

*Saint Joseph Catholic School*  
*Student/Parent Handbook*  
*2017 - 2018*



**Saint Joseph Catholic School**  
**2990 26<sup>th</sup> Street West**  
**Bradenton, FL 34205**  
**Phone: 941-755-2611**  
**[www.sjsfl.org](http://www.sjsfl.org)**  
**email: [office@sjsfl.org](mailto:office@sjsfl.org)**



# Saint Joseph Catholic School

2990 26<sup>th</sup> Street West      Bradenton, FL 34205-3738  
(941) 755-2611      Fax (941) 753-6339  
E-Mail: [office@sjsfl.org](mailto:office@sjsfl.org)  
Web: [sjsfl.org](http://sjsfl.org)

Dear Saint Joseph Families,

Thank you for choosing Saint Joseph Catholic School. Through a carefully planned combination of Character, Curriculum, and Christ, we strive to provide a whole-child approach to education like no other. By choosing Catholic education for your child you have made not only an investment in your child(ren)'s future, but the future of nation and our global community.

Saint Joseph Catholic School was founded in 1954 by the Sisters of Saint Joseph and has occupied a place of respect in the local community ever since. The school serves the nine parishes of Manatee County: Saint Joseph, Our Lady Queen of Martyrs, Our Lady of the Angels, Saint Bernard, Saint Mary Star of the Sea, Sacred Heart, Saint Frances Xavier Cabrini, Holy Cross, and Ss. Peter and Paul the Apostles. Though we are first and foremost a Catholic school, families of all faith backgrounds are welcome.

As Catholic Educators, members of the parish community, and parents we have a special responsibility to encourage children to achieve their maximum potential. We work together daily to promote the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of innovative ideas. May we together cooperate wholeheartedly in the continued building of the educational and spiritual aspects of our school which have so long been evident. May we together encourage our children to become living, conscious, and active leaders in their faith through the light of instruction.

Gratefully yours in Christ,  
Deborah Suddarth, Ed.S.  
Principal

## **Mission Statement**

Saint Joseph Catholic School is the only Catholic school dedicated to serving the families of the nine parishes and the greater community of Manatee County. Guided by the teachings of Jesus Christ, the school provides children from grades pre-kindergarten through eight with an educational program of academic excellence, empowering them to become confident and contributing leaders in their families, church, community, and global society.

## **Goals/Objectives**

1. To provide a program of religious education based on Catholic theology, scripture, tradition, and liturgical worship that fosters in each child an internalized love of God, neighbor, and self.
2. To provide a varied and flexible educational curriculum program built on a strong, basic foundation that meets and challenges each child's intellectual, emotional, and physical abilities.
3. To provide a positive learning environment that encourages, reinforces, and rewards each child's efforts leading to healthy and wholesome self-knowledge.
4. To integrate religious values, based on Catholic teaching of social justice, with secular knowledge in all areas of the curriculum.
5. To teach decision-making skills that result in the formation of an informed individual capable of active participation and positive contributions to Church, country, and the world.

## **Our Statement of Beliefs**

### *We believe ...*

- in a nurturing, Catholic, faith-based environment.
- the Catholic faith and beliefs/traditions are vital to the structure and curriculum of St. Joseph Catholic School.
- all students are unique children of God.
- students have different learning styles, which are supported by a variety of instructional approaches.
- a safe environment promotes student learning and success
- administration, teachers, parents, staff, students, and community share in the ongoing evaluation and improvement of the curriculum to develop a sound educational program.
- each student must be taught about social justice, moral values, and peace.
- our faculty develops peacemaking strategies that will reflect Christian problem-solving techniques.

**SAINT JOSEPH CATHOLIC SCHOOL**  
**2017 -2018 STAFF**

---

Pastor – Fr. Tom Zalewski  
Administrative Assistant – Mrs. Dean Klabik  
School Counselor – Dr. Carol Darling

Principal – Deborah Suddarth, Ed.S.  
Accountant – Mrs. Jamie Thomas  
Nurse – Mrs. Michelle Playdon, R.N.

