



Saint Joseph
Catholic School

STUDENT HANDBOOK

2014-2015

*Welcoming, educating and challenging children to become
lifelong learners and followers of Jesus Christ.*



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INTRODUCTION

Welcome to Saint Joseph Catholic School

Saint Joseph Catholic School is a very special educational community that, before anything else, strives to build a strong Christian faith community among its parents, teachers, and students so that education can thrive with a greater fullness of life. This is only possible with the support of the families that choose to send their children to our school. Without your support, our ability to educate your child is greatly hindered. We appreciate that you choose to send your child to our school and take that responsibility seriously.

It is a privilege to attend a Catholic school, not a right. The School confers rights to its students as set out in this Handbook. Policies, procedures, rules, and guidelines are set and enforced to provide for the common good of all children and to assure a smooth and successful day to day operation. We believe education is a partnership with parents, teachers, and students working together for the success of every child. We, therefore, expect your help, support, and cooperation in seeing that these policies are followed.

Please take the time as a family to familiarize yourselves with the policies, procedures, and information in the Handbook. The School administration reserves the right to interpret and execute all school policies and to address any other issue that impacts our School community.

Thank you for your time, support, and cooperation. We truly look forward to our partnership in the education of your child.

Claudia A. Stokes, Principal

Faculty & Staff of Saint Joseph Catholic School

Mission Statement

Saint Joseph Catholic School offers Pre-Kindergarten 3 through Eighth Grade students the high academic standards and curriculum of the Diocese of Orlando. We recognize each student as a unique individual created in the image of God. Our community welcomes, educates and challenges children to become lifelong learners and followers of Jesus Christ.

Revised and adopted by the School and Parish during the 2012-2013 school year.

School Philosophy

Acknowledging our partnership as the School Community of Saint Joseph, we promise to work together to:

1. teach the message revealed by God which the Church proclaims,
2. foster and nurture each student's faith through prayer, the sacraments, community service, and example.
3. accept all students at their own unique level of ability and achievement, while encouraging them to have healthy expectations of themselves.
4. build a positive self concept, and a sense of self worth in each student entrusted to our care;
5. provide a curriculum in which students will experience a constructive pattern of growth leading to personal fulfillment and future success as lifelong learners; and
6. provide a foundation of skills that will enable all students to be creative users of technology both now and in the future.

School History

Saint Joseph Catholic School was founded in 1963, with an initial enrollment of forty pupils to serve the needs of the people in South Brevard County. The old Parish Hall on Miller Street, Palm Bay, was converted into three classrooms for grades one through six, and was staffed by four Sisters of Mercy from Ireland. By 1965, the school's enrollment reached 120 pupils. To meet the rising need, a new school, with eight classrooms and one office was built on Babcock Street, and opened in January 1967. By 1974, the school had gained accreditation. The school is situated on 15 acres and is housed in separate buildings, along with the church, the parish center, and the parish office building. The parish center is used by the school as a cafeteria and as an auditorium for musical and dramatic presentations to the community.

Saint Joseph Catholic School celebrated 50 years of academic excellence in 2013. The school continues to thrive with the support of the parish and home communities working together to create a Christian environment, where students are encouraged to reach their full academic, social and spiritual potential. The faculty and administration are progressive in their approach to instructional methods, teaching philosophy, curriculum development and meeting individual student needs. The school community is constantly growing and changing to meet the demands of students without sacrificing the fundamentals we have found to be successful.

All teachers are degreed and either certified, or in process of certification. All specialty teachers are degreed and certified in their areas of expertise. The early child department holds to a student/teacher ratio of 20 to 1 teacher with 1 assistant. The elementary grades 2 through 4 maintain a student/teacher/aide ratio of less than 30 to 1 teacher and 1 part-time assistant. The middle and junior high school grades usually have an average ratio of 25 students to 1 teacher. Students are held to high academic and social standards. We believe students will produce no less than what is realistically expected of them. Traditionally, Saint Joseph students consistently meet and exceed all expectations. They demonstrate competency by scoring well on standardized tests and reports cards. They excel in extracurricular activities and participate in community service projects. Often, students are recognized publicly by local organizations and the news media for contributions benefiting the community.

The school community has been active participants in the national make A Difference Day projects since 1998. The school received a national award in Washington D.C. for our make A Difference Day project in 2002 and again in 2012; projects that have supported causes such as the Ronald McDonald House and ALS, both of which have personally touched the lives of members of our School community.

In 1994, Saint Joseph Catholic School was proud to be recognized as a National School of Excellence by the U.S. Department of Education. In 2006, the award, whose name has been changed to A Nationally Recognized Blue Ribbon School, was again awarded Saint Joseph School.

Saint Joseph School has 18 modern air-conditioned classrooms equipped with cable, closed circuit TV with DVDs and 70 desktop computers. Classrooms are equipped with SMART Board interactive white board technology (including SMART Boards, dedicated notebook computers, doc cameras, and wireless slates). The school is equipped with wireless internet access, guarded by a CIPA Filter to safeguard the children from inappropriate websites. The campus houses state of the art facilities including a science lab, a wireless laptop cart equipped with 28 laptop computers, two additional wireless carts housing 25 additional laptops, and a library/media center. Other rooms on campus include a cafeteria/parish hall, conference/meeting room, art room, music room, student services resource room, faculty workroom, clinic, after care rooms and administrative offices.

Brevard County is known as Florida's Space Coast and Palm Bay is the largest city in the County. This highly residential community is greatly influenced by the proximity of Kennedy Space Center, Patrick Air Force Base, and several high-tech and space-support industries such as Harris Corporation, Intersil, Grumman, Rockwell Collins and McDonnell Douglas. Palm Bay is a moderately transient area with a diverse and rapidly growing middle class population. The Space Coast has seen recent economic struggles due to the closing of the NASA Space Program in 2012.

True to the pioneer spirit of Palm Bay's early Catholic Community, the School has always labored diligently with limited resources to achieve excellence in education. It is through this spirit that the School continues to be the hub of educational activity, with lifelong learning programs that continue to meet the needs of the individual and family.

POLICIES

Admissions

All children entering Saint Joseph Catholic School are subject to the policies and regulations of the School and the Diocese of Orlando. The School is accredited by the Florida Catholic Conference and adheres strictly to the State of Florida's policies on age requirements and absenteeism. Saint Joseph does not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin in administration of its education policies, admission policies, financial aid and loan programs, athletic programs and other school programs.

Registration

The age requirements for children entering Pre-Kindergarten through Grade 1 are all “**as of September 1**” as follows:

- ◆ Entering the Pre-Kindergarten 3-year old program must attain the age of 3.
- ◆ Entering the Pre-Kindergarten 4-year old program must attain the age of 4.
- ◆ Entering Kindergarten must be 5 years of age.
- ◆ Entering Grade 1 must be 6 years of age, or have successfully *completed* Kindergarten at an “accredited” public or private school.

New students and/or families must -

1. Submit a New Student Registration Fee (non-refundable), completed registration forms, birth certificate, baptismal certificate (if baptized), most recent report card or progress report (if transferring), Florida physical form, and the Florida HRS immunization form. If your child has an Individual Education Plan (IEP) this must also be submitted.
2. Have a family interview with the Principal, and
3. If expecting to qualify for the active parishioner tuition rate, meet with your Pastor from Saint Joseph or Our Lady of Grace Catholic Church to obtain a letter of subsidy support.

Incoming students *may* be tested in Math, Essay or Reading Comprehension. All new students are admitted on a probationary period of 90 days in order to ensure that our school community is a good fit for the prospective student. This does not relinquish the financial commitment of tuition payment during this period.

Re-Registration

Re-registration of the current student body traditionally occurs in early spring. In order to re-register, all school debts must be paid in full, all service hour requirements for the current school year must be fulfilled, and if paying the discounted Category I tuition rate, all Church obligations met. A non-refundable, per student registration fee is due when you re-register. Students with McKay Scholarships must have an annual review to ensure that the School will be able to continue to meet their needs in the classroom.

A student who withdraws from the School as a matter of parental choice or for reasons deemed to be unacceptable to the administration, **will not be refunded** tuition, registration or instructional fees and will not be readmitted.

Academic Standards for Athletics, Extra-Curricular Activities

According to the revised School Board Policy Number 10, effective 11/2013, “Any student participating in a Catholic Coastal League (CCL), intermural or intramural sport or school-sponsored extracurricular activity must have acceptable grades in all subjects, including conduct on his/her report card or progress report. A student who receives any grade under 70% may not play in a game, will be placed on probation and will not be allowed to participate in his/her sport or activity. The subject teacher will notify the Principal and the Assistant Principal, who will conduct an evaluation of the student on probation to determine eligibility to resume participation in his/her sport/activity.

Any student participating in a school sport or school sponsored extra-curricular activity must have acceptable grades in all subjects, including conduct, on his/her report card or progress report. Any student with a 70% - 74% in academic subject matter may continue to play on a team, but will receive a warning from the principal. Any student who makes a 69% or less in any academic subject matter will be placed on probation and will not be allowed to participate in his/her sport or activity. The Athletic Director will conduct a weekly academic evaluation of a student *on warning* or *probation* in order to determine the student’s eligibility to resume participation in his/her sport.” The coach or club leader of an extra-curricular activity will do the same.

The Principal will sign all weekly academic evaluations of the student *on warning* or *probation* to determine the student’s eligibility to resume participation in his/her sport or activity. Students participating in fall volleyball or football, spring softball or baseball must have passing grades at the time of Progress Reports to be eligible to play.

All students must be properly dressed and on time for their sport or club. Students staying after school for an extra-curricula activity **may NOT leave school grounds** (without an “authorized-to-pickup” adult) and must stay with the coach/activity leader at all times – students may not wander around the campus once school has been dismissed. Students are not permitted to enter the locker room or practice on the court without adult supervision. **If your child’s practice/meeting does not begin immediately following dismissal, he/she MUST check into the after school program until the extracurricular event begins. You will be billed accordingly.**

Proper conduct and respect are required at all times! Any unruly or disrespectful behavior during school, after school while on school property, during practices/games at home or away, will result in a one game/activity suspension. Continued problematic behavior after warning will result in dismissal from the sport/activity. A complete set of rules and regulations for each sport/activity will be sent home to be signed by the parent and student, so that each will understand what is involved and expected of that student. It is the parent’s responsibility to provide adult supervision for their child while at an extra-curricular school function on or off campus. Children may not be left alone at any time.

