



SAINT JOSEPH CATHOLIC SCHOOL

Rooted in Tradition | Educating for the Future

PARENT & STUDENT HANDBOOK

2023-2024

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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 chose 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.

I. About 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 55 years of academic excellence in 2019. 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 the process of certification. All specialty teachers are degreed and certified in their areas of expertise. The early child department holds a student/teacher ratio of 20 to 1 teacher with 1 assistant. The elementary grades two through four 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 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 to Saint Joseph School.

Saint Joseph School has 18 modern classrooms. The school is equipped with wireless internet access, guarded by Cisco Umbrella to safeguard the children from inappropriate websites. Classrooms are equipped with SMART Board interactive white board technology (including SMART Boards, dedicated notebook computers, doc cameras, and wireless slates). 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. In 2019, SJCS began curating a STREAM lab to expand on STEM related projects. 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, 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 revived the Space Program with companies such as Space X and Blue Origin, allowing local business to flourish.

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.

Accreditation and Recognitions

Saint Joseph Catholic School has been accredited since 1974. Our accreditation continues today under the Florida Catholic Conference (FCC). Additionally, we are a certified Voluntary Pre-kindergarten (VPK) Program provider authorized through the Brevard County Early Learning Coalition (ELC) and the Florida Department of Education. We participate in both the Step Up for Student Tax Credit Scholarship Program and the McKay Scholarship program which require compliance with the State of Florida. We have received a National Award for Make a Difference Day two times and have received a commendation from the FCC for meeting special needs. The Diocese of Orlando recognized Saint Joseph Catholic School and awarded the school with the Blesses Mother Theresa Award for exemplifying Catholic identity.

School Hours

- 7:30 Supervision begins in Parish Hall/Cafeteria.
- 7:45 Main Gates Open and teachers' open classroom doors. Students may enter the classroom at this time.
- 8:00 Students should be in class ready to begin the day.
- 8:00 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
- 11:45 Lunch Pre-K, Kindergarten, Grades 1, 2, 3 and 4
- 12:45 Lunch Grades 5, 6, 7 and 8
- 2:55 Dismissal - Grades Pre-K through 4
- 3:05 Dismissal - Grades 5-8

II. DIOCESAN POLICIES

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.

Blood borne 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 Blood borne Pathogens Exposure Control Plan, which is available in the school office, sets forth the requirements necessary to minimize exposure to blood borne pathogens and to protect employees from the threat of disease via such exposures. Its publication is in accordance with the OSHA Blood borne 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 a 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:

1. A call is made to DCF immediately and no one in the workplace is permitted to interfere with or prevent the call.
2. The mandated reporter is obligated to make the report to DCF and may not relinquish that responsibility to the Administrator or other school personnel.
3. After contacting the DCF the mandated reporter shall notify the principal, who must then notify the Office of Catholic Schools.
4. An incident report shall be provided to the Office of Catholic Schools within 24 hours.

Code of Conduct for Parents, Volunteers, and Visitors in the Diocese of Orlando

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or

professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the schoolteachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership, and compassionate service to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren’s education and development.
- To have confidentiality over sensitive issues respected by faculty/staff.

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications especially social media, e.g., tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook.
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds to support the overall safety and security of all children in our care o *Please note that each school in the Diocese of Orlando has a “Raptor” comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver’s license, “Raptor” runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must always wear their name badges/lanyards in plain sight while on school grounds or at school-related events.*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances should you approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by the school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers’ preparation and assigned supervisory time before, during, and after school. Make an appointment for lengthy discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them.
- Listen to your child/ren but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home.
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g., class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command.

2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should try to mediate and find resolution in both parties' presence.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance with Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

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 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 with the opportunity, upon request, for a parent-teacher conference.

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. An online appointment must be made at a local Field Print location 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:
 4. Chaperones/drivers must be 25 years of age.
 5. Chaperones/drivers MAY NOT take siblings on school field trips.
 6. 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.**
 7. 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
 8. Drivers must have a working seat belt for each child riding in the car. A child may not be in the front seat.
 9. Each teacher is responsible for assuring that volunteers for class-sponsored activities have Level I and II clearances on file in the school office.

Field Trips – Diocesan Guidelines

School personnel are encouraged to use the extensive local and state resources available for field trips. The purpose and goal of the field trip should support the curriculum and instructional programs for the students to enrich classroom learning.

Students are not allowed to take overnight field trips unless approved by the principal and Superintendent of Catholic Schools.

The principal, as the responsible school administrator, must adhere to all the policies and procedures of the Diocese as they pertain to field trips and use the Diocesan approved field trip form located on the SJCS website and sent home with the student.

Required Forms

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. These forms are all accessible on our website for reference.

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 aged 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 aged 18 or older and in high school)

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.

Field Trip Chaperone Requirements

- 1) *Level I and II clearances are required by all parents and staff who chaperone.*
- 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.*

Immunizations

Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization (Florida Statute 1003.22) as a condition precedent to acceptance. The Diocese of Orlando does not recognize a religious objection to immunizations. For more information see the Diocese of Orlando Office of Schools website <https://www.orlandodiocese.org/ministries-offices/schools/schools-parent-information/schools-immunization-policy/>

All children in Florida shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health.

- 1) These records are to be presented to the school before the first day of school.
- 2) If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Technology Responsible Use Policy for Students

The Technology Responsible Use Policy of the Diocese of Orlando can be found in the appendix of this handbook. It must be signed and returned by each parent. 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.

Inappropriate Behavior and Language

If a teacher, coach, or administrator is aware of behaviors or language that could be considered harassment (such as initiation activities, hazing, wedgies, etc.) or know that students use sexually explicit language to other students, those knowledgeable, responsible adults must take action to correct the behaviors. Any form of sexual harassment will not be tolerated, and such behaviors are subject to disciplinary action if continued. Additionally, coaches seem to be especially cognizant about activities

that could be considered harassment. Consequently, they can be held personally responsible for “knowing” and “allowing” by not trying to correct the behaviors.

Media Consent

The Diocese of Orlando requires that all students have a signed Photo/Video Release form in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by SJCS and the Diocese of Orlando. See this policy in the appendix of this handbook.

Standardized Testing in the Diocese of Orlando

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

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.

Child Protection

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, in accordance with Florida law and Diocesan policy. All school personnel are required to contact the Department of Child and Family Services (DCF) when they have reasonable cause to believe that a child who is 17 years of age or younger has been harmed or is in danger of being harmed either physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to protect the child from harm.

Faithful Citizenship

- 1) The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved.
- 2) Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities.
- 3) The posting of political materials in Diocesan schools or on a school's property is strictly prohibited.
- 4) Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date).

Weapons Policy

- 1) The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited.
- 2) The school shall deal with such incidents according to the federal, state, and local law.
- 3) Students who violate this policy shall be subject to discipline up to and including required withdrawal.

III. SCHOOL POLICIES

Non-Discrimination Policy

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. Admissions policies shall 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 agree with the proposed accommodations.

Academic Recommendations

All requests for forms such as medical, behavioral, or any recommendation forms/letters must be submitted to School Administration before completion for instruction of proper completion and review. Once completed, School Administration will review completed forms and send them to the appropriate recipients.

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.

The admission of students to Saint Joseph Catholic School is based on availability of classroom space. Class size limitations are determined and regulated by Diocesan policy and state accreditation standards. If space is limited, priority will be given in the following order:

- 1) Children of families actively participating in the Saint Joseph Parish involved in the life of the parish through contributions of their time, talent, and treasure.
 - a) Those families with children already attending Saint Joseph Catholic School.
 - b) Those families registering for the first time.
- 2) Children of families from other Catholic parishes actively participating in their respective parishes through contributions of their time, talent, and treasure.
 - a) Those families with children already attending Saint Joseph Catholic School.
 - b) Those families registering for the first time.