PK3 Mrs. Jennifer Miller  
PK4 Mrs. Maqua O’Shea  
PK4 Mrs. Jennifer Miller  
K Mrs. Sheila Hodges  
1 Mrs. Jennifer Woodall & Mrs. Carol Johnson  
2 Mrs. Jeannie Goethe & Mrs. Lawrence Hernandez  
3 Mrs. Julianne Ferguson  
4 Mrs. Marilyn Smith  
5 Mrs. Mara Curran  
6 Mrs. Mary Kowalski (Science & Ancient Civilizations)  
Mrs. Laura Igoe (English & Social Studies)  
7 Mrs. Debra Owens (Middle School Math)  
8 Ms. Cathy Daley (Middle School English & Literature)

Mrs. Susan Jarvis (Media Specialist)  
Miss Kira Gaillard (Music)  
Ms. Krystina Kolbe (P.E. & Athletic Director)  
Mrs. Kelsey Roberts (Art)  
Ms. Mary Ellen Tavernier (Resource)

**Assistants**

Ms. Marie Fiscina	Mrs. Evelyn Potter
Mrs. Carol Grantham	Mrs. Rose Roy
Mrs. Glenda O’Connor	Ms. Ashley Thompson

**Extended Day Program**

Mrs. Kelsey Roberts (Director)  
Ms. Alycia Sherman

**Maintenance**

Mr. Rick Nohmy (Maintenance Supervisor)  
Mr. Jim Vanderhorst

## **Absence and Tardy Policy**

### **Excused Absence**

**Absences** shall be excused for appointments or circumstances of a serious nature only, and which cannot be taken care of outside of school time. They include:

- a. Absence due to physical, mental, or emotional disability
- b. Attendance at a work-study or tutorial program under the supervision of the school
- c. Attendance at any school-sponsored activity or activities of an educational nature with advance approval by the principal.
- d. Attendance at a funeral of family, relative, or close friend
- e. Special family events that have been pre-arranged (i.e. brother/sister graduation, wedding, etc.)

The school requires suitable proof regarding the above exceptions including a doctor's note for any illness exceeding three consecutive days.

### **Unexcused Absence**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended shall be considered unexcused. Unexcused absences include:

- a. Failure to bring a **written reason** for absence at time of return to school.
- b. Failure to get **prearranged approval from the principal** for excused absences. (see list above).
- c. Vacation, family trips, or visitors.

Absences from school for family trips, vacations, etc. are unexcused absences. Teachers are not required to provide work in advance for students absent for these reasons.

Florida Statutes state that parents/legal guardians of a child of compulsory age are responsible for the child's daily school attendance. Excessive unexcused absences may result in a child's retention in grade level, referral to Child Services, and removal from Saint Joseph Catholic School. Parents/ legal guardians may be subject to criminal prosecution under state law.

### **MAKE-UP WORK**

Make-up work will be allowed for all absences. It is the responsibility of the student to pick up late assignments due to absence on the day he/she returns to class. Two days will be allowed for make-up work and tests for each day absent. The principal may make exceptions to any provision of this paragraph when unusual circumstances arise.

### **EARLY DISMISSALS**

**Early Dismissals are discouraged.** Dated **written** requests stating reason and signed by the parent or guardian must be given **in advance** for students needing to leave school early. If someone other than the parent/guardian is picking up the child, this name must be given in the advanced written request. The authorized adult must report to the school office to meet the student and to sign him/her out in the proper register. No adult other than school personnel may go directly to the classroom to pick up a student. All early dismissals should be completed prior to 2:45 p.m. in order to avoid traffic problems at dismissal.

## **TARDINESS**

A student is tardy if he/she is not with their class by 8:00 am for morning prayer. Tardiness is harmful to the student academically as well as inconsiderate and disruptive to the teacher and to the other students. There are two classifications of tardiness.

### **1. EXCUSED TARDINESS**

- a. Doctor/Dental appointment with signed affirmation
- b. Lateness of school bus/Carpool
- c. Weather/ Unsafe/Unusual travel conditions
- d. Car Trouble
- e. Attendance at a funeral

### **2. UNEXCUSED TARDINESS**

- a. Late start/Overslept
- b. Other

Three **unexcused** tardies will result in an after-school detention. Three after school detentions will require a parent conference with principal and in-school suspension.

## **Absence During the School Day**

Absences during the school day are discouraged. Students needing medical appointments during school hours require advanced notification by the parent or guardian. The authorized adult must report to the school office to meet the student and to sign him/her out. Only school personnel may go directly to the classroom to pick up a student. If the child returns to school during the same school day, he/she must be signed back in to school in the office. Students who are away from school for more than 3 ½ hours will be counted as absent for ½ a day.

## **Academic Information**

### **Curriculum**

The Diocesan Curriculum guidelines are met and/or surpassed in teaching of all secular subject areas. Religion and technology are integrated throughout all subject areas.