Attendance, Absence and Tardy

According to the revised School Board Policy Number 40, "Faithful and daily attendance at school is extremely important to the educational growth and development of each and every child and is taken very seriously. Illness and matters of serious importance, such as death in the family, are valid reasons for being absent from school; keeping children out of school for any other reason needs the prior approval of the Principal to be considered a valid absence. Whenever possible, doctor and dental appointments should be made after school hours."

When a student is absent, it is the student's responsibility, not the teacher's, to seek out and make up any work or exams that have been missed during an absence. **All homework assignments and tests must be completed within 3 school days of the student's return to school.** Teachers will provide make up work after the absence occurs, as it is not always possible to collect work during the day. For multi-day absences, arrangements to pick up work can be made.

Attendance is a major predictor of student academic success. Students must attend school punctually and regularly and conform to the attendance policies of Saint Joseph Catholic School, Diocese of Orlando and the laws of the State of Florida, as applicable. The State of Florida's statute on absenteeism states that a student who misses more than nine (9) days within a semester without a Doctor's note will not receive a passing grade for the semester unless:

- a. Medical evidence is presented to the Principal, in writing, justifying a specific number of days of absence, AND
- b. The student demonstrates mastery of the performance standards in the course as identified in curriculum guides and/or adopted textbooks.

When a student returns to school after any absence, the Principal requires a written note from the parent or guardian regarding the student's absence. If an absence note is not submitted to the Office, the student's absence is recorded as unexcused.

Excused absences are permitted for the following reasons; illness or injury of the student; illness injury or death of an immediate family member; extensive medical procedures; other major family emergencies; other reasons as deemed appropriate by the Principal. Doctor, dental, and orthodontic appointments should be made outside of school hours. The arrival of a student after school day begins results in a tardy being assigned to the individual.

It is the shared responsibility of the School and the home to assist students in developing desirable habits of punctuality and attendance. Students who do not comply with the School's published attendance policy may lose class credit, be suspended, be asked to withdraw, or be expelled.

Excused Absences

Parents – please call the school office by 8:30 am when your child will be absent. A written note stating date and reason for absence must be signed and submitted to the Office upon return. An Admit Pass will be issued your child to enter class. Any **absence of 4 or more days requires a doctor's note.**

Unexcused Absences

Family vacations, reunions, conflicting holiday schedules and personal days are deemed unexcused absences! No student will be given class or home work in advance of any unexcused absence.

Early Release

Under no circumstances are students permitted to leave the school premises. If, for some important reason, a student has to leave campus during school hours, a parent or guardian **must** sign them out from the School Office. If a person other than a parent or guardian is releasing a student from school (either before or after normal dismissal) he/she must be on the pickup list or his/her name must be communicated to the School Office by the parent or guardian **IN WRITING**. This person must come to the office where I.D. will be requested and the student will be called to the office.

Extracurricular Activities

A student who is absent from school or who arrives at school later than 11:00 AM will not be allowed to participate, practice, or compete in any extracurricular activities for that day or evening. This policy includes school dances.

Tardiness

Parents are ultimately responsible for students arriving to school on time. Tardiness is not acceptable! One of the responsibilities of each student is to be in the classroom and ready for the school day prior to 8:00 AM. If a student arrives after 8:00 AM, the parent must accompany the student to the office to sign in and obtain a tardy slip so children may be admitted to the classroom. This rule applies to all students. Tardiness is recorded on a daily basis and is documented on the student's official report card and in the cumulative folder. An excused tardy will be given in an emergency situation only as determined by the school administration. Continual tardiness is a form of educational neglect.

There will be consequences for excessive tardiness which may include parent conferences, recess and after school detentions, and other progressive disciplinary actions to remedy the situation.

If you are late dropping your child off in the morning, you must escort your child to the office for a late slip – the student will bring the late slip to the teacher. **Parents are not permitted to enter the classroom after 8:00 AM as the school day has officially begun.**

If your child will be late to school, his/her lunch order must be called into the School office by 8:30 am.

Behavior and Discipline

Students who display conduct, whether in or out of the School community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

Students' off campus behaviors include inappropriateness toward teachers, students, or the school, or in the presentation of themselves in the realms of social media as well as other public forums.

In most situations, progressive discipline shall be used as defined below:

- Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and to build upon strategies that promote positive attitudes and behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is corrective, supportive and restorative.
- Early interventions may include, but are not limited to, contact with parents, detentions, verbal reminders, review of expectations, a written work assignment with a learning component, loss of privileges or referral to community agencies.
- Early and ongoing intervention strategies will help prevent unsafe or inappropriate behaviors in a school and in school-related activities.
- Intervention strategies will provide students with appropriate supports that address inappropriate behavior and will result in an improved school climate.
- The progressive discipline continuum is a stepped approach to support a positive change in behavior.
- Full consideration will be given to all incidents serious in nature that may affect a student's behavior. These serious incidents include, but are not limited to, distributing illegal drugs or controlled substances, seriously injuring a fellow student or Diocesan employee, child sexual abuse, or committing a serious criminal act.
- Students, parents and teachers must all be made aware of the steps and consequences in the progressive discipline program.

While progressive discipline is preferred, immediate suspension or required withdrawal may occur.

The goal of all discipline is self-discipline, creating a wholesome sense of what is appropriate and what is inappropriate behavior. Students are taught to make choices based on what is good for each individual and what is good for the school community. The School utilizes a positive discipline program in Pre-Kindergarten through Grade Eight. The purpose of this program is to encourage positive behavior and not to waste instructional time dealing with inappropriate behavior. Each classroom teacher will clearly outline the reward system they will use in the classroom to encourage positive behavior. Students may earn the right to participate in a reward upon achieving behavior goals. For example:

- Elementary students' behavior rewards may consist of a Friday surprise, a sticker, an extra recess or a pick from a treasure box.
- Middle School students must obtain a "C" or better on Progress Report/Report Cards to be invited to participate in any behavior party or any field trip. If a Middle School student who has a behavior grade below "C" defies this policy and shows up at a party or field trip, he/she will receive a severe consequence.

Disciplinary actions are generally of a minor type involving the student and teacher. Regarding infractions of a minor type within the classroom, each teacher has the authority to correct misconduct and to issue detention. Examples include, but are not limited to:

- Any student who chews gum on campus will receive a Friday detention from the teacher who witnesses the offense.
- A female student who wears more than 2 earrings or who wears an earring any place other than the earlobe, will receive a Friday detention from the teacher who witnesses the offense.

Saint Joseph students are expected to abide by the Policies & Procedures of the Student Handbook while on or off campus and to:

- refuse to participate in any bullying behavior
- respect every person regardless of age or position
- listen and follow directions
- be considerate of other's need for quiet
- take pride in personal appearance and to wear complete uniform (regular & P.E.)
- take care of school property
- be honest in taking tests and doing homework
- tell the truth
- remain on campus during school and after school activities
- make up assignments missed during absences
- be on time for school and prompt for each class
- be thoughtful of others by allowing them to speak
- walk in the hallways and courtyard
- complete assignments on time
- keep desk neat, books covered and clean
- abide by the technology responsible use policy for computers
- help classmates and teachers maintain a clean, orderly classroom
- play fairly and encourage one another in games and activities
- invite all classmates to participate in games, activities and lunch places
- use time wisely by studying or reading
- never chew gum on campus
- never use offensive language
- never possess, sell or use alcoholic beverages, narcotics, illegal drugs, or tobacco products
- never read or promote indecent literature
- never carry objects that are or could be used as weapons

The Principal is the final recourse in all disciplinary situations and may add to or waive any discipline rule for just cause at his or her discretion.

Students have the right to privacy in regard to their personal possessions unless there is cause to believe that a student is concealing material prohibited by law or that may distract from the educational process. Cell phone use on campus is not allowed without the teacher's acknowledgment. If a cell phone is brought to school, the student must put it on the homeroom teacher's desk and make sure that the teacher acknowledges they have it. The teacher will lock up and release the phone to your child at the end of the day, or as needed. The School accepts no liability for the safekeeping of your child's cell phone.

Serious disciplinary actions will be handled directly by the Principal.

Such disciplinary actions may include:

- Detention - Friday afternoon detention
- Suspension - imposed only for a serious infraction. The decision to suspend rests with the Principal. Parents will be notified of the reason for and length of a suspension, which may be in or out of school, at the Principal's discretion. The student's conduct grade will be dropped in the event of a suspension. Students who have been suspended 3 times in one year may be asked to leave the school.
- Expulsion - resorted to only when all other means of discipline have proven ineffectual, or the student's conduct is a definite hindrance to the welfare and progress of the school community.

Corporal punishment is clearly against the philosophy of Saint Joseph School.

The School has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

Harassment

Harassment is contrary to Gospel values and has no place in a Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment. Harassment occurs in many ways, including but not limited to – **verbal or written, threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual**. The School treats complaints of harassment seriously and will respond to complaints in a prompt, confidential and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Harassment includes any form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students.

Bullying

Bullying and peer harassment of any kind is never tolerated. Using words – verbally or in writing – or comments towards another person that are associated with racism, sexism or violence is bullying and it will not be tolerated. Victims and witnesses to such behavior are required to report any incident to a staff member, teacher or administrator. A student who witnesses bullying and fails to report it will also be held accountable. All reports will be investigated and students responsible will be held accountable. The Principal will determine the consequences for such behavior on an individual basis. Consequences may include lunch detention, Friday detention, mandatory counseling, suspension or expulsion.

Substance Abuse

It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell controlled substances on campus or at any school-sponsored event. Controlled substances are defined as illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents,

and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.

A student found to be engaging in substance abuse, in possession or under the influence of a controlled substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance abuse, regardless of where such abuse takes place, also may warrant discipline up to and including required withdrawal. Abuse or substance abuse means consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of controlled substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premise, in school buildings, or at school-sanctioned events.

Search of Students

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband, whether the student is on campus or at a school activity off campus. Contraband is defined as any stolen item, weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the School, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the School campus. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the Principal, including random searches.

The School reserves **the right to search** desks, cupboards, cubbies, cell phones, etc. in order to preserve the safety of each individual and the common good of the school. Property confiscated from a student will be returned after a conference with the parent.

Legal Issues

On occasion, it may come to the attention of School personnel that a student committed an infraction that is a crime whether this infraction occurs on or off campus. The Administration may be required to report that offense to the local authorities. If so, the Administration will comply with the law in such cases. The School reserves the right to discipline students for off-campus conduct.

On occasion, disciplinary actions have been called for resulting from something a student did outside of school or the school day, or something a student did on his or her own time. In these cases, the Principal may issue consequences because what a student does off-campus can detrimentally impact a school or a school sports program's reputation.