- 3) Children of families who are Saint Joseph parishioners not actively participating through contributions of their time, talent, and treasure.
 - a) Those families with children already attending Saint Joseph Catholic School.
 - b) Those families registering for the first time.
- 4) Children of families from other Catholic parishes not actively participating through contributions of their time, talent and treasure.
 - a) Those families with children already attending Saint Joseph Catholic School.
 - b) Those families registering for the first time.
- 5) All others
 - a) Those families with children already attending Saint Joseph Catholic School.
 - b) Those families registering for the first time.

Initial Acceptance & Registration

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

- 1) Entering the Pre-Kindergarten 3-year-old program must attain the age of 3.
- 2) Entering the Pre-Kindergarten 4-year-old program must attain the age of 4.
- 3) Entering Kindergarten must be 5 years of age.
- 4) 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) Participate in 1-2 shadow days. If enrollment is offered during the summer, students’ acceptance is based on a 90-day probationary period.
- 2) Have a family interview with the principal,
- 3) If expecting to qualify for the Category 1 tuition rate, meet with your Pastor from Saint Joseph or Our Lady of Grace Catholic Church (or another Catholic Church) to obtain a letter of subsidy support.

Submit:

- 1) completed registration forms, including Parish Registration Form,
- 2) birth certificate,
- 3) baptismal certificate (if baptized),
- 4) 2 years of most recent report card or progress report (if transferring),
- 5) Florida physical form, and the Florida HRS immunization form.
- 6) Individual Education Plan (IEP) if applicable
- 7) a New Student Registration Fee and instructional fee (non-refundable)
- 8) Incoming students *may* be tested in Math, Essay, or Reading Comprehension.

Probation

All new students are admitted on a probationary period of 90 school days 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, Gardiner Scholarships, or other documentation of special needs must have an annual review to ensure that the school will be able to continue to meet their needs in the classroom.

Academic Standards

Academic Honesty

Academic honesty is an important aspect of student education at Saint Joseph Catholic School. Students are called to act with honesty and incorporate Gospel values while preparing and presenting their own schoolwork. The consequences of breaking this policy will be determined by the principal.

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 schoolwork. 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 (Grades 1-8)

Principal's Award

Awarded to a student who has achieved a grade of 94 or higher in all subjects. Students must have an 85 in Music, Art, and PE (and Spanish if applicable). In addition, for each subject, the student may have no 3's for any Behaviors of Learners.

First Honors

Awarded to a student who has achieved a grade of 90 or higher in all subjects. Students must have an 85 in Music, Art, Technology, and PE (and Spanish if applicable). In addition, for each subject, the student may have no 3's for any Behaviors of Learners.

Second Honors

Awarded to a student who has achieved a grade of 85 or higher in all subjects. Students must have an 85 in Music, Art, Technology, and PE (and Spanish if applicable). In addition, for each subject, the student may have no 3's for any Behaviors of Learners.

Academic Excellence Award

Students who earned the Principal's Award all three trimesters will be awarded an Academic Excellence Award at the end of the year.

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.

Library and Media Center

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

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.

Report Cards/Progress Reports

The diocese of Orlando Elementary schools uses 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

Pre-K 3 & VPK

Receive a Diocesan Standards Based Report Card (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.

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 3-5

These students receive a hybrid report card which includes the above noted proficiency code related to performance on skills in each subject area. Additionally, these students receive one average score for each core subject. The grading scale for the averages is noted below.

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. [OB]

Grading Scale

A – 90 -100%

B – 80 - 89%

C – 70 - 79%

D - 60 - 69%

F – 59% and below

Progress Reports

Parents should keep up to date with student's grades through the Parentsweb Parent Portal as it will be a more accurate assessment of a student's grade reflecting the impact of missing or late work. Weekly folders containing student work in Grades K through 8 will assist in keeping parents abreast of the student's progress.

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

Retention

A student may be required to repeat a grade whenever the principal, after consulting the teacher and parent/guardian, decides that it is in the best interest of the student to do so. If the student is to be retained, the school shall make accommodations that support the academic growth and progress of the student. Should a parent refuse to adhere to this recommendation, then the principal may require the student's withdrawal.

Administrative Placement

Administrative placements occur when a child has not met grade level proficiency expectations and/or does not pass one or more academic subjects but is not a good candidate for retention. The assignment to the higher grade does not indicate that the child can successfully work in this grade, nor does it indicate that the student has mastered the basic skills necessary for progression to this grade.

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. **Should textbooks be lost or vandalized, the student issued the text will be responsible for paying for a replacement.**

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 traditionally prepare for sacraments in the following grades:

Reconciliation Grade 2

Eucharist Grade 2

Confirmation Grade 8

If your child is older than grade 2 and has yet to receive Baptism, Reconciliation, or Eucharist, please contact the parish office and speak with the Director of Religious Education to make arrangements.

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

- 1) A Sacrament Request Form is submitted to the PREP Office.
- 2) Baptismal Certificate (copy) of the candidate must be on file in the school Office.
- 3) 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.
- 4) 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 2019, Grades 2 through 8 take the **Terra Nova**, in February or 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 test 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 Terra Nova; it is just one source of information about your child's achievement at a certain point in his or her education.

Testing

- 1) Fifth and Eighth Grade students take the ACRE test (Assessment of Catholic Religious Education)
- 2) Grades 5 & 6 students take trimester and final exams.
- 3) 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.
- 4) The Grade 7 students may be required to take a pre-Algebra placement exam to take Algebra 1 in

- 5) grade 8.
- 6) The Grade 8 students who complete Algebra I will be instructed as to how to take the EOC given by the Diocese of Orlando.
- 7) One failure of a major subject area will require summer school or approved tutoring.
- 8) 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 Resource Teacher (and the School Psychologist if applicable) and monitored on a regular basis.

To meet the needs of a student with a learning disability, the Resource Teacher 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 Resource Teacher to coordinate 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 Resource Teacher 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. A parent should never hire an outside tutor to provide services to his/her child while on campus without the Administration's prior approval. If tutoring services are approved by the Administration, the person offering the tutoring will be required to obtain fingerprint clearance through the Diocese of Orlando.

National Junior Honor Society

The NJHS is open to all rising eighth graders who have met five criteria: scholarship, leadership, service, character, and citizenship and completed a membership application. The basic scholarship requirement is a 92% or higher cumulative average in all subjects.

Academically eligible candidates will be evaluated based on leadership, service, character, and citizenship. Conduct is an important indicator and will be reviewed when considering student eligibility. Selection is made by a majority vote of a Faculty Council consisting of school faculty as well as the school's administration.

Current members must maintain their academic and conduct status to maintain good standing and active membership within the organization. Each year the National Junior Honor Society completes community service projects in which all the members of the society are involved. These projects emphasize the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

Valedictorian and Salutatorian Criteria

Eligible students must have attended Saint Joseph Catholic School full time in seventh and eighth grade and be an active member of NJHS. The final cumulative average for eligible students will be determined by work completed prior to May 1st of their 8th grade year. All classes, including specials, will be used in computing a student's final cumulative average. The student with the highest overall cumulative average in eighth grade will be the Valedictorian. The student with the second highest overall cumulative average in eighth grade will be the Salutatorian. In case of a tie in either area, we will include the seventh-grade final cumulative averages in the calculation for those with a tie. If there is still a tie, we will appoint co-Valedictorians or co-Salutatorians.

Website Permissions

Students will be using various websites at SJCS including, but not limited to BrainPOP, Clever, Edpuzzle, IXL, Office 365, Prezi, Readtheory, Scope, Stratologica, Readworks, Commonlit, and icivics in ELA, math, social studies, and / or science. Students who are minors must have parent/guardian permission to create accounts for Brainpop and Edpuzzle. By signing this handbook, you permit SJCS to set up your child's personal accounts to be able to access the videos, readings, games, quizzes, etc. that may be assigned. Students will sign up for these various websites in class. If you have questions about this, please contact your child's teacher.

Athletics & Extra-Curricular 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.