St. Joseph School offers students opportunities for growth in the following major subjects:

#### **Religion**

Catholic doctrine, church history, family life and Christian values are taught throughout all grades. Faith is put into practice through service projects and school liturgies.

The sacraments of Reconciliation, Eucharist, and Confirmation are received in each child's parish based on individual parish requirements.

## **Computer Literacy/Technology**

Skills including keyboarding, word processing, and publishing, are integrated with curricular subjects. Students explore Digital Citizenship with an emphasis on the appropriate use of social media and copyright protected materials. Students are encouraged to utilize technology to enhance learning, expand ideas, and develop higher level thinking skills.

## **Fine Arts**

Music, choir, visual arts, and performing arts are included in the curriculum. Students learn musical theory, notation, and performance skills. Students work in a variety of artistic medias including paint, ceramics, sculpture, and graphic design. Students enjoy both school and local performance/ display opportunities and competitions.

## **Language Arts**

Students develop skills and an understanding of reading, English, spelling, handwriting, vocabulary, composition, media skills, and an appreciation of literature. Students who meet placement criteria may participate in high school credit coursework.

## **Mathematics**

Students explore extension and mastery of basic mathematic concepts, including application of higher level thinking skills through the use of texts, technology and on-line resources.

### **Grade 8**

Students will be eligible to enroll in high school level algebra/geometry if he/she scores above 85% in the following categories:

- ITBS scores for two consecutive years
- Quarterly grades for the previous year
- Test average
- Algebra Readiness pre-test (PH series)
- IOWA Algebra Readiness Exam
- Satisfactory completion of Algebra (Geometry Only)

The teacher reserves the right to recommend or exclude the student from the algebra/geometry course based on work ethic and/or the ability to master algebra/geometry course material.

Placement is probationary and contingent upon maintaining acceptable performance in the algebra/geometry class. High school credit is earned for successful completion of the class.

## **Physical Education**

Physical fitness programs appropriate for each grade are implemented in addition to substance abuse, personal fitness, team sports, and health and nutrition education.

## **Science**

Students explore life, earth and physical sciences through the use of texts, on-line resources, and virtual and hands-on laboratory experiences. Participation in the Manatee County Science Fair is mandatory for 7<sup>th</sup> grade students.

## **Social Studies**

World history, American history, Florida history, geography, economics, and current events are explored throughout the grades. Participation in Manatee County History Fair is required.

## **Spanish/ Foreign Language**

Early childhood through grade 4 are taught introductory Spanish skills. Spanish conversation, grammar and culture begins in grades 5 through 8. Students may earn accelerated placement in foreign language based on ability level. Students in grades 6-8 may choose from French, Chinese or Spanish. High school credit is available for those who meet criteria.

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. To participate in extra-curricular activities, the student should maintain a C average in each subject and demonstrate Christian values. Eligibility will be determined by teachers and coaches.

## **Admission Information**

### **Non-Discrimination Policy**

No person on the grounds of race, creed, color or ethnic origin is discriminated against in admission to or treatment at Saint Joseph Catholic School. The school does not hire or assign staff on the basis of race, color or national origin. According to diocesan policy, only Catholics may be hired to teach religion.

### **Registration Policy**

The parent or guardian completes the annual registration. Students are admitted to this school in the following order:

1. Siblings of students currently attending Saint Joseph Catholic School.
2. Children of parents affiliated with a Catholic parish who personally and financially contribute to their parish
3. All others

To be admitted to PK3, a child must be 3 years old by September 1st and toilet trained. A child must be 4 years old by September 1st to be admitted to PK4/VPK. A child must be 5 years old by September 1st to be admitted to kindergarten. To be admitted to grade 1, a child must have completed kindergarten and be 6 years old by September 1st.

Requirements include:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate
- \*Baptismal Certificate
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP



Ordinarily, new students are not accepted in grade 8 unless transferring from a Catholic school in the diocese or from a school outside the area or state.

Every attempt is made to respond to the needs of students with learning conflicts, but because we cannot offer a continuum of services, we must limit our admission to students who are able to succeed in a mainstream setting with minimal strategy training, and simple accommodations. The code of conduct is the same for all students. Saint Joseph Catholic School may not, in all circumstances, provide all services and accommodations required by the student's educational plan.

All new students will be given a 90 day trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Joseph Catholic School. Full disclosure of behavioral, academic, legal, and medical history is required prior to admission. Failure to do so will result in termination of enrollment.