Saint Joseph Catholic School will discipline any student who defames another student, Saint Joseph staff member, or others in the School or Church community. Deliberate defamation of others is not consistent with Christian values. Students and parents will be held accountable for intentional harm they cause others.

In the legal arena, teachers are *no longer considered* quasi-public figures, thereby expected to take a certain amount of “grief” from parents and students. Courts have ruled that a teacher is entitled to the same right to their reputation that other people have. Therefore, if defamed, educators have a right to sue; courts have found in favor of teachers who brought defamation suits against parents or students.

Saint Joseph Catholic School will discipline any student who makes e-mail threats to or about another student. Threats are threats whenever and however they are made.

On occasion, a parent or student has registered a complaint with a teacher or Principal that their child is receiving (direct or indirect) threatening or derogatory e-mails or texts via Twitter, Blogging, MySpace, Facebook, or conveyed through other e-mail means. Parents must be vigilant in keeping their own children from initiating or receiving such threats. The Administration may impose a consequence if a matter of this nature is brought before them.

Birthday Parties and School Activities

SJCS understands that birthdays are a special day for each child. If you would like to have your child celebrate his/her birthday at school with a treat at snack, please check with the homeroom teacher in advance to arrange the best day and time for the children to enjoy them. Treats should be child-friendly to eat and to clean up; i.e. cupcakes, cookies, brownies or rice crispy bars that do not contain peanuts in any form and boxed juices are appropriate. If you are planning a party to which the entire class is invited, invitations may be handed out in the classroom, or on school premises. In good Christian behavior, if you are planning a party with only select students, please send the invitations by U.S. mail or email. Please do not request this information from the school as we may not have permission to release it.

There should be no classroom parties (seasonal or special occasion) planned by parents without first obtaining approval from the classroom teacher.

Bring Your Own Device

Saint Joseph Catholic School works to stay current in educational practices and strategies. Providing greater access to technology is no different. While each classroom has adequate access to technology, and the school possesses two wireless carts for additional use, our use of technology is always growing. In order to maximize usage, students will be permitted to bring their own devices to achieve an educational purpose at school, at the request of the teacher. A separate, more detailed policy is anticipated to guide this BYOD Program. A BYOD Policy must be signed and returned to the school prior to participation. The students who take advantage of the BYOD Program must abide by the *Technology Responsible Use Policy of the Diocese of Orlando*. This program will be supervised by the IT Coordinator. SJCS is not responsible for the loss or damage of an electronic device at school for this or any other purpose. For questions regarding this policy, or appropriate devices, please contact the IT Coordinator at School.

Cell Phones – Student and Parent Policy

As students are not permitted to use cell phones throughout the school day without teacher permission, any phones brought to school by a student must be given to the teacher for safe-keeping during the school day. Cell phones are not required to be brought to school; therefore, SJCS is not responsible for the loss or damage of a cell phone or any other electronic device brought to school for educational or any other purpose.

1. **Students** – may not use a cell phone to talk or text while on campus unless a teacher has given permission. If students need to make a phone call during school hours, he/she is expected to use the School office phone. Students may not use cell phones for any non-academic purpose during school hours without the permission of the School administration. The same procedures and consequences shall apply to MP3s, DVD players, cell or smart phones, iPods and other similar electronic items as they do to cell phones.
2. **Parents** – In the interests of safety of our students, parents should refrain from using a cell phone while in a moving car on campus as full attention must be given to student pedestrians and other moving cars. If you must talk on a cell phone or text message, please park and turn the car off. Staff members will remind you to hang up your phone if he/she observes you using a phone – please be cordial and cooperate if reminded of this policy.

Clinic

The School Clinic is staffed by a health technician who is trained and certified in first aid and CPR procedures. The health tech will care for students in the event of minor illness or injury. No student will be admitted to the Clinic without approval from either the classroom teacher or the teacher on playground duty. Parents will always be called when their child has been admitted to the Clinic with a head injury. Minor scrapes will be cared for with ice, bandage and TLC; no call will be made unless otherwise instructed.

If your child has a fever, has vomited or becomes ill while at school and is unable to return to class within a ½ hour, a parent will be called and must arrange to pick up within the hour of being called, or someone from your pick up list or emergency list will be called to pick up. This policy also holds true for the Extended Day Program.

Students who leave school due to illness must have a parent or guardian sign them out in the school office. It is the parent's responsibility to make sure any "special" information regarding a child's health is on file and up to date with the school office and Clinic. In the event of serious injury 911 will be called immediately!

Parents – please do not drop your child at school if he/she is sick. Your child must be fever free *without medication* for 24 hours before he or she may return to school. As well, if your child has vomited in the evening before or the morning of the school day, please keep him or her at home for observation to limit the spread of viruses and other germs throughout the school.

Administration of Medication

The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of a student. Parents/guardians have the primary responsibility for the administration of medication to their children. However, if medication must be administered at School, the following policies are to be followed:

- The School has the students' current and complete Medication Authorization form signed by the parent/guardian who gives written permission to the School for medication dispensation. The **Administration of Medication Form** is available on the School website and must be completed.
- The School retains the right to deny requests to administer medication. If the School denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication.
- The staff shall record as soon as possible the administration of the medication to include the name of the student, medication, time of providing medication dose and the person administering. Unusual reactions will also be noted on the report immediately.

Self-Administration of Medication

- A student may self-administer medication at school if so ordered by his/her licensed prescriber per the student's current and completed Medication Authorization Form.
- Students who suffer from asthma or other conditions that require the immediate use of medication without supervision by school personnel must complete an **Asthma Inhaler Permission Form** and choose Option #2, that you wish your child to carry his/her inhaler & self-administer as instructed by you.

Appropriate Containers

It is the responsibility of the parents/guardians to provide the School with all medication in appropriate containers. At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication. A student may not share medications with other students.

All medicine containers must be submitted as follows, along with the appropriate Administration of Medication Form:

- Prescription labeled by a pharmacy or licensed prescriber.
- Manufacturer labeled for non-prescription over-the-counter medication.

Handwritten notes without the School's Medication Form are NOT acceptable, as medication in plastic baggies is NOT acceptable.

Student Accident Insurance

The School has accident insurance for students who have accidents while at school or while at extracurricular activities on or off campus. Whenever a student has an accident that he/she reports to an authority figure or that the supervisor/coach on duty witnesses, a School accident report will be written up and signed by the Principal. The School will complete its portion of a Notification of Injury form and then send it home to be completed by the parent and physician within 90 days after the date of injury. Medical treatment must be rendered within 90 days of the accident.

1. If the accident is such that the student visits a doctor or hospital, the School insurance will pay the first \$100.00 in full, if the family insurance does not cover.
2. The family's medical insurance claims must be filed first.
3. The school insurance covers any bills that the family insurance does not cover, up to \$25,000.00.

Conduct

Parents and guardians are expected to demonstrate respective behavior at all times with faculty, administration, support staff, students and volunteers, whether on or off School grounds or at school-related events. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school-sponsored activities and sporting events. Inappropriate behavior or failure to support the School policies and mission may result in the student's exclusion from the School.

Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault or threats to the faculty, administration, staff, students and volunteers of the School. Ordinarily a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parents or guardians. However, when in the judgment of the Principal and/or the Pastor, the behavior of a parent/guardian seriously interferes with teaching, learning and a positive school environment, the administrator may:

1. Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
2. Require withdrawal of the children of the parent/guardian temporarily or permanently from the School.

Early Dismissal for Appointments/Change of Pickup Person

School personnel will not retrieve your child from class prior to you physically being in the Office to sign them out. **Please do not call "ahead" to request that your child be in the Office when you arrive.** This policy is enforced in order to maximize the class time your child should be in class and to keep Office matters from the curious ears of children. On occasion, it has happened that a child waiting to be picked up for an appointment, witnesses a matter of a confidential nature - parents, teachers and students sometimes come into the Office to present a sensitive situation – no child needs to be privy to such scenarios.

Under no circumstances are students permitted to leave the school premises unless signed out from the Office by a parent/guardian. If a person other than a parent or guardian will be retrieving a student from school at regular dismissal time, or for an appointment, that **instruction must be sent or faxed (# 727-1181) to the School Office IN WRITING – no exceptions!** Please tell the person you designate that I.D. will be required in the Office.

Fingerprinting – Level I and II Clearance

The Diocese of Orlando has mandated all personnel and volunteers who will be working near or with children, the elderly, and the handicapped have federal and state clearances. In this bold measure, the Diocese of Orlando is taking a stand to ensure the safety of our children from unwarranted abuse and molestation of any kind.

The Safety Environment Training (SET) and live scan Fingerprinting must be done at one of the Diocese of Orlando appointed facilities. Local parishes are equipped with live scan equipment to facilitate the processing and clearance of individuals in a timely manner. An online appointment must be made at a local parish that is equipped with the live scan machine. **Clearances are valid for 5 years.** The fee for fingerprinting is the responsibility of the party being fingerprinted. You can find the clearance/fingerprint procedure on the School's website or ask for instructions on how and where to make an appointment in the School office.

1. Employees: all members of the School and Church staff have employee Level I and II clearances on file before he or she begins working.
2. Volunteer Coaches/Club Leaders: must have Level I and II clearances (Safety Environmental Training and fingerprints) on file at the School before coaching or mentoring a club.
3. Volunteer Chaperones/Drivers: ***No parent will be permitted to chaperone his/her own child on a field trip with other students if clearances are not on file in the School Office.*** The following must be adhered to as they apply to your chaperoning and/or driving to/from an event:
 - Chaperones/drivers must be 25 years of age
 - Chaperones/drivers MAY NOT take siblings on school field trips.
 - Drivers must submit a current Florida Driver's License at least 3 days before the field trip to be cleared through the Diocesan insurer – Gallagher Bassett. **This must be done EACH YEAR.**
 - Drivers must submit a current full insurance policy (not a card) for the car they will use to drive showing the dollar amount of coverage as follows:
 - \$ 100,000 bodily injury each person
 - \$ 300,000 bodily injury each accident
 - \$ 50,000 property damage each accident
 - Drivers must have a working seat belt for each child riding in the car. A child may not be in the front seat.

Each teacher is responsible for assuring that volunteers for class-sponsored activities have Level I and II clearances on file in the School office.

Placement

The administration reserves the right to assign students to classes within a particular grade. Any questions or concerns must be addressed to the Principal.

Religious Education and Formation

All students must take classes in Religion. All students and faculty must be given the opportunity within school time to participate actively in the sacramental life of the church. When a parent enrolls a child in a Catholic school, that parent automatically commits him/herself to participate in the School's religion program.

Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the School. Students will attend all religion classes and worship services. Students are expected to conduct themselves respectfully and reverently during prayer, worship and religion class.

Service Hours

The Saint Joseph Catholic School Board, in conjunction with the Administration, decides the policy that determines the number of service hours required by each family each new school year.

Volunteers are responsible for recording their own volunteer hours in the Log Book in the School office.

Service Hour Log sheets are available in the School Office to keep track of family volunteer hours. Service Hours must be done by an adult, 18 years or older. Your service hour balance will be sent home several times during the year so that you can plan your volunteer time accordingly. All volunteers working with or around students must have Level I and Level II clearances, through a qualified entity of the Diocese of Orlando, on file in the School Office.

Teacher Gifts

Collecting money for teachers at Christmas, teacher birthdays, teacher appreciation, or end of the year gifts is acceptable, as long as the following guidelines are maintained:

- ◆ specific dollar amounts are not requested
- ◆ most students have more than one teacher - be fair
- ◆ approval from Principal is obtained prior to request being made

Textbooks

All textbooks are the property of Saint Joseph Catholic School. Students are expected to care for their assigned books and all school property in a respectful manner. For this reason, it is essential that the students do not write, tear or deface textbooks in any manner. Textbooks need to be covered with a clear contact cover upon receipt. This cover should not be picked at, written on, or removed for any reason. **Should textbooks be lost or vandalized, the student issued the text will be responsible for paying for a replacement.**

Tuition - Payment

According to Diocesan policy all families must have an active FACTS tuition account with valid bank account (checking or savings) or credit card information. The registration and instructional fees are part of the total tuition and are not refundable.

There are several tuition payment options available through the program:

1. Full payment of the annual tuition is paid through the FACTS tuition plan on either July 2 or July 17. No FACTS enrollment fee is charged for this payment option.
2. Half payments of the annual tuition are paid through the FACTS tuition plan in two installments taken in July and January on either the 2nd or 17th of the month. A FACTS enrollment fee of \$10.00 will be deducted from your account within 5 days of activating your account.
3. Monthly payments of tuition are paid through the FACTS tuition plan in 10, 11 or 12 month payments or quarterly payments on the 2nd or 17th of the month. A FACTS enrollment fee of \$ 38.00 will be deducted from your account within 5 days of activating your account.

If you make any changes to the account from which tuition is taken you must notify the School office at least 5 business days prior to your scheduled withdrawal. Also, if you know that you will not have sufficient funds in your account at the time of your scheduled withdrawal, call the School office at least 5 business days ahead of your scheduled withdrawal to put a hold on it. You will have to make good on the missed payment within 10 days.

FACTS will charge you a fee of \$ 30.00 for each failed tuition payment. A failed payment will be reattempted by FACTS every 10 days up to 3 times, so in a worst case scenario, you could accrue \$ 90.00 in fees payable to FACTS for one missed payment that goes unpaid.

Any check written to Saint Joseph Catholic School that is returned for non-sufficient funds will be charged a \$20.00 fee to cover the bank fee charged the School.

Tuition Assignment Categories

Following three tuition categories are assigned by the Pastor as they apply to each family:

1. **Category I** – Active Parishioners are Catholic families who are registered in the parish, who participate regularly in weekend liturgies, who are actively involved in at least one Church ministry and who contribute significantly to the support of the Church in some traceable form – envelope or check. This must be verified in writing from your Pastor.
2. **Category IA** – Non-Active Parishioners are Catholic families who are not registered in the parish or who are not actively involved in at least one Church ministry or who do not contribute significantly to the support of the Church.
3. **Category II** – These families are not Catholic and their tuition reflects the actual cost of educating each child.

Delinquent Payments: If you fall behind 1 month in tuition or after school care payments, a notice will be sent out from the School office. A family who is 2 months delinquent with payments will be contacted by the Principal and given 15 days to update their account. It is anticipated that a delinquent situation will normally be cleared by prompt payment of the outstanding balance. However, it is recognized that circumstances may occasionally prevent payment within 15 days. Please acknowledge and respond to any and all notices send to you regarding delinquent payments, so that a reasonable solution can be reached.

Consequences of Non-Payment:

- Students will not receive a report card or end of the year supply lists and summer assignments until all outstanding debts are satisfied.
- Students will not be permitted re-register for the succeeding semester until all outstanding debts (tuition and after care invoices) have been satisfied.
- Eighth Grade Graduates will not be permitted to walk at graduation with the class until all delinquent accounts have been satisfied. This policy is strictly adhered to by the Administration.
- Records will not be sent to another school if the tuition is in arrears.

Tuition Assistance

Application

Before you can apply for financial aid support from St. Joseph Church, you must first:

1. Apply for the Florida State Corporate Tax Credit Scholarship – Step Up For Students online at: www.stepupforstudents.org. There is required documentation and an application fee to SUFS.
2. Must submit the school registration paperwork and pay the school registration fee.

Procedure

After doing the two steps above, you may then make application to FACTS Grant & Aid division. There is required documentation and an application fee to FACTS. Application is made online at:

<https://online.factsmgt.com/signin/3GMZF>

Each application is individually processed by the FACTS Grant & Aid Assessment team, who make recommendations to the Pastor. If tuition assistance is granted for one school year, please do not assume it will be carried over to the following school year.

Applicants may appeal a decision in the event circumstances arise which have an impact on your income during the year, such as, loss of job, reduction in salary, major illness, death, or caring for additional family member. In this event, please submit extenuating circumstances to the Pastor, in writing, for reconsideration. All requests for assistance, temporary or annual, will be considered.

Uniforms

The school uniform is an observable sign in the School and in the public forum of the values being taught in Saint Joseph Catholic School. It should be worn modestly, irrespective of current fashion trends and styles. It should be worn in a way consistent with professional dress in a respected business or occupation. Any variation on the uniform that draws inappropriate attention to the wearer is prohibited. Good grooming is a vital part of a child's education and all students are required to come to school in clean, neat uniforms.

The school uniform is compulsory for grades Pre-Kindergarten through Grade 8. Parents are responsible for compliance with uniform requirements. The problem of children out of uniform must be solved by the parent. Parents will be called for an explanation when a student in grades Pre-Kindergarten through Grade 2 is repeatedly out of uniform. Detention will be given to any student in Grades 3-8 who has accumulated 3 uniform infractions. Please give particular attention to uniforms in winter months. Only the uniform outerwear is acceptable inside the classroom. No weather conditions justify students coming to school in jeans on normal school days. Repeated uniform infractions constitute a defiance of authority which may warrant suspension from school.

Uniform Guidelines

The 2014-2015 school year is the first official year for the “new” uniform. Parents are responsible for compliance with uniform requirements. If a student is out of uniform without a written note from the parent, the parent will be called to bring the proper uniform so that his/her child can be in uniform compliance.

Each student is required to have a “formal” uniform to be worn on Friday (for Mass) beginning November 1st through Easter and on special occasions.

SHOES

1. Regular dress shoe, loafer or boat shoe – must be closed and flat (no more than 1” sole) OR
2. Any sneaker that has the following colors – white, blue, black or gray. Fads, such as patterns including but not limited to checks, stripes or polka dots are prohibited. When in doubt, bring the shoes in for approval prior to wearing to school.
3. No sneakers that light up or “Heelys” (drop down wheels) may be worn on campus at any time – includes the parking lot before and after school.

Pre-Kindergarten and Kindergarten

Students wear the navy blue P.E. short, **new** navy blue P.E. t-shirt and any color sneakers (no wheelies or light-ups). No jumpers are to be worn by Pre-K or K students. Navy blue sweatpants and navy blue sweatshirt with School logo or plain (no trim, lettering, pictures or other logos) may be worn during cold weather.

Daily Uniform – Grades 1-8:

<u>Grades</u>	1-2 Girls	1-3 Boys	3-5 Girls	4-5 Boys	6-8 Girls	6-8 Boys
<u>Polo Shirt - Light Blue:</u> Uniform polo shirt (with school logo) short or long sleeves grades 1-5	✓	✓	✓	✓		
<u>Polo Shirt-Navy or Maroon:</u> Uniform polo shirt (with school logo) short sleeves or long sleeves grades 6-8					✓	✓
<u>Shorts-Navy:</u> Uniform shorts girls with cuff, boys without cuff – black or brown belt “ optional ” grades 1-5	✓	✓	✓	✓		
<u>Shorts-Khaki:</u> Uniform shorts girls with cuff, boys without cuff - black or brown belt “ required ” grades 6-8					✓	✓
<u>Long Pants-Navy:</u> Daily option – uniform dress pants with/without cuff, black or brown leather belt “ optional ” grades 1-5	✓	✓	✓	✓		
<u>Long Pants-Khaki:</u> Daily option – uniform dress pants with/without cuff, black/brown leather belt “ required ” grades 6-8					✓	✓
<u>Jumper - Plaid:</u> Daily option - worn only with white Peter Pan collared blouse (not the polo shirt). White or navy blue or black tights may be worn w/jumper in cold weather. Grades 1 and 2 only!	✓					

	<u>Grades</u>	1-2	1-3	3-5	4-5	6-8	6-8
		Girls	Boys	Girls	Boys	Girls	Boys
Skirt - Plaid: Daily option - worn at the waist with polo shirt only . White or navy blue or black tights may be worn w/skirt in cold weather. Grades 3 thru 5.				✓			
Skirt - Khaki: Daily option - solid khaki pleated skirt, worn at the waist with polo shirt only. Navy blue tights may be worn w/skirt in cold weather. Grades 6-8.						✓	
Shoes/Socks: (1) Sneakers - blue, gray, white, black or any combination (no light-up or wheelies) with solid white or solid dark blue socks. No fads... (2) Dress Shoe, loafer or boat shoe – black or brown with solid black or solid dark blue socks. Girls may also wear solid white socks with dress shoes.		✓	✓	✓	✓	✓	✓
Outerwear: <u>In the Classroom</u> – only a navy blue sweater, jacket or sweatshirt with Saint Joseph logo or completely plain; no trim, lettering, pictures or other logos.		✓	✓	✓	✓	✓	✓

Formal Uniform:

	<u>Grades</u>	1-2	1-3	3-5	4-5	6-8	6-8
		Girls	Boys	Girls	Boys	Girls	Boys
Oxford Shirt - Light Blue: Button-down dress shirt with logo, short or long sleeve. NOT to be worn as daily uniform.		✓	✓	✓	✓	✓	✓
Long Pants - Navy: Uniform dress pants with/without cuff. Black leather belt “ optional ” for grades 1-4			✓		✓		
Long Pants - Khaki: Uniform dress pants with/without cuff. Black/brown leather belt “ required ”.							✓
Jumper - Plaid: Worn only with white Peter Pan collared blouse (not the polo shirt). White or navy blue tights may be worn w/jumper in cold weather.		✓					
Skirt - Plaid: worn at the waist with polo shirt only . White or navy blue tights may be worn w/skirt in cold weather. Grades 4-5.				✓			
Skirt - Khaki: solid khaki pleated skirt, worn at the waist with polo shirt only . White or navy blue tights may be worn w/skirt in cold weather. Grades 6-8.						✓	
Shoes/Socks: (1) Sneakers - blue, gray, white, black or any combination (no light-up or wheelies) with solid white or solid dark blue socks. No fads... (2) Dress Shoe, loafer or boat shoe – black or brown with solid black or solid dark blue socks. Girls may also wear solid white socks with dress shoes.		✓	✓	✓	✓	✓	✓
Outerwear: <u>In the Classroom</u> – only a navy blue sweater, jacket or sweatshirt with Saint Joseph logo or completely plain; no trim, lettering, pictures or other logos.		✓	✓	✓	✓	✓	✓

P.E. Uniform:

		<u>Grades</u>	1-2	1-3	3-5	4-5	6-8	6-8
			Girls	Boys	Girls	Boys	Girls	Boys
T-Shirt:	White or navy blue t-shirt with School logo or SJCS or MCC school athletic team shirt.		✓	✓	✓	✓	✓	✓
Gym Shorts:	Navy blue gym shorts with School logo.		✓	✓	✓	✓	✓	✓
Sweatshirt:	Navy blue sweatshirt with School logo.		✓	✓	✓	✓	✓	✓
Sweatpants:	Navy blue sweatpants with School logo or completely plain.		✓	✓	✓	✓	✓	✓
Shoes:	Sneakers - blue, gray, white, black or any combination thereof (no light-up or wheelies) with solid white socks.		✓	✓	✓	✓	✓	✓

Some Do's and Don'ts

- **Shorts/Slacks:**

No baggy shorts or slacks are to be worn as "low riders" - at any time. No crop tops, muscle shirts, tank tops, shirts with spaghetti straps or Soffes are to be worn on campus - at any time. Uniforms should not be worn in a way that displays undergarments.

- **Skirts/Dresses:**

Girls' skirts and dresses should be no shorter than 3" inches above the front & back of the knee.

- **Face:**

No make-up is allowed.

- **Nails:**

Clear nail polish only – no artificial or acrylics.

- **Hair:**

Cuts or styles that are extreme in appearance or that interfere with vision are NOT permitted. Wraps and extensions are NOT permitted. Fad haircuts and unnatural hair colors for boys or girls are NOT permitted. Boys' hair must be neat and clean around the ears and not touch the collar in the back. Boys must be clean-shaven; no facial hair or sideburns.

- **Jewelry:**

Girls may wear small, plain stud earrings only; one earring per ear – only in the *earlobe*. Girls who wear more than 1 earring per lobe will receive a Friday detention from the teacher and must remove the extra earrings. Only 8th grade girls may wear small hoops. Boys may NOT wear earrings at all. Girls & boys may wear only (1) thin necklace. All necklaces must be worn inside the shirt-collar. One piece of jewelry per wrist. The School is never responsible for lost or stolen jewelry; expensive jewelry should not be worn at school.

- **Body Art:**

Visible tattoos and multiple piercings are prohibited.

NUT Days – No Uniform Today

NUT DAYS are days when students are allowed to wear street clothes to school.

Girls may wear Capri pants, Bermuda shorts, school uniform shorts, basketball shorts, or jeans – Grades 4 through 8 may not wear skirts or skorts on NUT days. Shirts for must have sleeves. Clothing must not have any “fashion” tears or holes. No sandals or open backed footwear is permitted; matching socks must be worn at all times.

Boys must wear shorts that reach to the knees, or jeans - no baggy pants/shorts, or spandex shorts. Shirts must have sleeves. Clothing must not have any fashion tears or holes. No sandals or open backed footwear is permitted; matching socks must be worn at all times.

Students who come to school on a NUT day inappropriately dressed will be asked to call home for a change of clothes or sent to the Clinic for a change of clothes. Repeated offenses of the dress code will cause a student to lose NUT day privileges. Parents please use your good judgment.

PROCEDURES

Accidents

All accidents that occur during school hours on or off of school property must be reported immediately to the appropriate school employee on supervision. It is the responsibility of that staff member to fill out an Accident Report and submit it to the School office. A Notification of Accident will be completed & signed by the Principal and sent home for further handling by the family. See page 14 – Student Accident Insurance – for more information.

Arrival/Dismissal

In the interest of the safety of all of our students and staff members who supervise arrival and dismissal, parents may NOT use cell phones while driving on campus. See page 13 – Cell Phone Policy – for more information.

Arrival –Supervision for students begins at 7:30 am. Therefore, students are not to be dropped off until 7:30 am. Students who arrive between 7:30 am and 7:45 am report to the cafeteria where there is supervision. At 7:45 am they will be escorted to the classrooms. Classroom doors open at 7:45 am.

Students need to be in the classroom by 7:55 am, therefore, parents must leave the classroom by 7:55 am.

The instructional day begins promptly at 8:00 am. Students who get to school after 8:00 am are required to go to the School Office for a Late Pass in order to enter the classroom.

Dismissal - No student is permitted to leave school grounds during the school day without the written permission of his or her parent and the approval of the Principal.

PreKindergarten through Grade 4 dismiss at 2:45 pm

Parents will park in the area between the School Building 300 and the Parish Office Building 400, walk to the gate, pick up your child, supervise your child from the school gate to your car and exit the parking lot promptly. **Teachers will remain with their class until 3:00 pm.**

- Students should be picked up from the front of the building where the eldest sibling has homeroom. Students who have siblings in middle school, are taken from their classrooms by a classroom aide, and walked over to dismiss from front of Building 200 with their older siblings.
- Students enrolled in the Extended Day Program are picked up from their dismissal area and walked to the room designated for extended care.
- Students who are not picked up by their scheduled dismissal time of 3:00 pm will be sent to the Extended Day Program and billed accordingly.

Grades 5 through 8 dismiss at 3:00 pm

Students are dismissed from their last class to their homerooms at 2:55 pm and are to use this homeroom time for gathering assignments, books and doing classroom chores. Parents may park in front of Building 200 until the teacher dismisses, or may pick up through the carpool loop in front of Building 200. If the class is not ready to dismiss as you drive by, please either park, or continue on and loop around again. **Teachers will remain with their class until 3:15 pm.**

- Students enrolled in the extended care program should proceed immediately to their designated classroom at dismissal. Students who are staying after school for tutoring, extra-curricular activities must proceed to the designated classroom/area at dismissal.
- Students who are not picked up by 3:15 pm will automatically be sent to the Extended Day Program and billed accordingly.

Parents are asked not to socialize in the parking lot between 2:45 and 3:15 pm, nor to involve teachers in impromptu parent/teacher conferences.

Students in the parking lot must be supervised. Horseplay, inappropriate and/or unsafe behavior in the parking lot will be dealt with as a disciplinary infraction.

Please follow the traffic pattern at all times and drive slowly. When all is said and done, there is no replacement for an ounce of common sense and a half ounce of patience. Saint Joseph students are not allowed to drive on school property, even if age appropriate and licensed.

**Accordingly to a Florida State law, it is a misdemeanor to leave any child in a closed car
– please be mindful of this law –**

At no time should a vehicle ever be left running and unattended in the parking lot!

Bicycle Riders and Walkers

A parent must send a written note to the homeroom teacher to give permission for a student to ride a bicycle or walk to and from school. A parent should instruct his/her child on safety issues the child may incur. Students riding bicycles or walking home will be instructed to leave the school grounds 10 minutes before dismissal time to ensure their safety in the parking lot.

Bicycles are to be parked and locked behind the School Office. The school assumes no responsibility for damage or loss of bicycles. Exit using the extreme south side of the parking lot and out to the sidewalk on Babcock Street. If crossing, cross on the green light after checking for turning cars.

Conferences

Please be respectful of our teacher's time and of your family's confidentiality. If a parent wishes to conference with a teacher, a meeting can be set up by a written note directly to the teacher, by e-mail, or by calling the School Office. Please contact teachers only during school hours; not at out-of-school, off-campus events or their homes. **Teachers and classes ARE NOT to be disturbed during the day, (including the morning arrival or afternoon dismissal times) for unscheduled conferences.**

If you require a meeting with the Principal, please arrange it by calling the School Office or emailing the Principal directly. This will allow the concern or issue to be given the appropriate level of attention to be addressed effectively.

Emergency Dismissal

The Principal will use prudent judgment in deciding to dismiss students from School for an emergency. In situations when weather conditions may develop into an emergency when students are not yet at School, the School abides by the Brevard County School Board's decision to cancel or delay opening/dismiss early or not. Please listen to the major television networks or local AM radio for the latest information. In the event of such an emergency, the Principal will alert school families via School Reach's broadcast email system, posting on our Facebook page and website at www.st-joe-school.org.

Emergency Drills

For the protection of our students and faculty, fire and tornado drills and Code Red drills are required to be conducted at regular monthly intervals. It is essential that when the first signal is given, all students and adults in classrooms and on school grounds pass quickly, in silence, out of the building, following directions as posted by the door of each classroom and as given by the classroom teacher. See page 29 – Tornado and Hurricane Procedures – for additional information.

Emergency Codes

Students are given specific directions as to how to respond to a Code Red (total lockdown) and Code Yellow (limited lockdown) emergency.

Each drill is practiced in the fall to acquaint the students with proper procedures. A record of all drills is sent to the Diocesan Office of Schools and the Palm Bay Fire Department annually and a copy kept in School Office for compliance.

Field Trips/Chaperones – Required Forms

1. Level I and II clearances are required by all parents and staff who chaperone (see page 16).
2. ALL field trips must have prior approval of the Principal.
3. If a student elects not to accompany his or her class on an outing, he/she will be assigned to a supervised classroom until the close of the school day. The student will be responsible for assigned work for that day. If the student is kept home, it will be an “unexcused” absence.
4. Field trips are non-refundable. This is due to the fact that costs are shared and quantity of tickets etc., are contracted with other agencies such as attractions, bus and tour companies. Our costs are calculated in advance. If for some reason there is an unexpected cancellation, regardless of how far in advance, it is out of our power to provide refunds.