- 1) Elementary and Middle School athletics are administered at St. Joseph School by Catholic Youth Sports—practices are held on campus. Games are played either at MCC or at other Catholic elementary schools. Catholic Youth Sports also administers competitive sports for Middle School athletics and practices are held on campus and sometimes at other venues. Games are played either at MCC or at other Catholic elementary schools. For more information on Catholic Youth Sports, see their [website](#)
- 2) Academic and Attendance Policy for Athletics & Extra-curricular Activities
 - a) According to the revised School Board Policy Number 10, effective 11/2013, "Any student participating in a Catholic Youth Sports (CYS), 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.
 - b) 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 scores 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* 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.

- c) A student who is absent from school or who arrives at school later than 9:30 AM or leaves before 2:30 will not be allowed to participate, practice, or compete in any extracurricular activities for that day or evening. This policy includes school and partner school dances.

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-curricular activity **may NOT leave school grounds** (without an "authorized-to-pickup" adult) and must always stay with the coach/activity leader – 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 always required! 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.

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.

Attendance, Absence and Tardy

Daily Attendance

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.”

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.

Middle school students who miss 15% or more of a core subject class (math, science, ELA, religion, social studies) will be required to make up minutes for that class.

Absences

Parents – please call the school office by 8:30 am when your child will be absent. A written note stating the date and reason for absence must be signed and submitted to the Office upon return. **For any absence of 4 or more days, we request a doctor’s note.**

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.

No student can be absent in excess of 30 days (10 days per Trimester), **excused or unexcused**, without an academic progress plan approved by the school administrator. If the number of days is exceeded, the student may be asked to withdraw or be retained because of the impact on academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

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**.

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

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 or the departure of a student before the end of the school day, results in a tardy being assigned to the individual.

Unexcused Absences

After 5 unexcused absences within a calendar month or 10 unexcused absences within 90 days, the school's administration will review the attendance to determine if early patterns of truancy are developing. Intervention strategies will be determined and applied in a progressive approach. If attendance issues continue, the parents will be asked to withdraw their children and children may be retained.

Unexcused Absences Procedures

Family vacations, reunions, conflicting holiday schedules and personal days are deemed unexcused absences! Students will not be given class or homework in advance of any unexcused absence.

Attendance Requirement for Participation in Extracurricular Activities

A student who is absent from school or who arrives at school later than 9:30 AM or leaves before 2:30 will not be allowed to participate, practice, or compete in any extracurricular activities for that day or evening. This policy includes school and partner school dances.

Early Release

Students are not permitted to leave the school premises alone during the day. If, for some important reason, a student must 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. No student will be dismissed after 2:30 through the front office. If you need to sign your child out, please do so before 2:30

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.

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 is retrieving a student from school at regular dismissal time, or for an appointment, that **instruction must be IN WRITING!** Please add this person to your Parents Web pickup list or email the school office with instructions and the full name of the person picking up your student(s). Please tell the person you designate that I.D. will be required in the Office.

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 school office to sign in and obtain a tardy slip so children may be admitted to the classroom. You may not drop your students off without escorting them into the building.** 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 only as determined by the school administration. Continual tardiness is a form of educational neglect.

Tardy Consequences:

5th Tardy: A letter is sent home that lets parents know that child had earned their 5th tardy. The letter reminds parents of their agreement to follow the tardy policy in the handbook.

- 5 unexcused tardies per grading period = NO HONOR ROLL, NJHS, or student council.
- Friday detentions will be given to students who are chronically tardy.

10th Tardy: A face to face meeting with an administrator, parents and student regarding excessive tardiness, is required.

20th Tardy: Students who arrive late for the 20th time or more will be sent home for the school day. **This is treated as an in-school suspension for excessive tardies.** Students will have to make up missed work for this day.

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.

State Mandated Updated Attendance

- Should there be a need to quarantine individual students or groups of students as *required* by the local departments of health and in accordance with Diocesan protocols, asymptomatic students are expected to participate in the school's established academic continuity process which could include, but is not limited to digital instruction, recorded instruction, online meetings, and learning packets.

Behavior, Code of Conduct & Discipline

The goal of all discipline is self-discipline, creating a wholesome sense of what is appropriate behavior 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 approach in Pre-Kindergarten through Grade Eight. The purpose of this approach is to foster a safe environment that encourages positive behaviors and efficiently uses instructional time. Classroom teachers will clearly

outline reward systems used in their specific classrooms. Students may earn rewards upon achieving behavior goals. For example –

- Elementary school students may earn behavior rewards such as a Friday surprise, a sticker, extra recess, or a pick from a treasure box.
- Middle school students may earn rewards such as a behavior party or a field trip. To earn behavior rewards, middle school students MUST obtain a “C” or better on Progress Report/Report Cards AND obtain a 1 or 2 for all Learner Behaviors. A middle school student who attends a party or field trip without earning the reward receives a serious consequence.

Disciplinary actions are generally of a minor type involving the student and teacher. Teachers have the authority to correct misconduct and issue a detention. Examples include but are not limited to the following.

- Any student who chews gum on campus **may** receive a Friday detention from the teacher who witnesses the offense.
- A female student who wears more than two earrings or who wears earrings any place other than the earlobes, will receive a Friday detention from the teacher who witnesses the offense.
- Saint Joseph Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school’s code of student conduct and the instructional personnel Code of Ethics.”

Saint Joseph Catholic School students are expected to abide by the **Policies & Procedures of the Code of Conduct** while on school property, at all school-sponsored events, and anytime while wearing the school uniform on or off property. This entails showing respect for self, respect for others, respect for the school environment, and respect for learning.

Respect for Self

- arriving at school and to class on time

- showing pride in personal appearance and wearing a complete uniform to include regular uniform and P.E. uniform
- telling the truth and being honest

Respect for Others

- considering other's need for quiet
- demonstrating courtesy while others speak
- including all classmates in games and activities
- keeping hands and feet to self at all times
- listening and following directions
- playing fairly and encouraging others
- remaining on campus during school and during after school activities
- respecting every person regardless of age or position
- refusing participation in bullying behavior

Respect for School Environment

- abiding by the "Responsible Use Policy" for technology
- refraining from chewing gum
- taking care of school property including desks and textbooks
- walking in the classrooms, courtyard, hallways, and lunchroom

Respect for Learning

- completing and submitting all assignments by due dates
- completing and submitting missed assignments when absent
- taking tests and completing assignments honestly
- using time wisely to read and study

Policies and Procedures of the Code of Conduct also entails never using offensive language never possessing, selling, or using alcoholic beverages, narcotics, illegal drugs, or tobacco products; never

reading or promoting indecent literature; never slandering others; and never carrying objects that are or could be used as weapons or weapon paraphernalia.

Saint Joseph Catholic School does not sign consent forms allowing students to participate in non-diocesan school events (i.e. dances at local public schools).

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.

1. Off-campus Behavior Issues

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

2. Progressive Discipline

In most situations, progressive discipline shall be used as defined below. While progressive discipline is preferred, immediate suspension or required withdrawal may occur.

1. 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.
2. Students, parents and teachers must all be made aware of the steps and consequences in the progressive discipline program.
3. 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.
4. Early and ongoing intervention strategies will help prevent unsafe or inappropriate behaviors in a school and in school-related activities.
5. Intervention strategies will provide students with appropriate supports that address inappropriate behavior and will result in an improved school climate.

6. An incident serious in nature and after full consideration of circumstances affecting a student's behavior may warrant other discipline. 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.
7. While progressive discipline is preferred, immediate suspension or required withdrawal may occur. The progressive discipline continuum is a stepped approach to support a positive change in behavior.
 - o Students will be subject to disciplinary action for any of the following:
 1. Actions gravely detrimental to the moral, spiritual and physical welfare of other students.
 2. Actions which are detrimental to the school's reputation.
 3. Grave offenses which may include a violation of criminal law.
 4. Actions so outrageous as to shock the conscience or behavior of the community

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.