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the right of noncustodial parents. In the absence of a court order to the contrary, Saint Joseph Catholic School will provide the noncustodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## **Financial Obligations**

Current tuition and fees can be found on PlusPortals..

Financial assistance forms are available On-line at [www.factstuitionaid.com](http://www.factstuitionaid.com).

Tuition Payment Options: Available at [www.sjsfl.org](http://www.sjsfl.org)

FACTS® Tuition Management: Available at [www.sjsfl.org](http://www.sjsfl.org)

## **Tuition Payments**

Failure to pay tuition in a timely fashion can result in late fees and/or loss of services provided by our school. All insufficient debits will incur a return check fee and a late fee. Transcripts will not be sent to the requesting school until tuition and fees are paid. Report cards or diplomas will not be issued if tuition or fees are delinquent.

## **Withdrawal Policy**

Families must notify the school in writing if a student is withdrawn from the school. Tuition is not refundable. Full yearly tuition must be paid regardless of transfer to another school within the academic year.

## **Arrival/Dismissal Procedures**

### **Arrival**

The south side of the school is for car drop-off only. No parking is allowed. The north (Parish Center) side of the school is for parents who wish to park and walk students to the classroom in the morning. Both the north and south side gates will be opened in the morning. After 8:00 A.M., entry is available only through the south gate and anyone entering the campus must sign in at the school office. **Students and teachers have been instructed NOT to open the gates for anyone.** Please do not ask students or teachers to break this rule. It is unfair and inappropriate to have them decide who is safe and who is not.

### **Dismissal**

**The south side of the school is the sole entrance for all parents picking up students at dismissal, between 3:00 - 3:15. There is no parking during dismissal, and parents/guardians may not leave their vehicles at any time.** All families are asked to display their family name on the dashboard of his/her vehicle when entering the parking lot during dismissal.

**Please follow the following procedure for picking up students during dismissal:**

1. Enter parking lot via 33<sup>rd</sup> Avenue/ south entrance.
2. Follow cone-lined route through south parking lot.
3. Continue west to playground fence.
4. Turn right to head north along playground driveway.
5. Turn right to head east on roadway between school and Parish Center.
6. Stop at north parking gate to load student passengers. They will be waiting for you with staff member.
7. Turn left to follow cone-lined route through north parking lot.

#### **A. To Exit to the South**

Turn right at the corner of the church building, before the light, and then left at the church parking lot exit to head south onto 26<sup>th</sup> Street West.

#### **B. To Exit to the East**

Exit straight ahead to the light. When the light signals green, continue straight through the intersection to head east on 30<sup>th</sup> Avenue West.

#### **C. To Exit to the North**

Exit straight ahead, veering to the left to enter the left exit at the light. When the light signals green, turn left to head north onto 26<sup>th</sup> Street West.

Homeroom teachers should be advised in writing if a student is to go home by a different means on a given day. Please refrain from calling the school office, except in case on an emergency. Students may not be picked up at any other location on campus during dismissal. Parents may not park and meet students during dismissal. Parents who arrive on campus for after school conferences and/or meetings should plan to arrive/depart before or after dismissal. No parking or entry/ of the building will be permitted between **2:45-3:15.**

## **Birthday Observances**

Birthdays are celebrated by praying for students during morning prayer, allowing students to dress up, and giving them a card with a special treat. Students may dress up for their birthday. If the birthday falls on a Saturday or Sunday students may dress up on the Monday after. Students must follow dress code for non-uniform days. Balloons, flowers, etc. will not be delivered to classrooms. Invitations for birthday or other parties may not be handed out unless every student in the classroom receives an invitation. All invitations must be approved by the teacher prior to distribution. Birthday treats may be given out at lunch time on birthday only (or designated day if birthday falls on a weekend or holiday) for the entire class. Half birthdays may be celebrated for students with summer birthdays when school is not in session.

## **Bullying/Harassment**

Saint Joseph Catholic School believes all persons have a right to be treated with dignity and seeks to provide a safe environment for all individuals. Harassment of any type is not tolerated. Verbal or written threats, including those of a sexual nature, made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or on-line) face detention, suspension and/or expulsion. The principal investigates all complaints of harassment.

## **Cell Phone Policy**

Students who bring cell phones on campus must keep the phones in an “off” setting in their backpacks or lockers. The cell phone should remain as such until the students are in the presence of a parent or guardian.