The Diocese of Orlando Policy requires a Field Trip Permission Form (with parental permission & medical insurance information) be completed and signed in two places in order for your child to accompany his or her class on any excursion off school grounds.

Additionally -

In an effort to provide more consistent Risk Management Programs, effective July 1, 2013, all schools must utilize the same Diocesan forms regarding transportation to any *newly scheduled* off property trip or event. In addition, a *Parental/Guardian, Medical Information & Consent Form* must be completed by all chaperones

Parental/Guardian Consent Form & Liability Waiver (required for youth under 18 years of age and individuals age 18 or older and in high school to attend an off-property trip or event)

Adult Consent Form & Liability Waiver (required for chaperones or adult participants to attend an off-property trip or event)

Adult Driver Information Sheet (to be kept on file and required for any driver over the age of 21 driving on behalf of the Diocese of Orlando)

Parental/Guardian Medical Information & Consent Form (to be kept on file for youth under 18 years of age and individuals age 18 or older and in high school)

These forms are all accessible on our website for reference.

When a field trip is planned, chaperones will be requested and assigned by the classroom teacher as needed. We thank parents for your willingness to participate and attend these field trips, but sometimes there are limits to availability and not all who wish to attend will be permitted to do so. If you have been selected as a chaperone, you will be notified. Except for overnight trips, chaperones will receive a maximum of (5) Service Hours for any Field Trip.

Chaperones are responsible for the supervision of a group of students (not just their own child) in the absence of the teacher and must maintain proper control and behavior for their safety until the teacher joins with the group. It is for this reason that siblings are not permitted to attend a field trip with a chaperone. Under no circumstances are drivers to stop at an unauthorized location when driving students to and from a field trip destination. No adult may smoke or consume alcohol while chaperoning a school sponsored event.

Graduation

In order to graduate from an elementary school in the Diocese of Orlando, students must meet the requirements set forth by the Diocese, the Florida Catholic Conference accreditation standards and the Florida State Department of Education. No student shall be allowed to participate in the graduation ceremonies if he/she has outstanding tuition or fees, unless a mutually acceptable agreement has been made with the Principal or Pastor.

Homework Guidelines

Homework is assigned daily at Saint Joseph School. Homework is to be seen as an extension and reinforcement of the day's school work. It is a vital and productive part of the curriculum. Students at Saint Joseph School are required to read (with supervision) every night. Each student in Grades 1-8 is required to use the school appointed Agenda assignment pad to record daily homework.

If a student continues to fail to hand in assigned homework, parents will be notified. There will be a deduction in grades if homework is not turned in, or is unacceptable. The expected allotment for daily homework is as follows:

Grades 1 and 2	- 30 minutes
Grades 3 and 4	- 40-45 minutes
Grades 5 and 6	- 50-60 minutes
Grades 7 and 8	- 75-90 minutes

If you find that your child cannot complete his/her homework in this amount of time on a regular basis, please contact your child's teacher to arrange a conference to put strategies in place to address this.

Honor Roll

Due to the new Diocesan report card, the criteria for honor roll is being drafted to reflect the adjustments that will be made. The criteria will be distributed during the first trimester.

Teachers are encouraged to give their own class awards at the end of a marking period to acknowledge students for their special contributions/accomplishments such as service, good citizenship, spirit, etc.

Problem Solving

A working relationship between home and school is the main determiner for a successful student. Additionally, communication is the bedrock of any good relationship. Problems will occur and should be handled fairly and in a Christian manner. When problems do arise, parents are asked to address them directly with the staff member concerned. An appointment

can be made to discuss the matter at length and in a calm and professional manner. Impromptu conferences at dismissal and in front of the children are inappropriate. Written notes or emails often make matters worse and certainly limit communication and the partnership that should exist between home and school. Anonymous letters are never addressed and are promptly disposed of; please do not send them.

While the school administration has an open door policy to hearing parental concerns, problems involving relationships between parents, teachers, and students are best resolved on that level if at all possible. When a problem is recurring and/or is not able to be resolved, it is requested that an administrator be asked to mediate a solution. While this is in the best interests of the school, the teachers, and the parent, it is most importantly meant to benefit the student whose best interests must be kept in mind.

Posting issues or concerns on Facebook, Twitter or other social media is not constructive, but rather destructive in solving issues. Please refrain from such posts and handle the issues directly with the teacher or Administration.

Publications

Any flyers or letters to go home with the students need to be reviewed and approved by the Principal prior to distribution.

Occasionally, your child will receive a flyer concerning activities or events not sponsored by the School, i.e., City of Palm Bay, Little League. These too, are reviewed and approved by the Principal. The School, however, assumes no liability for any injury incurred at non-School-sponsored events.

Report Cards/Progress Reports

Report Cards – As of the 2014-2015 school year, all Diocesan Elementary schools will use a consistent report card format which was developed in conjunction with the implementation of the Common Core State Standards. For all grade levels, report cards are issued at the end of each trimester (12 weeks).

Diocesan Report Cards

Grades K-2 – utilize a Standards Based Report Card (SBRC) which will report student proficiency on grade level standards using a Report Card Key. The Key is as follows:

P = Proficiency

DP = Developing Proficiency

EP = Emerging Proficiency

IP = Insufficient Progress

AP = Advanced Proficiency

Grades 3 – 8 – receive report cards with averages for each core subject. Additionally, each teacher will provide feedback on performance related to *Behaviors of a Learner* as are described on the report card. These behaviors are Responsibility, Participation, Assignment Completion, and Interpersonal Skills. These Learner Behavior scores will also be used as Honor Roll criteria.

School Based Report Card

PreK 3 & VPK – will be given a school based (SJCS) SBRC based on the Florida Early Learning and Developmental Standards for 4 year olds. Additionally, VPK students will be assessed using the Florida VPK Assessment which has been developed by the Florida Department of Education. This assessment is completed at the beginning, the middle and end of the school year. Parents receive feedback from this assessment each assessment time.

Progress Reports - In addition, Grades 1 through 8 receive a Progress Report at mid-point of the trimester. Weekly folders containing student work in Grades 1 through 8 will assist in keeping parents abreast of the student's progress. Additionally, parents should keep up to date with student's grades through the Rediker Parent Portal as it will be a more accurate assessment of a student's grade reflecting the impact of missing or late work.

Parents are encouraged to develop close communication with the teacher so that together they may work with and for the student.

School Hours

7:30	Supervision begins in Parish Hall/Cafeteria.
7:45	<ul style="list-style-type: none">● Main Gates Open● Teachers open classroom doors.● Students may enter the classroom.
7:55	Parents must leave the classroom by 7:55 am. Students should be in class ready to begin the day
8:00	Instructional Day begins Homeroom period – includes morning work, attendance, prayer, Pledge of Allegiance, lunch orders & announcements
8:10	Academics begin
8:30	Friday School Mass – formal uniforms November 1- Easter
11:00	VPK Student Dismissal
12:00 Lunch	Pre-K, Kindergarten, Grades 1, 2, 3 and 4
12:35 Lunch	Grades 5, 6, 7 and 8
2:45	Dismissal - Grades Pre-K through 4
3:00	Dismissal - Grades 5-8

School Mass

School Mass is celebrated each Friday at 8:30 am. The children also attend Mass on Holy Days of Obligation at 10:30 and other days such as Ash Wednesday (at 10:30), Saint Joseph Feast Day (March 19 at 8:30) Baccalaureate Mass (at 8:30). Individual classes plan liturgies and participate in them, regardless of student's own creed. Beginning with November 1 and continuing until April 1, students must wear the "formal" uniform on Friday.

Parents are encouraged to attend. However, if you want your child to sit with you, you must tell the teacher and take your child to sit with you in the general congregation, behind the school children's section. **If Mass has already begun, please be reverent and do not approach the class to get your child as this disrupts the liturgy.** Parents may only *sit in with the class* if the teacher has requested your presence.

Sportsmanship

Parents should understand that they are ambassadors for the school and display good sportsmanship at all times. Additionally parents should be encouraged to:

1. Teach their child to play by the rules;
2. Support all efforts to remove verbal and physical abuse from youth sports;
3. Demand a sports environment that is free of drugs, tobacco and alcohol.

Tornado and Hurricane Procedures

Tornado

The School office maintains a weather alert radio system which sounds alerts as to local adverse weather conditions. In the event of an impending tornado (warning or watch) students will be instructed to proceed to safety. During a tornado watch, all classes will congregate in their designated places in building 200/Parish Center where they will remain until the "all clear" is sounded.

Hurricane

In the event of an impending hurricane you should follow the directives from the Brevard County School Board as to school closure. Please listen to the major television networks or local AM radio for the latest information. In the event of such an emergency, the Principal will alert school families via School Reach's broadcast email system, posting on our Facebook page and website at www.st-joe-school.org.

Visitors

All visitors and vendors must report to the School office to sign in, state their reason for being on campus, and obtain a "Visitor" or "Volunteer" badge.

Parents may not go into the classroom when class is in session at any time. Class time is much too precious to be interrupted. If you are bringing a forgotten item to your child, please bring the item directly to the School office. It will be delivered in a timely fashion.

Students from other schools (including former Saint Joseph students) may not be on campus without notification and must sign in at the School office. School dances are only open to Brevard Catholic School students. **NO VISITORS/NO EXCEPTIONS.**

SERVICES

Crisis Intervention

The local Diocesan Crisis Intervention Team was formed to deal with crisis situations such as death or suicide of a student, parent, or faculty member, disaster situations, or other crises which impact the student or school personnel population. This is different from crisis counseling, which may involve individual students. When an incident occurs, the Principal will notify the Superintendent of Schools, Office of Schools, who will contact the team members trained to implement crisis procedures.

The direct services in the event of a crisis will include: consultation with administrators, teachers, counselors, and parents regarding the current crisis and intervention procedures; direct intervention with individual students and groups of students to identify those “at risk” and to help stabilize the situation; determining the need for an outside agency involvement, follow-up counseling, or further evaluation and treatment.

It should be noted that if the Crisis Intervention Team is called in, it is at the Principal’s discretion, after conferring with the Pastor, to determine the extent and impact of a crisis. The Crisis Intervention Team is offered as an aid for dealing with difficult situations that impact the whole School.

Extended Day Program

The Extended Day Program is available to all students in Pre-Kindergarten through Grade 8 who attend Saint Joseph Catholic School. There is homework time, free time (indoors and out), and TV / game time. All activities are supervised by adult caregivers.