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 Prevention Program

Saint Joseph Catholic School endeavors to maintain a learning environment that is bully-free. Bullying can have a negative impact on the health and safety of our students. Bullying can create distress, anxiety, lower self-esteem, and feelings of isolation. Every child has the fundamental right to learn in a school environment without fear of being oppressed, harassed, or belittled by his or her peers. Bullying is an unacceptable behavior and will not be tolerated. SJCS is committed to the prevention and reduction of bullying, and to the improvement of peer relations.

What is Bullying?

Bullying is repeated behavior by an individual or group of students that is intended to cause the victim injury or discomfort through physical contact, words, or other ways. Bullying is aggressive and malicious causing the victim to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance of power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyber-bullying.

Bullying includes, but not limited to, the following:

- Written, verbal, or nonverbal threats and gestures.
- Unwanted physical contact, violence, or assault (hit, kick, push, pull hair, etc.)
- Intimidation, harassment, jeering, taunting, mocking, or repeatedly teasing.
- Extortion, theft of money or possessions, or vandalism of student's personal property. Also, having unauthorized control over someone else's property.
- Saying hurtful and unpleasant things, making fun of maliciously teasing, or using mean and hurtful nicknames.
- Degrading, insulting, or derogatory comments.
- Completely overlooking someone, or deliberately excluding them from a group of friends.
- Telling lies, gossiping, or spreading false rumors about someone or sending mean notes or emails and trying to get the other students to dislike him/her.

Saint Joseph Student Anti-Bullying Pledge

*I make a **commitment** to take a stand against bullying. I will treat others with **respect and kindness**. I will have the **compassion** not to be a bully and the **courage** not to be a bystander. It is my **responsibility** to help others being bullied and to **report** bullying as it is the **Christian** thing to do.*

Anti-Bullying Program

A school wide approach is used to deal with bullying behavior including education, individual interventions, classroom interventions, and community support. Classroom interventions will include posting and discussing the bullying rules, using negative consequences and incentives, and holding classroom meetings to increase knowledge and empathy. We will also incorporate bullying themes across the curriculum.

As Catholics we should always act in a Christ-like way according to Gospel values. Students are expected to be respectful to each other, to be courageous and stand up to help other students who are being bullied, to be considerate and friendly to students who are left out, and to be forthright and honest by reporting any bullying behavior they see.

Reporting Bullying

Telling is not tattling! Tattling is when you report something just to get someone else in trouble. Telling is when you report that you or someone else has a problem or is in danger.

Victims: All students who believe they have been the victim/target, or a bully shall promptly report the bullying to a teacher, administrator, or faculty member.

Student Witnesses: All students who witness or become aware of any bullying shall immediately report the bullying to a teacher, administrator, or faculty member.

Disciplinary Action for Bullying

Consistent and appropriate disciplinary action will be taken for bullying behavior that persists beyond mediation or for repeated bullying by a single student. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed will match the offense. An investigation will take place to substantiate the bullying behavior. Disciplinary action for bullying include warnings, detention, parent contact, counseling, peer mediation, loss of privileges, removal from class, suspension, or even expulsion. If the principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials. Only in extreme cases will disciplinary consequences be shared with the victims. This will be left to the discretion of the principal.

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.

5. Nicotine Policy

All schools within the Diocese of Orlando are smoke free and vape free environments. The possession and/or use of tobacco/smoking/vaping products or devices by underage children is illegal in Florida. Per Florida Statue, Possession of nicotine dispensing devices or nicotine products by persons under age 18 prohibited. Additionally, Possession of nicotine dispensing devices or nicotine products by persons under age 18 prohibited. A student found to be engaging in nicotine products, in possession or using nicotine products of any kind (including vape pens), 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.

6. 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.

7. Search of Students

Saint Joseph Catholic 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. Given our

dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

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.

9. 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 internet-based 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, Tik Tok, Facebook, Instagram or conveyed through other 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.

10. Cell Phones – Student and Parent Policy

***See COVID-19 Addendum for changes to this policy effective for the 2020-2021 school year.**

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 iPods/iPads tablets 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.

Extended Day Program Policies & Procedures

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 pickup 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.

1. Rates

For each child in after school care, you will be billed \$2.50 per 30 minutes.

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. If a parent is coaching or sponsoring another after school activity, you will not be billed for your child(ren) but it is your responsibility to inform the after school care employee at the time of check out. 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.

2. Procedures

- Pack your child an extra snack & drink if he/she is to be in the Extended Day Program (EDP). Snacks for EDP can be purchased in the cafeteria at snack time or lunch time. No snack cart is available after school, please do NOT send candy or soda to school with your child.
- Students from Pre-K to Grade 4 who go directly to the EDP are signed in & billed from 3:00 (12:00 on early dismissal days). Students from Grades 5 to 8 who go directly to the EDP are signed in & billed from 3:10 (12:10 on early dismissal days).
- If students remain on campus to participate in an after-school activity that begins later than 3:00 pm, **the student must stay in the extended day program**. Students may not leave the teacher or the area for any reason without permission from the person in charge. Scout leaders and coaches are responsible for signing out students from the EDP for meetings or practices. At the conclusion of any team practice/meeting, students must be signed back into the program, if the parent is not on time to pick up from practice/meeting and you will be charged accordingly.
- Homework time is offered in EDP but completion of homework cannot be enforced by the staff member. Getting homework done is a personal agreement between you and your child and it is your child's responsibility to do the homework when the time is allotted.
- **ALL STUDENTS MUST BE CHECKED OUT** by an authorized individual. There are no exceptions to this policy! Do not call ahead to ask that your child be sent to the gate. Please come to the gate, ring the bell and you will be let in to come to the classroom to sign out your child.
- The EDP staff has a copy of your child's classroom pickup list that you submitted at registration. If someone attempts to pick up who is not on your pick-up list, he/she will not be released until you send authorization IN WRITING to the school office before 3:00 pm – office@st-joe.org. If a student is to be picked up by someone who is not on the pick-up list, written notification must be sent to the School Office by 3:00 pm. The Office will inform the staff and a picture I.D. will be required.

- The EDP is not available on National and School Holidays. However, the program is available on early dismissal days (please check your school calendar). In order to plan staffing, the administration will need to know, in advance, if your child will need EDP services on these days. The program will be offered if ten students sign up to participate at least one week prior to the in-service date. Please let your EDP caretaker know at least the week before teacher in-service days if you will be needing services.

Billing

Invoices will be delivered to you weekly unless otherwise noted on the EDP registration form. INVOICES ARE TO BE PAID UPON RECEIPT. If your account becomes delinquent by 1 month, you will be asked to find alternative after-school care arrangements for your child. Additionally, if your account is past due, you will not be able to benefit from discounted daily or weekly rates.

If you have questions about a charge, you may request a copy of the sign out sheet you sign when you pick your child up from care. This must be done within 30 days of receipt of the bill. Bills that are exceedingly overdue may be charged late fees.

The extended day program hours are **3:00-6:00 pm**.

Any student picked up after 6:00 pm will be charged a late fee **of \$ 1.00 per minute** for every minute they are late past 6:00 pm. This fee is payable directly to the staff member who stayed with the student and is due at the time of pickup. If not paid at that time, the late charges will be added to that week's invoice. As well, a signed acknowledgement of the late pick up must be done at the time of pick up.

3. Discipline & Behavior

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 the school community.

The following is a list of general guidelines, by which all students are expected to abide:

1. Respect yourself and every other person regardless of age or position.
2. Kind words are very important. Offensive language will not be tolerated.
3. Always tell the truth.
4. Keep hands & feet to oneself. If you are having a problem with another student, tell the staff member in charge. Do not try to handle the situation yourself.