Cell phones may not be used on campus in any capacity except with the permission of a staff member or in the presence of a parent or guardian. During school hours calls will be made from the office. Failure to follow these procedures will result in the following consequences:

1. On the first offense, the cell phone will be confiscated and kept in the office. The student may pick it up at the end of the day. In cases of after school violations, this may be the following day.
2. On the second offense, the cell phone will be confiscated and kept in the office. A parent will be required to pick it up at the end of the day.
3. On the third offense, the student’s cell phone will be banned from campus for one month.

Failure to comply with the third consequence or continued violations of these procedures may result in permanent banning of the cell phone on campus for the student.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and disciplinary actions.

## **Child Abuse Laws**

Saint Joseph Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. “The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (“DCF”) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

## **Communication**

- Letters from the principal, the updated monthly calendar, and other pertinent information are on the Parent Portal as well as the school website.

- Report cards are issued four times a year in grades K - 8.
- Mandatory parent-teacher conferences are held at the end of the first grading period, and may be necessary at other times throughout the year.
- Teachers communicate directly with the parents through e-mail, the Agenda Book, phone calls, individual notes, parent/teacher conferences, and report cards. **Parents of students in grades PK3-5 are required to review, read, & sign agenda books daily.** The parent's signature indicates that work is completed.
- Parents are encouraged to discuss any concerns throughout the year with the teacher. The teacher will respond to any communication from parents within 24 hours. Please do **not** call the teachers at home.

## Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student and parent will be considerate of the rights of others in all interactions. All students and parents are expected to cooperate with the policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, weapons, electronics, illegal substances, or anything that detracts from a learning situation are not allowed at school at any time.

The school administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned when deemed appropriate.**

## Crisis Plans

### **Emergency Drills**

Saint Joseph Catholic School has an emergency disaster plan. If a total school evacuation were necessary the whole school would go to a predetermined safety zone. Fire and tornado drills are held as required by the State of Florida. Children whose classes are held in portable buildings or 2<sup>nd</sup> floor classrooms will be taken to permanent 1<sup>st</sup> floor classrooms when a **warning** is issued.

### **Emergency Weather**

In case of inclement weather conditions or other emergencies, school closing will be announced through Bay News 9 and through an email/text alert. The decision to close the school is made by the principal in consultation with the superintendent. St. Joseph school will always close when Manatee County Schools close due to inclement weather. Classes may resume sooner than Manatee County schools when county schools are needed for shelters.

## **Discipline**

Enrollment at Saint Joseph Catholic School implies the willingness of both parents and students to comply with the policies and regulations of the school. Saint Joseph Catholic School reserves the right to dismiss any student who fails, or whose parent/guardian fails, to respect these regulations, or who by his/her conduct or neglect of responsibility does not meet to the standards of the school. Students or parents who engage in conduct, whether inside or outside the school, which is detrimental to the reputation of the school are subject to any and all disciplinary procedures including expulsion.

### **Bus Rules**

In order to maintain safety requirements, the code of conduct established by school rules and policies are to be observed on the bus.

Wait for teacher's direction to board.

Quiet voices only.

Be courteous and polite.

Greet and thank the bus driver by name.

Keep center aisle clear of feet and belongings.

Stay seated and facing front at all times.

No shouting, waving or distraction other vehicles.

No hands, feet, or heads outside windows.

No food or drink.

Keep the bus clean and in good condition.

### **Classroom Rules**

Students are expected to follow guidelines established by classroom teachers. Major infractions of these rules may be referred to the administration.

### **Detention**

Detention may be served for any misbehavior deemed unacceptable by the teacher or an administrator such as but not limited to: harassment, cheating, uniform violations, disrespectful or disruptive behavior, gum chewing, destruction of property, missing homework, unwillingness to cooperate. Chronic detentions may result in a conference with the Administration or an in school suspension.

### **Lunchroom/Recess Rules**

Students are expected to follow guidelines established by the lunchroom supervising staff. Major infractions of these rules may be referred to the Administration. Permission from a staff member is required to use the restroom or the water fountain.