Extended school hours are from 3:00 pm to 6:00 pm ONLY. If your child has a fever, has vomited or becomes ill while in the extended day program, a parent will be called and must arrange to pick up within a 1/2 hour of being called or someone from your pick up list or emergency list will be called to pick up.

Parents who arrive to pick up their children later than 6:00 pm must pay a \$ 1.00 per minute late fee for every minute later than 6:00 pm. This fee is payable IMMEDIATELY to the caregiver.

Parents using the Extended Day Program until 6:00 pm every day of the week are charged the weekly rate; otherwise they will be charged on a half-hourly rate. When school is not in session but care is available, the half day or full day program is not included in the weekly rate.

The Extended Day Program is not available on National Holidays, Diocesan in-services or during summer vacation. Extended School Care is only available on regularly scheduled days of school.

Students who are waiting for siblings involved in extracurricular activities will automatically be enrolled in the Extended Day Program and charged accordingly. At no time are students allowed to leave the school property, while in school supervision. If weekly bills go unpaid 15 days or more, or if students consistently behave inappropriately, parents will be asked to withdraw their children from the Program.

Library and Media Center

Students will have regularly scheduled Library time. Library rules must be observed at all times. Students who lose or damage library materials are required to pay for the damaged materials.

Lost and Found

When clothing and various other possessions are found, they are placed in the lost and found, which is located in the Clinic. Mark all student belongings with his or her name and grade to avoid losing such items. If your child has lost something, he or she needs to check "lost and found" in the Clinic. After 30 days, the unclaimed items are put into the monthly Used Uniform Sale or donated to local charities.

Lunch and Snack

Snack time is scheduled each morning. Your child should either bring a healthy snack and juice from home or may purchase one from the cafeteria. Students are not allowed to eat candy or drink soda – please do not send it to school – it will be confiscated and returned at the end of the day.

Hot lunch is available daily. Students who choose to bring their lunch from home may purchase milk and juice during their lunch period. All lunch tickets should be turned in to each child's classroom by 8:15 am.

Tickets for snack and lunch are available to be purchased in the cafeteria before 8 am. You may also send an order form in with your child. The order form is enclosed hereto and can be located on the school website or in the office. Tickets for snack are \$1.50 and tickets for lunch are \$4.00 for grades 1-8 and \$3.50 for grades Pre-K & K. We encourage you to purchase tickets in advance. All tickets need to be marked with the family's last name as soon as they are purchased in case of missing or lost tickets.

If your child is late to school, the office needs to be notified BY 8:30 am of your child's need to purchase lunch. This is necessary to prepare or order the appropriate number of meals for the day. If you do not order lunch in time, peanut butter and/or jelly sandwiches are available, however, this is not a daily option in lieu of hot lunch. If a student forgets their lunch ticket for the day, he or she must report to their teacher or to the cafeteria manager so that accommodations can be made.

Parents Coming to Lunch - on a special occasion some parents choose to bring "fast food" for their child's lunch. Please sign in as a Visitor in the front Office and stay to eat with your child in the cafeteria. Please do not bring soda for your child. When you eat with your child, we ask that you sit separate and apart from student-occupied tables because students covet the "fast food" lunches, sometimes causing disruption and disharmony among classmates.

Sacramental Preparation

Saint Joseph Catholic School and Parish Religious Education Program (PREP) assume the responsibility, in partnership with the parents, to prepare children for the reception of First Reconciliation, First Eucharist, and Confirmation.

Candidates prepare for sacraments in the following grades:

Reconciliation	Grade 2
Eucharist	Grade 2
Confirmation	Grade 8

Preparation is not automatic and there are certain prerequisites for their reception:

- A Sacrament Request Form is submitted to the PREP Office.
- Baptismal Certificate (copy) of the candidate must be on file in the School Office.
- Candidate must understand that Sacraments celebrate our lives and help to affirm the faith that is already being practiced; it is imperative that you and your child pray and attend Mass on Sunday.
- Parents must attend a series of meetings throughout the year, prior to the child's reception of the sacrament. These formal classes are offered by the Parish Director of PREP. The dates will be set out on the monthly calendar.

Saint Joseph students who are not Catholic, but wish to become Catholic, must have the approval and support of their parents and take part in a program of preparation, which is sponsored by Saint Joseph Catholic Parish.

Standardized Testing Program

All schools within the Orlando Diocese must participate in the Diocesan-approved standardized testing program.

As of 2012, Grades 2 through 8 take the Iowa Assessment, Form E, in March. The test is a national norm-referenced achievement test. This means that your student's scores describe how he or she did on the test as compared with other students in the same grade from across the nation who took the same test at the same time in the school year. The tests results give parents and educators an objective picture of how your child is progressing in school. Scores can also help show whether a student is doing better in some subject areas than in others. Remember that students cannot pass or fail a test such as the Iowa Assessment; it is just one source of information about your child's achievement at a certain point in his or her education.

Testing

- Fifth and Eighth Grade students take the ACRE test (Assessment of Catholic Religious Education)
- Grades 5 & 6 students take trimester and final exams.
- Grades 7 & 8 students take trimester and final exams in each of the major academic disciplines. Students in 8th Grade who have an "A" for their final grade average will be exempt from the final exam in that given subject.
- The Grade 8 students who complete Algebra I will be instructed as to how to take the EOC (End of Course) test to receive credit for public school.

One failure of a major subject area will require summer school or approved tutoring. Two failures will require repeating the grade.

Tutoring

Some new and returning students are identified as being “at risk” for staying on grade level throughout the school year. With parental permission and teacher cooperation, an education plan is developed for “at risk” students by the Director of Student Services (DSS) and monitored on a regular basis.

To meet the needs of a student with a learning disability, the DSS and classroom teacher(s) design and implement an individualized learning program. A staffing may take place with teachers, parents, and the student to keep everybody up to date regarding his/her progress or lack thereof. It is also the responsibility of the DSS to facilitate the testing of students who manifest special needs.

The Student Services Department also oversees special education and tutorial programs for individual underachieving students. If a student is deemed eligible to receive tutoring through Brevard County Title I Program, a tutor is coordinated by the DSS and matched with the student and his/her needs. If the student is not Title I eligible, other in-School tutorial arrangements are made to provide the best positive outcome for the student.

It is always a good idea for a parent who employs a tutor to do so with the consultation of the classroom teacher. This will ensure that the instruction will coincide with the classroom, allowing for the best use of the investment. At no time should a parent hire an outside tutor to provide services to his/her child – while on campus – without the prior approval of the Administration.

ACTIVITIES

Extracurricular Activities

Saint Joseph Catholic School has a wide range of extracurricular activities geared to the varying ages and interest of the students. All clubs and sports need enough participants and volunteers in order to field a viable team. All volunteers must have Level I and Level II clearances.

- **Elementary athletics** are administered at St. Joseph School – practices are held on campus. Games are played either at MCC or at other Catholic elementary schools.
- **Catholic Coastal League** administers competitive sports for Middle School athletics – practices are held on campus and sometimes at other County venues. Games are played either at MCC or at other Catholic elementary schools.

<u>Activity</u>	<u>Gender</u>	<u>Grades</u>	<u>Time Period</u>
Altar Servers	Boys & Girls	Grades 7-8	Join in Spring
Baseball	Boys	Grades 6-8	Spring
Basketball	Boys	Grades 5-8	Fall
Basketball	Girls	Grades 5-8	Fall
Boy Scouts	Boys	Grades K-6	Fall Sign Up
Cheerleading	Girls	Grades 5-8	Fall
Drama	All Students	All Grades	Seasonal Productions
Elementary Basketball	Boys & Girls	Grades K-4	Spring
Elementary Soccer	Boys & Girls	Grades K-6	Fall
Flag Football	Boys	Grades 7-8	Fall
Girl Scouts	Girls	Grades K-6	Fall Sign Up
JH Soccer	Boys & Girls	Grades 6-8	Fall
Lego League	Boys & Girls	Grades 4-8	Fall
NJHS	Boys & Girls	Grades 7-8	Spring Elections
Softball (fast pitch)	Girls	Grades 6-8	Spring
Student Council	Boys & Girls	Grades 5-8	Fall Elections
Track	Boys & Girls	Grades 2-8	Spring Track Meet
Volleyball	Girls	Grades 6-8	Fall
Volleyball	Boys	Grades 5-8	Spring Tournament

PARENT INVOLVEMENT

Home and School Association

St. Joseph Catholic School does not have a sanctioned Home and School Association. Each family is by virtue and by (service hour) contract an active participating member in the success of all fund raisers and School & Church events. All scheduled School & Church events are coordinated and led by staff members. Parents are always needed as volunteers to work scheduled events.

It takes the combined efforts of home and school working together to provide for the needs, growth, and development of the School. Please support the school by becoming actively involved.

Responsibilities

The Principal oversees the main fund raisers for the year in conjunction with the staff and Church office. Each fund raiser calls for a coordinator to organize a successful team that will take that fundraising concept from beginning to end. The “coordinator” defers all important decisions to the Principal and keeps the lines of support and communication open at all times. The teachers and staff assist, to the best of their abilities, to ensure the success of all undertakings.

Some fund raisers constitute the formation of committees in order to accomplish specific tasks for the success of the event. Each committee will have one Chairperson and if necessary, a Subcommittee. Each committee Chairperson is responsible for encouraging volunteers who work an event to log in service hours correctly.

School Board

The School Board of Saint Joseph Catholic School is a board comprised of appointed, voting and non-voting members constituted of 50% parent and 50% non-parent members. The School Board is an advisory and consultative group that makes recommendations to the Pastor and Principal. The Board meets monthly on the 2nd Tuesday of each month. Parents and parishioners are always invited to attend. Parents are also welcome to express their interest on being considered for a board appointment and may do so to the School Board President.

Volunteer Opportunities

Volunteer opportunities are published monthly in the School Newsletter which should be read on the School website: www.st-joe-school.org. Intermittently, volunteers may be needed for an unscheduled project. In these cases, a School Reach broadcast email will be sent out to solicit help. Please get in the habit of checking the email account you gave the School for all notifications - and be sure it is kept current.

You may not share or give Service Hours to another family. A volunteer must be 18 years or older to perform family Service Hours. If you are asked by the teacher to purchase items for your child’s classroom, in addition to your child’s personal supplies, a receipt of purchase may be submitted for Service Hour credit – 1 Service Hour = \$ 15.00 receipt.

Volunteers - Please be sure to log all Service Hours in the LOG BOOK which can be found in the School office.