5. Play fairly and encourage one another in games and activities. Invite all classmates to participate.
6. Respect school property, especially inside the classrooms. Students should not touch anything on someone else's desk for any reason. Rooms must be picked up and tidied as the day goes on - this is everyone's responsibility.
7. Safety first is our motto. Use swings correctly or you lose the privilege. You may not carry objects that are or could be used as weapons, i.e. sticks, mulch. You may not throw sand or mulch. Stay away from the fence that borders the playgrounds, especially when a dog is present in the neighboring yard. If a stray animal happens to come on campus, do not touch them or run toward them; contact the staff member immediately.
8. Complete uniforms must be worn at all times while on school grounds. No sneakers with drop down wheels are permitted on campus.
9. Any student found on campus, unattended, will be sent and signed into EDP and charged accordingly. No child is to be unattended while on campus.

4. Disciplinary Consequences

When a rule is broken or a behavior unacceptable, disciplinary actions taken are minor in nature and are enforced by the staff as follows:

1. A verbal warning is given.
2. Loss of recess time and a written paragraph may be assigned. The paragraph will explain why the student misbehaved and should be signed by the student and given to the staff member.
3. A disciplinary note stating the problem will be sent home to be signed by a parent and returned the following day.
4. If a second note is sent home, signed by a parent & returned to school. A conference with the parent will be set up and a detention may be given.
5. If a third note goes home from EDP the student's privileges may be revoked and you will be asked to make other arrangements for your child's after care.

12. _

Financial Obligations

1. Tuition

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. Parents who are non-compliant with this requirement will incur an additional fee to cover the costs of tracking their plans individually.

2. Payment Options

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 \$38.00 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 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 need to 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.

3. Incidental Billing

An additional account is created for you in FACTS to house after school care payments, lunch payments, and other incidental items. These items are to be paid upon receipt.

If you do not have a payment plan in FACTS, you will be charged \$12 for this account.

4. FACTS Guidelines

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. **After 3 unsuccessful attempts to withdraw your payment, you will need to make a payment directly to the school office.**

5. Returned Checks

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.

6. Tuition Assignments & Discounts

The base tuition amount is the same for all students. Discounts are applied to determine the final rate for which your family qualifies. Discounts and school based financial aid will be considered after scholarship amounts have been applied. All discounts including the parishioner discount, volunteer discount, FACTS financial assistance, and multiple child discounts are subject to the financial ability of the parish and the school and are applied at the discretion of the Pastor and the school administration.

Families who are registered members of other Catholic parishes must still submit the Parish Verification form annually to their parish church office for verification and the Pastor's signature. The form must be returned and on file in the school office for the family to be considered for a discounted Catholic family rate. For families who are currently being sponsored by another parish, it will be assumed in these calculations that you will continue to be sponsored. If that changes, your discount will change.

For those on scholarships, tuition rates and discounts will be communicated with an estimation based on current year scholarship amounts that have been applied. SUFS, Family Empowerment and AAA tend to increase or decrease from year to year. McKay may reduce a bit as students get older. For frame of reference, we will apply the current year's rates, but will not know the final rates until the actual amounts are released this summer.

Please remember, FACTS Financial Aid is available as needed for families who need further support.

7. Tuition Discretionary Fund

Families will receive discounts with consideration using the criteria listed below. Categories will not be reassigned. If families cannot afford the tuition assigned, they are encouraged to apply for financial aid through our FACTS system. All discounts including the Catholic Parishioner discount, volunteer discount, FACTS financial aid, sibling discounts and any other aid are offered at the discretion of the Pastor and Principal and are dependent upon the financial ability of the parish.

To be eligible for discounts:

1. Be registered parishioners of SJ Catholic Church which they attend regularly, and use offertory envelopes to contribute financially to the parish or to confirm attendance - requested/suggested annual donation is \$1000

2. Be actively participating members of the SJCC community by volunteering and reporting no less than 50 hours at the School and/or Church.

OR

1. Be registered parishioners of another Catholic parish and participate so that the parish will submit a letter of support pledging to donate \$1000 to be submitted during the calendar year of enrollment

2. Volunteer 25 hours at the school.

OR

1. Be congregation members of a religious institution which they attend regularly and submit a letter of verification from that institution on letterhead, and contribute financially to Saint Joseph Catholic Church - requested/suggested annual donation is \$1000

2. Be actively participating members of the SJCC community by volunteering no less than 50 hours at the School or Church.

Proof that a family is eligible for a tuition discount will be the responsibility of the family.

Volunteer hours must be logged in ParentsWeb.

Your attendance at church is recorded with your offertory envelope. Please email conroyt@st-joe.org

8. Late Payments

If you fall behind 1 month in tuition or any outstanding balances, 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.

9. Consequences of Non-Payment

- Students will not receive a report card until all outstanding debts are satisfied.
- Access to grades and other information in the portal will be restricted.
- 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 or other fees are past due.
- Class field trip participation may be restricted.

10. Scholarship Student Commitments

Parents of students who are using a scholarship program to pay for their child's tuition agree that they are financially responsible for any balance not covered by the scholarship funds. Additionally, all families are expected to abide by the policies contained in the Parent/Student Handbook.

11. Tuition Assistance Application & Procedure

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 or AAA Scholarship www.aascholarships.org . There is required documentation and an application fee to SUFS/AAA.
2. Must submit the school registration paperwork and pay the school registration fee.

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/aid>

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.

It should be noted that sibling discounts are considered financial aid and the distribution of those discounts (including the amount) is up to the discretion of the school administration.

Early Withdrawal

School policy states that registration fees are non-refundable.

If a registered student withdraws between August 1st and the first day of school, as a matter of parental choice or for reasons deemed to be unacceptable to the administration **instructional fees will not be refunded** and your student may not be readmitted to SJCS. Additionally, student records will not be sent to the student's new school until all balances and fees have been paid in full. Exceptions or payment plans can be made with the principal upon request. Records will not be released directly to the parent/guardian. A record request must be sent by email, fax, and mail from the student's new school. Please allow at least 48 hours to fulfil this request.

13. Health & Medical Clinic Policies

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 see COVID-19 Addendum) For the health and welfare of other students and teachers, 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 or has experienced diarrhea 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. Students who have strep throat or conjunctivitis (pink eye) must be on medication for 24 hours prior to returning to school.

1. 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 regardless of whether it is over-the-counter or prescription. 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:

1. 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 regardless of whether it is over-the-counter or prescription.
1. 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.
2. 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.

2. Self-Administration of Medication

3. 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.

4. 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.

3. 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:

5. Prescription labeled by a pharmacy or licensed prescriber.
6. 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.

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. Hours are logged on a calendar year. All 50 hours are due by December of the current year. If your child enrolled at SJCS in the fall, 25 hours will be due by December.

Volunteers are responsible for recording any volunteer hours completed by an adult in their family in the ParentsWeb system.

Service Hours must be done by an adult, 18 years or older. You are strongly encouraged to plan your volunteer time carefully and to start early. 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.

Student Services

4. Counseling/Psychological Services

Saint Joseph Catholic School employs a licensed school psychologist on a part-time basis

to provide support services to students, parents, and teachers. The services offered at our school are not replacements for private services. Private services must occur outside of the school. With written permission from parent or legal guardian, Saint Joseph Catholic School will communicate with outside professionals. The support services are listed below.

- Achievement testing
- Cognitive ability assessments
- Homework skills sessions
- Individual counseling (Students with school-related problems)
- Parent consultations
- Teacher consultations
- Study skills groups
- Social skills groups
- Test-taking strategies
- Welcome groups for new students

Parent meetings are “By Appointment Only”. Please feel free to make an appointment by e-mailing the school counselor/psychologist or by calling the school office.
Dr. Gilbert – gilbertr@st-joe.org

5. 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.

Enrichment Program

The Enrichment program is designed for students who demonstrate advanced reading abilities and advanced math abilities for their age. Focus will be on problem solving, enquiry, student-driven choice, and critical thinking skills. To qualify for the program, students must meet the following criteria:

Grades 1st, 2nd & 3rd

Students must have achieved 85th percentile or higher on the ELA and Math combined total on the beginning of the year STAR standardized benchmark assessments. In addition, students must have earned 2nd honors or above on their most recent report card. Report cards will also be reviewed for behavior. To continue in the program throughout the school year, students must maintain the above-mentioned qualifications throughout the school year.