### **SUSPENSION/EXPULSION**

Suspension or expulsion shall be the result of serious misbehavior, which might include:

- Earning 3 or more detentions within 1 school quarter
- Disobedience or defiance of school regulations including cheating or lying
- Disrespectful or defiant conduct and/or language toward teachers and/or other authority

- Inappropriate language on campus or off campus at school sponsored activities
- Physical or sexual contact, verbal harassment, or threats to any member of the school community
- Vandalism to or theft of school property or property of others
- Truancy or leaving the school grounds without the permission of parents and principal
- The use or possession of cigarettes, alcohol, and controlled substance, or any harmful object
- Committing an immoral act
- Committing any other action not herein listed which would seriously interfere with the ongoing educational process or seriously threaten the physical safety of others.
- Misconduct which has not been corrected
- Or any misconduct deemed serious by the administration

Persistent misconduct or behavior for which a student has been previously suspended may result in expulsion from Saint Joseph Catholic School. The principal has the authority to expel a child.

## **Suspension**

Suspension may be the result of serious misbehavior. Students who receive an in-school suspension will be required to report to school each day and complete assigned work. Students who receive an out-of-school suspension will not be allowed on campus and will be unable to participate in school-related activities for the duration of the suspension. **Students must complete all class work and tests from the days of suspension. During a student's first suspension all class work and tests will be recorded. However, any subsequent will result in a 0 grade for all assigned work and tests during the suspension.**

## **PlusPortals - Communication**

All families and students will receive a Parent Portal account. It is the responsibility of the students and parents to retrieve vital information from PlusPortals. Student's grades, progress reports, homework assignments, award listings, newsletters, etc. will be posted at [www.plusportals.com/sjsfl](http://www.plusportals.com/sjsfl)

## **Expectations for Parents/Legal Guardians**

Catholic schools are partners with parents in raising their children in faith and providing a Gospel-based, Catholic education for their children. The expectation for parents in this partnership is that there will be respect for the professional educators of their children, and adherence to the problem solving process the school has in place, following a "chain of command" starting with the teacher, then the principal, then the pastor, then the Diocesan Director of Education, if necessary. It is also expected that the administration and the rules and procedures of the school will be supported by parents. Failure to do so as demonstrated by the behavior of parents can result in the partnership being irretrievably broken, and can result in the loss of enrollment for your child at the school.

## **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. A field trip is a privilege and not a right.
3. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

4. All grades do not always have the same number of field trips.
5. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
8. Students who are participating in the field trip **must** ride the bus to and from the field trip with their class.
9. All monies collected for the field trip are **non-refundable**.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
11. Parents who wish to be official chaperones must complete chaperone training and chaperone agreement form, be approved by the teacher to serve on the fieldtrip.
12. Parents who are not official chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip, or serve on the field trip.
13. For the safety of the children, Diocesan recommended adult to student ratios are to be followed. Please see teacher for grade level/destination appropriate ratio.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Valentines distributed at classroom parties should include a Valentine for each student in the class.

### **Grading Scale**

#### **PreK3/4 - Grade 2**

Checklists, symbols, letter grades, and individualized teacher comments are used.

#### **Grades 3-8**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

#### **Honor Roll Grades 3-8**

Principal's List – 90 and above in all subjects

Honors – 80 and above in all subjects

### **Grievances**

The following procedure should be followed regarding grievances:

1. The person with the complaint should first request and meet with the teacher involved.
2. If no satisfactory agreement comes from this conference, the person should then contact administration.
3. If in need of further assistance, the person should then present the problem in writing to the Pastor of the School.

## **Gum**

Gum chewing is prohibited on school property.

## **Guidance & Resource**

Saint Joseph Catholic School has a certified guidance counselor and a resource coordinator. The role of our guidance counselor is to be available to support new students and to counsel with students regarding personal and educational choices. The guidance counselor in conjunction with the resource coordinator provides for the referral of students for testing or treatment after consulting with parents and teachers. He/she works with community, state, and federal agencies regarding student services. The guidance counselor and resource leader maintain a program which provides non-labeling diagnostic services to students with learning disabilities and appropriate placement on coursework to students in need of enrichment.

## **Health**

### **HEALTH ROOM VISITS**

When a student comes into the Health Room, he or she should bring their student agenda with them. A note will be written stating the reason for the visit and what was done. This will help keep you informed for reasons that may need follow-up or for frequent Health Room visits. (Please note that we do not call for small problems and minor injuries unless a written request has been made to do so). For small cuts and scrapes, the area is washed with antibacterial soap and water and a bandage is applied. Ice packs are given for small bumps and bruises. A doctor's order is required to apply any type of topical medications. For hygienic reasons, splinters cannot be removed at school.

