy.
4. Pregnancy itself is not a cause for dismissal from ADOM-VCS. If the young woman does not marry and chooses to either keep the baby or give her baby up for adoption, she may at the discretion of the Principal, return to school to complete her education.
5. Married students may not attend ADOM-VCS.

### Suicide Policy

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. Parents will be required to obtain a psychological evaluation from a licensed professional and agree to share the results with the school administration. If the threat is of a grievous nature, the student will be sent for counseling and may not return until an assessment and evaluation has been submitted to the Principal by the assessing agency. Please be aware that if any of the conditions listed above are not met, the school may require the student to withdraw.

## Additional Policies

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### School Sponsored Events

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

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

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

### Participation in School Athletics or Organizations

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

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

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

### Medications and Immunizations

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

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.



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

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

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

### Notification of Rights under FERPA

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses

education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

### **Emergency Information**

The policy of the school with regard to school closings in cases of emergencies is to follow the decisions of the public school district in which the school is located (Miami-Dade County).

### **Custodial Rights**

In case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

### **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.

### **Child Protective Investigations**

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

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

discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### 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.

### Surveys

The school collects directory and demographic information for accreditation process. Periodically, students participate in opinion and interest surveys that may be used in school publications, media articles, sites, etc. Contact the school at 305-508-5556 if you do not want your child to participate in these 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, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

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

### Electronic Acknowledgements

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

### VIRTUS: Touching Safety Program

Every school year, ADOM-VCS presents a sexual abuse prevention program to our students, the *Touching Safety* program. The creators of the *Protecting God's Children*<sup>™</sup> program developed the *Touching Safety* program. This program is provided to us by the Archdiocese of Miami, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. As a parent, you have the right to choose whether your child participates or not. If you have questions about the program, please contact Maria Rodriguez at 305.508.5556. If you determine that you DO NOT want your child to participate please request and complete the "opt-out" form and return it ASAP to:

## **Archdiocese of Miami Virtual Catholic School**

**Attn: Maria Rodriguez**

**15600 N.W. 32 Avenue, Miami, FL 33054**

To view the guide for Parents, Guardians, and Other Caring Adults please click the following link:

<https://www.virtusonline.org/educators/TeachingTouchingSafety.pdf>

### **VIRTUS: Seguridad en el Contacto Físico**

Todos los años, ADOM-VCS presentará un programa de prevención de abuso sexual, el programa Seguridad en el Contacto, a nuestros estudiantes. Los creadores del programa Protegiendo a los Niños de Dios™ desarrollaron el programa Seguridad en el Contacto. Este programa está patrocinado por la Arquidiócesis de Miami, y es parte de nuestra tarea continua de crear y mantener un entorno seguro para los niños y proteger a todos los niños del abuso sexual. Las lecciones programadas se ofrecen a todos los estudiantes de ADOM-VCS. Como padre, usted tiene el derecho a determinar si su estudiante participa. Lo invitamos a leer la "descripción general" y el "plan de las lecciones" para que usted conozca la naturaleza del programa Seguridad en el Contacto. Si usted tiene preguntas sobre el programa o las lecciones, por favor comuníquese con Maria Rodriguez al número 305-508-5556. Si usted determina que usted NO DESEA que su hijo participe, por favor llene el formulario de "exclusión" y devuélvalo lo antes posible a:

**Archdiocese of Miami Virtual Catholic School**

**Attn: Maria Rodriguez**

**15600 N.W. 32 Avenue, Miami, FL 33054**

El formulario de VIRTUS Oportunidad para "excluir a su estudiante" del programa Seguridad en el Contacto Físico se encuentra en Edline en el Student Parent Handbook. Para más información sobre el programa Seguridad en el Contacto, visite la página Internet

[https://www.virtusonline.org/educators/TeachingTouchingSafety\\_sp.pdf](https://www.virtusonline.org/educators/TeachingTouchingSafety_sp.pdf)

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

***The Curriculum Fee is non-refundable and must be paid before students have access to course materials. After 28 days from the start of the semester or if 15% of the course is completed, tuition is not refunded.***

Zero tolerance will be enforced. It is an Archdiocesan policy that a child will not be accepted in an Archdiocesan school who has an outstanding debt in the last Archdiocesan school attended.

# Archdiocese of Miami Virtual Catholic School

## Parent-Student Handbook Acknowledgement Form

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

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

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

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

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

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

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

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