Grades 4th – 8th

Students must score in the 80th percentile or above on the Reading and Math total composite of the Spring 2023 Terra Nova Assessment or equivalent for new students. Additionally, students must have earned 2nd Honors or above on the end of the year report card from the previous school year. To continue in the program throughout the school year, students must earn 2nd Honors or above on each report card, maintain an attendance average of 85% or higher, and must not receive a three for behaviors for any class on his/her report card.

1. Life Skills Classes

Classes are offered regularly to Grades 5-8 geared toward giving students an opportunity to develop skills which will equip them with good habits for life. Topics related to Study Skills, family life using Benziger's Family Life Program, acceptance of diversity in life, effects of drug use, and Bully Awareness are some of the topics presented in an age-appropriate format.

15. Resource Program

This program exists to serve students with special needs on a regular basis or as needed. Additionally, the Resource Teacher works with teachers to find appropriate strategies to provide instruction in the regular classroom with accommodations. The Resource Teacher is also a liaison between teachers and parents to find and communicate ways to better meet individual students' needs in the classroom.

1. Title One

Students must qualify for Title One Services in order to participate in this program. A student's home school in the public school district must be a Title One identified school. Students must demonstrate a need in Reading, Math and/or both to receive services. These services are provided by Brevard County Public Schools through Catapult as their Title One provider. For questions about this program, please see the Resource Teacher.

Uniform Policy

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 3 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.

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.

1. Shoes

- Regular dress shoe, loafer or boat shoe – must be closed and flat (no more than 1" sole) OR
- 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 them to school.
- 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.

2. DAILY UNIFORM - Pre-Kindergarten and Kindergarten

Students wear the navy-blue P.E. short, 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 through 8	1-3		4 &5		6-8	
	Boys	Girls	Boys	Girls	Boys	Girls
<u>Polo Shirt -</u> Uniform polo shirt (with school logo) short or long sleeves grades 1-5	Gray	Gray	Gray	Gray	Gray	Gray
<u>Shorts-</u> Uniform shorts girls with cuff, boys without cuff black belt optional grades 1-5	Navy	Navy	Navy	Navy	Navy	Navy
<u>Belt-</u> black or brown belt required grades 6-8	optional	optional	optional	optional	required	required
<u>Long Pants-</u> Daily option – uniform dress pants with/without cuff	Navy	Navy	Navy	Navy	Navy	Navy
<u>Plaid Jumper:</u> Daily option - 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 for grades 1-3		Plaid				
<u>Skirt</u> Daily option – solid blue skirt worn with gray polo shirt only . White or navy tights may be worn w/skirt in cold weather, grades 4-8				Navy		Navy

Shoes/Socks: NO BOOTS may be worn at any time.

(1) Sneakers - blue, gray, white, black or any combination (no light-up or wheelies) with solid white, black or dark blue socks with no logos.

(2) Dress Shoe, loafer, or boat shoe – All grades may wear a black or brown leather shoe on any day, with solid white, black or dark blue socks. Girls may also wear solid white socks or hose with dress shoes.

Outerwear:

In the Classroom – only the school navy blue sweater, jacket, or sweatshirt with Saint Joseph logo. **NO HOODIES**

3. P.E. Uniform/Grades 1 through 4 (Pre-K and K daily uniform)

All students will wear PE uniforms to school on PE days. Students will not change in/out of PE uniforms.

T-Shirt:	Navy blue P.E. T-shirt with school logo
Gym Shorts:	Navy blue P.E. gym shorts with school logo
Sweatshirt:	Navy blue with school logo
Sweatpants:	Navy blue sweatpants with school logo or completely plain
Shoes/Socks:	Sneakers - blue, gray, white, black or any combination thereof (no light-up or wheelies). Solid white, black, or dark blue athletic socks with NO logos

P.E. Uniform - Grades 5 through 8

Students in grades 5-8 will wear the CYS athletic sports uniform for PE as well as for any sports teams they join.

T-Shirt:	Navy blue CYS T-shirt with School logo – order processed by SJS Athletic Director
Gym Shorts:	Navy blue CYS gym shorts with School logo – order processed by SJS Athletic Director
Sweatshirt:	Navy blue sweatshirt with School logo purchased from Sir Walter
Sweatpants:	Navy blue sweatpants with School logo – purchase from Sir Walter
Shoes/Socks:	Sneakers - blue, gray, white, black or any combination thereof (no light-up or wheelies). Solid white, black or navy-blue socks

4. FORMAL UNIFORM

Grades 1 through 8 November 1 through Easter	1-3		4-5		6-8	
	Boys	Girls	Boys	Girls	Boys	Girls
<u>Oxford Shirt- WEAR ON MASS DAYS ONLY</u> Light Blue (boys & girls) Pressed button-down collared dress shirt with logo, short or long sleeves. This shirt is <u>NOT</u> to be worn as a daily uniform.	✓		✓	✓	✓	✓
<u>Long Pants-</u> Uniform dress pants with/without cuff. Black/brown belt optional for grades 1-5	Navy		Navy		Navy	Navy
<u>Belt-</u> Black or brown belt required grades 6-8	optional		optional		required	
<u>Jumper- Plaid (girls grades 1-3)</u> Worn only with white Peter Pan collared blouse - not the light blue polo shirt. White or navy-blue tights may be worn w/jumper in cold weather		Plaid				
<u>Skirt- (girls grades 4-8)</u> Worn at the waist with light blue OXFORD dress shirt only. White or navy-blue tights may be worn w/skirt in cold weather.				Navy		Navy

5. 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 Softe are to be worn on campus - at any time. Uniforms should not be worn in a way that displays undergarments.

7. **Skirts/Dresses:** Girls’ skirts and dresses should be no shorter than 3” inches above the front & back of the knee.

8. **Face:** No make-up is allowed.

9. **Nails:** Clear nail polish only – no artificial or acrylics.

10. **Hair:**

Cuts or styles that are extreme in appearance or that interfere with vision are NOT permitted. Fad haircuts for boys or girls are NOT permitted. Boys and girls should have natural hair (no color and no highlights). Boys’ hair must be neat and clean around the ears and not touch the collar in the back. Boy’s are not permitted to have any hair accessories. Boys must be clean-shaven, no facial hair or sideburns.

11. **Jewelry:** ~~OBJ~~

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 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. **Boys may NOT wear earrings at all.**

12. **Body Art:** Visible tattoos and multiple piercings are prohibited.

The School is never responsible for lost or stolen jewelry; expensive jewelry should not be worn at school.

6. **NUT Days – No Uniform Today**

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

Girls: May wear Capri pants, shorts that reach to the knees, school uniform shorts, basketball shorts, or jeans.

- No baggy pants/shorts, or spandex shorts.
- No skirts or skorts for girls in grades 5-8.
- No leggings.
- No sleeveless shirts.
- No “fashion” tears or holes in any clothing.
- No sandals or open backed footwear is permitted.
- No mismatched socks or shoelaces.

Boys: May wear shorts that reach to the knees, school uniform shorts, basketball shorts, or jeans.

- No baggy pants/shorts, or spandex shorts.
- No sleeveless shirts.
- No “fashion” tears or holes in any clothing.
- No sandals or open backed footwear is permitted.
- No mismatched socks or shoelaces.

Students who come to school on a NUT Day inappropriately dressed will call home for a change of clothes. (I took out “or go to 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.

HOME & SCHOOL COMMUNICATION

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. 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. 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 hear 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.

1. Parent – Teacher 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.

2. **PARENT INVOLVEMENT**

1. Volunteers

Thank you! Volunteers are a tremendous asset to our school community. SJCS relies on people like you who so willingly and selflessly share their time and talents for our students. We have a proud academic and spiritual tradition that has benefited greatly from the generosity of others.