For injuries in which there is gross swelling, obvious deformation, long and/or deep cuts, eye injuries, head injuries, appropriate first aid will be administered and you will be called and, if necessary, 911 will be called. Please note: if your child has an EpiPen for severe allergic reactions and it becomes necessary to use it, 911 will be called.

### **EMERGENCY CONTACT FORMS**

The school office must be notified in writing of any changes in telephone numbers or contact information so that you can be reached if your child becomes ill during the day or in the event of an emergency. If your child has any kind of health-related issue, please indicate it on the form.

### **HEALTH SCREENINGS**

A Health Screening Day is scheduled each school year. The screenings are according to state recommendations for grades K, 1, 3 and 6 and may include vision, hearing, scoliosis, head lice, and growth and development. If you do not want your child to participate, please state it in writing and submit it to the attention of the school nurse. You will receive additional information on PlusPortals as that day approaches.



## ILLNESSES

It is important for the health of all students and staff that a child does not attend school when sick. The following guidelines are offered as appropriate reasons to keep your child home from school until his or her symptoms are gone or a health care provider has cleared your child to return to school.

**Please keep your child home if they have any of the following:**

1. **Conjunctivitis/Pinkeye** (requires a doctor's note that the student may return to school and is not contagious)
2. **Cough** that is persistent and productive with thick or constant nasal drainage. (Exception: may attend school for mild cold symptoms)
3. **Diarrhea** (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food).
4. **Fever** of 100.0 F. or higher (student must be fever-free, without fever reducing-medication such as Tylenol or Advil/Motrin for 24 hours before returning to school).
5. **Flu or Flu-like illness** (fever, body aches, chills, cough, sore throat, headache, fatigue). Student must be fever-free, without fever- reducing medication such as Tylenol or Advil/Motrin for at least 24 hours before returning to school.
6. **Impetigo** (student may return to school 24 hours after treatment is started. Lesions should be covered to prevent spread of infection to others.
7. **Lice** (student may not return to school until they have been treated and are free of lice and all nits (eggs) have been removed). Student must return to the Health Room with a parent/guardian to receive clearance before returning to the classroom.
8. **Rash** of unknown origin and/or the area is too large to be covered by a band aid (requires a doctor's note to return to school)
9. **Sore throat with fever** (student must be fever-free without fever- reducing medication such as Tylenol or Advil/Motrin for at least 24 hours before returning to school).
10. **Strep Throat** (student may return to school 24 hours after antibiotic treatment has been started and is fever-free.
11. **Vomiting** (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food).

If your child presents any of the above symptoms while at school, you will be called to pick him or her up. **Please understand we do not have the facilities to keep a sick child in the Health Room for an extended period of time. We ask that your child be picked up within an hour of being called.**

## MEDICATIONS

Parent/Legal Guardian Request and Physician's Order for Medication form must be completed by the physician and parent for students who require medication during school hours. (Forms are available in the Health Room, school office or on the Parent Portal) This includes all prescription medications as well as all over-the counter medications such as cough drops, cough syrups, Benadryl, Tylenol, Advil/Motrin, antacids, Neosporin, hydrocortisone cream, hydrogen peroxide, etc. All medications must be brought to the Health Room in their original container by a parent or guardian, labeled with the student's name and grade. **Students may not transport medication to and from school.** Parent must sign in medication and it will be counted when received. A medication cup or dosage spoon must accompany any liquid medications. Any pills requiring ½ or ¼ dosage must be split by the parent prior to coming to school. If your child has emergency medications such as Benadryl and/or an EpiPen for allergic reactions, please make sure the medication is here in school. ( Please note: If your child has a food allergy, St. Joseph Catholic School cannot guarantee that food products served in the lunchroom or classroom will be free of your child's food allergy. We strongly suggest that you provide the food your child will be eating while at school). If your child has asthma and has been prescribed a rescue inhaler, please make sure it is in the Health Room as well.