MISCELLANEOUS

Bloodborne Pathogens Exposure Control Plan

It is the policy of the School Board of Saint Joseph Catholic School to provide a safe environment for its students and employees. The Bloodborne Pathogens Exposure Control Plan, which is available in the School office, sets forth the requirements necessary to minimize exposure to bloodborne pathogens and to protect employees from the threat of disease via such exposures. Its publication is in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030; HRS 10D-104; and DEP 17-712.

Child Abuse

Florida Statute defines child abuse as: “any willful act that results in physical, mental or sexual injury that causes or is likely to cause the child’s physical, mental or emotional health to be significantly impaired.” Child neglect is failure to provide adequate food, clothing, shelter, health care or needed supervision.

All school personnel, including administrators and both certified and non-certified staff, are mandated reporters and are required to report suspected child abuse and neglect to the Department of Child and Family Services. The School informs all school employees, via the Faculty Handbook, of their obligation to report and the procedures to be used as outlined below:

- A call is made to DCF immediately and no one in the workplace is permitted to interfere with or prevent the call.
- The mandated reporter is obligated to make the report to DCF and may not relinquish that responsibility to the Administrator or other school personnel.
- After contacting the DCF the mandated reporter shall notify the Principal, who must then notify the Office of Catholic Schools.

An incident report shall be provided to the Office of Catholic Schools within 24 hours.

Custody Issues

The School respects the rights of parents and legal guardians and abides by all federal, state and local laws regarding child custody. Access to the child, student records and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents.

The School will not release a child, student records or confidential information to a non-custodial parent unless court-ordered documents state, in writing, that the parent is permitted to have access. **The custodial parent must provide the Principal with an official, updated copy of the custody order.**

If court records indicate that one parent has limited or no visitation rights and that parent wants to volunteer in the School, the Principal need not accept the volunteer if it is determined such parent is volunteering in order to increase contact with the child. The Principal shall notify the custodial parent and have him/her settle the issue. In the absence of a court order, the School may provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference.

Diocesan Network Acceptable Use Policy

The *Technology Responsible Use Policy of the Diocese of Orlando* is presented in the Parent Packet which is distributed at the beginning of the year Parent General Meeting. It must be signed and returned by each parent. The entire Policy can be reviewed in its entirety on the school website.

This Policy is to be followed whether the technological device is school owned or personal.

Management Plan for Hazardous Material

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos Containing materials as developed by Law Engineering is available without restriction for your inspection at the School's office. We ask that you make an appointment if you wish to review the Plan.

The entire campus undergoes testing for mold, asbestos, lead, and radon and meets all federal safety requirements. Periodic asbestos surveillance is made every 6 months and radon testing is conducted every 3 years. Mold is tested on an "as necessary" basis.

Non-Discriminatory Policy

The School does not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the School, such students can meet the School's program requirements and parents are in agreement with the proposed accommodations.

The School does not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs and other School programs.

Family Name: _____

Date: _____

SAINT JOSEPH CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK

I acknowledge that I have read the Parent/Student Handbook.

The Parent/Student Handbook is a contract between the administration, the parents and the students.

The administration reserves the right to discipline students for off-campus conduct and for defamation of others in the school community.

RIGHT TO AMEND HANDBOOK

It is, of course, impossible to foresee all problems which arise. This clause empowers the Saint Joseph Catholic School Board, the faculty and the administration of Saint Joseph Catholic School to take disciplinary action against any behavior which violates the spirit and philosophy of SJCS even though not specified in the Handbook. Additionally, the school administration retains the right to amend the Handbook for a just cause.

We have read the contents and agree to be bound by its rules and regulations. This page must be returned to each child's homeroom teacher.

Parent Signature

Student Signature

Student Signature

Student Signature

St. Joseph Catholic School Calendar

2014-2015

12.5	AUGUST	AUGUST '14	SEPTEMBER '14	+21	SEPTEMBER
11	<i>Open House</i>	S M T W Th F S	S M T W Th F S	1	<i>Labor Day</i>
12	<i>First Day of School</i>				NO SCHOOL
	EARLY DISMISSAL			10	EARLY DISMISSAL
21	<i>General Parent Meeting</i>	3 4 5 6 7 8 9	7 8 9 10 11 12 13		
25	<i>Teacher Inservice</i>	10 11 12 13 14 15 16	14 15 16 17 18 19 20		
		17 18 19 20 21 22 23	21 22 23 24 25 26 27		
		24 25 26 27 28 29 30	28 29 30		
		31			
+20	OCTOBER	OCTOBER '14	NOVEMBER '14	+17.5	NOVEMBER
8-10	<i>Parish Festival</i>	S M T W Th F S	S M T W Th F S	10	<i>Start of 2nd Trimester</i>
	NO SCHOOL				<i>Thanksgiving Break-</i>
				26	EARLY DISMISSAL
		5 6 7 8 9 10 11	2 3 4 5 6 7 8	27-28	NO SCHOOL
		12 13 14 15 16 17 18	9 10 11 12 13 14 15		
		19 20 21 22 23 24 25	16 17 18 19 20 21 22		
		26 27 28 29 30 31	23 24 25 26 27 28 29		
			30		
+15	DECEMBER	DECEMBER '14	JANUARY '15	+19	JANUARY
6	<i>Golf Tournament</i>	S M T W Th F S	S M T W Th F S	1-2	<i>Christmas Break</i>
19	EARLY DISMISSAL				NO SCHOOL
22-31	<i>Christmas Break-</i>	1 2 3 4 5 6	1 2 3	14	EARLY DISMISSAL
	NO SCHOOL	7 8 9 10 11 12 13	4 5 6 7 8 9 10	19	<i>Martin Luther King</i>
		14 15 16 17 18 19 20	11 12 13 14 15 16 17		NO SCHOOL
		21 22 23 24 25 26 27	18 19 20 21 22 23 24	25-30	<i>Catholic Schools Week</i>
		28 29 30 31	25 26 27 28 29 30 31		
+19	FEBRUARY	FEBRUARY '15	MARCH '15	+22	MARCH
16	<i>President's Day</i>	S M T W Th F S	S M T W Th F S	2	<i>Start of 3rd Trimester</i>
	NO SCHOOL	1 2 3 4 5 6 7	1 2 3 4 5 6 7		
18	<i>Ash Wednesday</i>	8 9 10 11 12 13 14	8 9 10 11 12 13 14		
		15 16 17 18 19 20 21	15 16 17 18 19 20 21		
		22 23 24 25 26 27 28	22 23 24 25 26 27 28		
			29 30 31		
+15	APRIL	APRIL '15	MAY '15	+20	MAY
2-10	<i>Easter Break</i>	S M T W Th F S	S M T W Th F S	13	EARLY DISMISSAL
	NO SCHOOL			19	EARLY DISMISSAL
		1 2 3 4	1 2	25	<i>Memorial Day</i>
		5 6 7 8 9 10 11	3 4 5 6 7 8 9		NO SCHOOL
		12 13 14 15 16 17 18	10 11 12 13 14 15 16	29	<i>Last Day of School</i>
		19 20 21 22 23 24 25	17 18 19 20 21 22 23		
		26 27 28 29 30	24 25 26 27 28 29 30		
			31		
+0	JUNE	JUNE '15			
		S M T W Th F S			
		1 2 3 4 5 6			
		7 8 9 10 11 12 13			
		14 15 16 17 18 19 20			
		21 22 23 24 25 26 27			
		28 29 30			

Calendar is subject to change

STAFF - 2014/2015

Principal - Mrs. Claudia A. Stokes - stokesc@st-joe.org

Assistant Principal - Mrs. Carol A. Guthrie - guthriec@st-joe.org

GRADES	HOMEROOM TEACHERS	ROOM NUMBERS	EMAILS
VPK	Mrs. Mason	306	masonmj@st-joe.org
VPK Director	Mrs. Cook	307	cooka@st-joe.org
Kindergarten	Mrs. Wanagill	304	wanagillb@st-joe.org
Grade 1	Mrs. Degnan	303	degnanr@st-joe.org
Grade 2	Mrs. Harvey	302	harveyc@st-joe.org
Grade 3	Ms. Amara	301	amaraj@st-joe.org
Grade 4	Ms. Ganio	308	ganhos@st-joe.org
Grade 5	Ms. LoProto	204	loprotob@st-joe.org
Grade 6	Mrs. Mardiat	203	mardiats@st-joe.org
Grade 7	Mrs. Kwoka	202	kwokak@st-joe.org
Grade 8	Ms. Horn	201	horn@st-joe.org
Middle School Mathematics	Mr. Pagoria	206	pagoriam@st-joe.org
Middle School Science	Mrs. Mardiat	207	mardiats@st-joe.org
	NON HOMEROOM TEACHERS		
Spanish	Senora Hessen	203	hessenr@st-joe.org
Music	Ms. Van Dorth	305	vandorthc@st-joe.org
Art	Mrs. Lancaster	311	lancasterd@st-joe.org
Student Services	Mrs. Guthrie	312A	guthriec@st-joe.org
P.E.	Mr. Martelli	311	martellij@st-joe.org
Media Specialist	Ms. Keany	Library	keanyj@st-joe.org
	SUPPORT STAFF		
Counselor	Dr. Gilbert	200	gilbertr@st-joe.org
Technology	Mr. Crowell	Library	crowellt@st-joe.org
Educational Ass't	Mrs. Weimar	Elementary	weimarc@st-joe.org
Educational Ass't	Mrs. Scarborough	Early Child	scarboroughl@st-joe.org
Office Mgr	Mrs. Westmoreland	Office	westmorelandl@st-joe.org
Receptionist	Mrs. Falcao	Office	falcao@st-joe.org
Clinic Aide	Mrs. Cheslock	Clinic	cheslockc@st-joe.org
Accountant	Mrs. Mason	Church Office	masonm@st-joe.org
Financial Ass't	Mrs. Sousa	Office	-
Cafeteria Mgr	Mrs. Sousa	Cafeteria	-
Cafeteria Ass't	Mrs. Driscoll	Cafeteria	-
Extended Care	Mrs. McKnight	309	-

Lunch Ticket Order Form



All lunches are purchased through the use of tickets. You can send in an order for lunch tickets with your child and the tickets will be sent home. Then, each day that your child needs lunch simply send in a ticket.

Lunch Ticket Order Form

Student Name: _____ Homeroom: _____

Lunch Tickets

PK - Kindergarten: # of Tickets ____ @ \$3.50 = _____

Grade 1 - Grade 8: # of Tickets ____ @ \$4.00 = _____

Snack Tickets (all grades)

of Tickets ____ @ \$1.50 = _____

Total: _____