Volunteer Rights

- You are a valued member of the school community.
- You have the right to be treated with the respect due any adult staff member, paid or unpaid.
- You have the right to worship with us.
- You have the right to ask questions.

Volunteer Duties

- The volunteer arrives on time and performs the assigned task.
- The volunteer ensures that students are safe at all times.
- The volunteer respects and aids in the enforcement of school rules as appropriate.
- The volunteer remembers that the school exists for the students and treats all students in the way Jesus would treat them if He were a volunteer.
- The volunteer asks for instructions and assistance, when needed.

Attire: Volunteers are expected to dress in way that evokes both modesty and respect for the teachings of the Catholic Church.

Field Trips: Parent volunteers/chaperones play an important role in all field trips. The primary responsibility of all field trip chaperones is the safety of students. Chaperones are expected to support the teachers and aid in supervision of students at all times. Chaperones are also required to complete the *Adult Consent Form & Liability Waiver*. Please refer to the Field Trip Policy for more information.

Confidentiality: In the course of volunteer work you may learn confidential information about students or teachers. Volunteers are expected to keep this information confidential in any setting, inside or outside the school, just as they would wish their own privacy rights to be respected.

2. 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.

3. Responsibilities

The Principal oversees the main fund raisers for the year in conjunction with the staff. 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.

4. School Board

The School Board of Saint Joseph Catholic School is a board comprised of appointed, voting and non-voting members constituted of approximately 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 Wednesday of each month. Parents and parishioners are welcome to express their interest on being considered for a board appointment and may do so to the School Board President.

5. Volunteer Opportunities

Volunteer opportunities are advertised regularly by email. 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.

6. Service hour Log

Please be sure to log all Service Hours in the Parentsweb LOG. Contact the school office for assistance with your ParentsWeb account.

V. PROCEDURES

1. 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 16 for more information.

2. Arrival/Dismissal

In the interest of the safety of all 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.

In 2020, SJCS began using Silent Dismissal. This program allows us to assign your family a number and print tags for your authorized pick-up persons. You are responsible for continually updating your pickup list in ParentsWeb. Your pickup list is uploaded to Silent Dismissal, ensuring we release your student to the correct person.

All SJCS staff members are trained to request identification for any person they are not familiar with.

1. 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. Parents must escort their students to the school office when they are tardy.

2. Dismissal Routines

- **Regular Dismissal** - Our daily dismissal routine used when the weather is normal. Students can be a car rider, bus rider, walker, or bike rider.
- **Rainy Day Dismissal** - It is raining outside, but there is no lightning in the area. Dismissal is as usual.
- **Severe Weather Dismissal**

This happens when there is heavy rain, wind or thunder and lightning in the area. Students will not be dismissed until the weather clears. If a parent insists on taking their child, it is at their discretion. Every effort will be made to notify parents by text in case of inclement weather dismissal.

Decisions about dismissal are not made until 2:45 for elementary grades, 2:55 for 5-8th grades.

REGULAR DISMISSAL – Pre-Kindergarten - Grade 4 Procedures

Dismissal begins at 2:55 PM. Parents are to use the elementary car loop and provide their Yellow Silent Dismissal Tag or Family Number. **Teachers will remain with their class until 3:10 pm.**

- 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 3:20 pm will be sent to the Extended Day Program and billed accordingly.

REGULAR DISMISSAL - Grades 5 - 8 Procedures

Dismissal begins at 3:05 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 are to use the middle school car loop and provide their Yellow Silent Dismissal Tag or Family Number. **Teachers will remain with their students until 3:20 pm.**

- Students enrolled in the extended care program will be dismissed to the extended day program at the end of 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 3:10 pm will automatically be sent to the Extended Day Program and billed accordingly.

Parents are asked not to socialize in the parking lot between 2:50 and 3:10 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!

SIBLING DISMISSAL – Students in Multiple grades

We recommend that families with students in multiple grades use the **elementary** car loop from 3:00 pm - 3:10 pm. You may drive through both car loops but know that the elementary car loop is designated for sibling pick up between 3:00-3:10.

1. *Bicycle Riders and Walkers*

A parent must provide written consent via email to the school office 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 on the bike rack located by room 309. 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.

3. Emergency Procedures

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.

1. Emergency Codes

Students are given specific directions as to how to respond to a Lockdown, Lockout, Evacuation, Shelter-in-Place or Hold.

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.

2. Weather Emergencies/Early 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.

3. Procedures

4. Shelter-in-Place

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.

5. 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 the school’s broadcast email system, posting on our Facebook page and website at www.st-joe-school.org.

4. Lost and Found

When clothing and various other possessions are found, they are placed in the lost and found, which is located in the aftercare room. 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.

5. Lunch and Snack

1. Snack time

Students have snack 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.

2. Hot lunch

Hot Lunch is available daily (except on early dismissal days). Students who choose to bring their lunch from home may purchase milk and juice during their lunch period. Lunch will be ordered with the student’s homeroom teacher. Lunch is to be paid in advance on ParentsWeb.

3. Snack and Lunch Payments

Snack is \$1.50 and lunch is \$4.50 for grades 1-8 and \$3.75 for grades Pre-K & K. Payments is to be done in advance for your student’s snack and lunch on ParentsWeb. On special occasions, lunch is \$4.75 (Arby’s, Pizza, Chick-Fil-A)

4. Late Arrivals

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 for \$2.00, however this is not a daily option in lieu of hot lunch.

5. Parents Coming to Lunch

On a special occasion some parents choose to bring “fast food” for their child’s lunch. Parents fingerprinted are invited to occasionally sign in as a Visitor in the front Office and stay to eat with their 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. We request that you do not bring fast food for your students unless you are eating with them.

Parents who are fingerprinted are invited to sign in as a Visitor in the front Office and stay to eat with their child in the cafeteria. You may bring fast food if you wish, however please do not bring soda! Also, no candy, or sweets for the other students. Any leftover food may not be passed on to other students.

When you eat with your child, you must sit at a separate table apart from student-occupied tables because students covet the “fast food” lunches, sometimes causing disruption and disharmony among classmates and many of our students have food allergies.

We request that you do not bring fast food for your students unless you are staying and eating with them.

6. 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 regardless of student’s own creed. Beginning on November 1 and continuing until April 1, students must wear the “formal” uniform on Friday.

Family members are encouraged to attend our school liturgies. Parents are not permitted to sit with their students class during mass.

7. Visitors

***Please refer to the COVID-19 policy for the 2020-2021 school year.** 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 to wear in a prominent place while on campus. You will be asked for an identification card to scan into the schools Raptor Technologies system. Visitors will be accompanied if they do not have Level II cleared fingerprints on file.

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.

In the event that the visitor wishes to observe a particular classroom, advance notice and prior approval from the principal is necessary. Visitors must be never left alone with a student or group of students without a fingerprint cleared volunteer or staff member present.

VI. MISCELLANEOUS

1. Birthday Parties and School Activities

***Please see COVID-19 Policy for the 2020-2021 school year.**

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. Please refrain from passing out invitations at arrival or dismissal for only select students. This is still observable and can be hurtful to those not invited.

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

2. Publications

Any flyers or letters to be shared with families need to be reviewed and approved by the Principal prior to distribution.

Occasionally, the school may share information concerning activities or events not sponsored by the School, i.e., City of Palm Bay, Scouts. These too, are reviewed and approved by the Principal. The School, however, assumes no liability for any injury incurred at non-School-sponsored events.

3. 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

VII. APPENDICES

COVID-19 Protocols 2020-2021 - Addendum

- Masks will now be required of students in Kindergarten and above in all counties during the following times: arrival to/dismissal from school; changing of classes; for close group work and one-on-one instruction when social distancing cannot be maintained or enforced. Students will not wear masks during PE, recess or if students are active. If students are standing in close proximity talking, masks must be used. Masks are encouraged in the classroom but not required if social distancing, using trifold Plexiglas dividers or if face shields are in place. Employees will follow the same rules. Teachers may remove their masks during instruction if they are maintaining six feet distance and wearing a face shield. During PE students and PE teachers will not be required to wear facemasks.
**If your student has a medical condition that prohibits them from wearing a mask, please provide medical documentation from your student's primary care doctor.
- **School Masses** will not begin until September (TBD). School masses will be attended on a rotating basis. To provide for social distancing, half of the school will attend at a time, divided by lunch periods (Pk-4th grade & 5th-8th grade.) Masses will follow the same protocol that the Church is currently following at the time. School masses will continue to be live streamed to the classrooms and school community. Families are requested to join us through live streaming to limit exposure.
- To minimize exposure, only students and staff will be permitted to enter the school building. **Visitors** will be extremely limited and only permitted with administrative approval. Families' service hour requirements will be amended.
- Our current drop-off and dismissal procedures have been updated to include the use of Silent Dismissal. This program allows us to assign a family number and import your family pick-up list. We can call students for dismissal from their classroom allowing us to forgo the mass congregation of students.

- The Early Learning Coalition of Brevard will no longer allow VPK parents to enter the school building for drop off.
 - Classrooms will be provided extra supplies of sanitary wipes and hand sanitizer.
 - Students will sanitize their desks prior to changing classes and periodically throughout the day.
 - Students who participate in school virtually will be allowed to participate in after school activities.
 - Portable sinks will be installed in strategic outdoor areas to provide additional access for hand washing.
 - Elementary classes will have Art, Music and Spanish in the homeroom classroom. Grades 6 – 8 will have specials in the respective special area classroom.
 - Students will still participate in regularly scheduled recess. Elementary students have already practiced daily rotation of separate play areas, which will continue. Middle school recess procedures are being examined for best implementation.
 - Details regarding After School Care, Open House, Back-to-School nights, etc. are still to be determined. As we receive more information from the State Health Department and the FLDOE, plans are still fluid and may be revised as necessary. The intent of this information is to share our initial protocols for starting school August 12th.
 - Please feel free to contact us with any questions or suggestions.
-
- Arrival, Lunch and Dismissal Protocols
 - **Arrival**
 - All students will have their temperatures checked prior to exiting their vehicles or entering the school building each morning.
 - Students arriving early (between 7:30 & 7:45) will still be able to wait in the cafeteria. Students will follow social distancing procedures. The staff will disinfect the cafeteria prior to lunch periods
 - **Temperature Screening at Arrival**
 - Upon arrival to school, all students' temperatures will be taken by a staff member using a no-touch infrared thermometer. If the reading is 100.4 or higher the student will not be permitted to attend school that day. During drop-off, students must remain in their cars and await temperature screening before exiting their vehicles. Students who bike, walk or drive themselves to school who screened with a high temperature reading will report to the office to obtain parental consent to be checked out of school. No student with a fever will be allowed to remain at school.

- **Lunch**
 - Updated Lunch Times:
 - Elementary Lunch - 11:45-12:15
 - Cleaning - 12:15-12:45
 - Middle Lunch - 12:45-1:15
 - Students will social distance with three students only per table
 - Classes will be encouraged to remain in class or eat outside periodically

- **Dismissal**
 - All parents should remain in their cars and use their Yellow Pick Up Card or their family ID number. By scanning your yellow pick up card, all students in your family are called out to your dismissal location.
 - Elementary Dismissal is 2:55-3:00 PM at the elementary gate.
 - Middle School (5-8) Dismissal is 3:05 -3:10 PM at the middle school gate.
 - If you have students in both grades, we recommend coming to the elementary gate between 3:05-3:10 PM.
 - If your student is not picked up before 3:20 PM, they will be enrolled in the after-school care program. After care is available to all SJCS families from 3PM – 6PM.

Early Learning Center drop-off and pick-up

Classroom drop-off or pick-up at the Early Learning Centers should be minimized to infants-3 years old only if necessary. In this case, the parent would be required to wear a face covering while in the building.

Classroom Access – Visitors, Volunteers, and Vendors

Visitors - To limit the possibility of exposure to the coronavirus, visitors to classrooms will be suspended until further notice both during the day and for drop-off and pick-up.

Volunteers – Classroom volunteers will be limited to only those volunteers providing specific academic and instructional support.

Vendors – Vendors such as Title 1 tutors; therapists; and/or contractors will be allowed on campus.

All visitors, volunteers, and vendors must adhere to the individual school’s face covering and screening protocol.

Early Dismissal for Illness

If a student (age 4 or above) is ill during the school day, he/she will be required to wear a face mask. Sick students must be picked up by a parent or guardian within an hour, unless other arrangements have been approved by the school administrator. In an effort to prevent further spread of an illness, it is essential that a student is picked up within the agreed upon time. If not, DCF or other appropriate authorities will be contacted to intervene.

Return to School After Illness

To safely return to school, the student must be fever free for 48 hours without any fever reducing medication, present a doctor's note to return to school, and/or a negative COVID-19 test.

Parent/Teacher Conferences

Parents are not allowed in classrooms during the school day. It is preferred that parent-teacher conferences are conducted virtually, by phone, or by email. In person conferences must be limited and by appointment only in order to minimize exposure.

Field Trips

Field trips (excluding sporting events in high schools) are not permitted within the Diocese of Orlando until further notice. Exception: Diocesan schools may conduct retreats and activities where students from one diocesan school visits another.

Diocese of Orlando/Office of Catholic Schools Student Technology Responsible Use Policy.

1.0 Introduction

Saint Joseph Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.

- The Saint Joseph Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
- Saint Joseph Catholic School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2. Definitions

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in Saint Joseph Catholic School
 - **Faculty/Staff:** any person who is employed by Saint Joseph Catholic School, whether part-time or full-time, who provides instruction or supports the school operations.
2. **School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless
 3. **Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Saint Joseph Catholic School.
 4. **Technologies Covered:** Saint Joseph Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Saint Joseph Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, Saint Joseph Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, Saint Joseph Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

1. Web Access

Saint Joseph Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

2. Email

Saint Joseph Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3. Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Saint Joseph Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

4. Livestreaming

For distance education, Saint Joseph Catholic School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher.

5. Mobile Devices Policy

Saint Joseph Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

6. Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

7. Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

8. Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

9. Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create

themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4. Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6. Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

The student will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use

I, the student will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Send or distribute obscene, lewd or sexually explicit images.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

- Saint Joseph Catholic School implements an effective internet filtering and reporting solution Cisco Umbrella that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA

- The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with Cisco Umbrella to prevent from unauthorized access, including “hacking” and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Saint Joseph Catholic School will hold an informational meeting to address the policy.

10.0 Limitation of Liability

- Saint Joseph Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- While Saint Joseph Catholic School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- Saint Joseph Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Responsible Use Policy

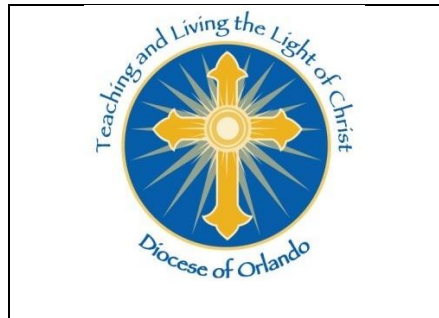
Violations of this policy may have disciplinary repercussions at the discretion of Saint Joseph Catholic School, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

- Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- Consortium for School Networking – <http://www.cosn.org>

Image Release Form



I _____, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to

_____ and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, “the Diocese”), all rights, title and interest in, and to, the use of me and my child/ward’s image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose (“the Property”). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward’s appearance or participation in the Property. I understand and have been advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Diocese. Participants’ names would not be identified, however, without specific written consent. I further understand that the Diocese has no control over the use of photographs or film taken by media that may be covering the event in which my child(ren)/ward(s) participate(s).

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature

Date