A new medication order form must be completed for every school year. All medications must be picked up by a parent or guardian on the last day of school. Any medications left will be destroyed. Please note: The Health Room is open M-F, 8:00 AM-3:00 PM and access to your child's medication is only available during that time. If your child attends the Extended Day Program, we strongly suggest that you provide them with additional medication

## **PHYSICAL EXAM AND IMMUNIZATION REQUIREMENTS**

**Florida law (Statute 1003.22) requires that students attending Florida schools, (public, private and charter) have the following documentation on file in their school health records.**

- 1. Physical exam form (DH3040)** completed and signed by a licensed physician (Medical Doctor, Doctor of Osteopathy, Doctor of Chiropractic), a Registered Nurse Practitioner or a Physician's Assistant. (A Physician Assistant must be licensed specifically in the state of Florida.) The exam must be done within 12 months prior to your child enrolling in a Florida school and must have a review of components (complete body systems review). Children are not admitted to school without this physical exam form. Contact your medical provider (doctor/clinic) for a school physical exam (DH3040). For students coming from out of state, other forms will be accepted if it includes a complete review of body systems.
- 2. A Florida Certificate of Immunization (Blue DH680)** with all immunization dates/or disease date(s) must be completed and/or updated by a Florida health care provider. Students entering the designated grade levels are required to show proof of these vaccines or a valid Florida Medical Exemption before entry into school. The Florida Medical Exemption must be signed by a physician listing the vaccine or vaccines that are exempt and the reason for the exemption.  
Your signature on the Medical Release form indicates your understanding that the St. Joseph Catholic School staffs are not medical professionals and will seek care for your child to the best of their ability.

## **Homework**

Homework is a beneficial tool for reinforcing concepts covered in the classroom. It is intended to meet individual needs, instill a sense of initiative, independent thinking, and responsibility. Long-term projects involve work over the weekend, holidays, or vacations. Homework may be given Monday through Friday. Missed assignments are the student's responsibility. Make-up time is two days for every day missed, including tests. Assignments are available on PlusPortals.

## **Home and School PTO**

The PTO promotes Saint Joseph Catholic School to the school and parish, communities and the community at large. Please check calendar for specific dates and times.

## **Hot Lunch Program**

St. Joseph School offers a hot lunch program that may be purchased daily. Menus are published monthly on PlusPortals and the website. Meals are prepared by Nutrition Kitchen. Students may choose to bring their lunch each day.

Parents may have lunch with their children but must first report to the school office for a visitor's pass. Parents should not accompany children to recess.

If your child has a food allergy, St. Joseph Catholic School cannot guarantee that food products served in the lunchroom or classroom will be free of your child's food allergy. We strongly suggest that you provide the food your child will be eating while at school.

### **Library/Media Center**

The library/media center, maintained by a certified school media specialist, has scheduled times for each class to use its facilities during the week. Small groups may work in the library when supervision is available. A fine will be assessed for any lost or damaged library materials.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. Backpacks and PE bags must fit inside the locker. St. Joseph School reserves the right to inspect these at any time.

### **Lost and Found**

Students' names should be on articles of clothing, books, and lunch bags. Lost items are kept in the school clinic. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **National Junior Honor Society**

Membership in the National Junior Honor Society (NJHS) is an honor and a commitment for the seventh and eighth graders. To be selected to the NJHS strong consideration is given to outstanding accomplishment in the areas of spirituality, scholarship, leadership, service, citizenship, and character. To be eligible for recommendation into the St. Joseph School's National Junior Honor Society, the students must have met the following requirements: be enrolled in seventh or eighth grade; have an average of 90 percent in grades 6, 7, and/or 8; and be recommended by middle school faculty to the principal as possessing 6 required qualities. The principal reviews the list of names submitted by the middle school faculty according to standards set by the National Junior Honor Society and St. Joseph School. Students are then invited to be officially inducted in the National Junior Honor Society. The induction ceremony will be held in the spring during the school day.

### **Off-Campus Conduct**

The administration of Saint Joseph Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyberbullying.

### **Office Records**

Parents/Guardians must notify the office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. It is of the utmost importance that office records are accurate, complete, and up-to-date.

## **Parent Partnership**

The close cooperation between parent/guardian and the school is essential for the success of each student. Any parent/guardian behavior which disrupts this cooperation, conflicts with the objectives of the school or the Catholic faith can result in the dismissal of the student(s).

## **Parties**

Homeroom parents will plan simple parties for the students at Christmas, Saint Valentine Day & Saint Joseph Day. Information regarding these celebrations will be e-mailed to you via PlusPortals.

## **Plagiarism**

Plagiarism includes but is not limited to the following criteria:

- Copying and pasting text from on-line media such as encyclopedias or websites
- Transcribing text from any printed material, such as books, magazines, encyclopedias or newspapers
- Modifying text from any source without citing that source (example - replacing a few words with synonyms DOES NOT constitute original work)
- Using photographs, videos, or audios without permission or citation
- Using another student's work and claiming it as your own work, even with permission

Plagiarized work will receive a grade of zero, as well as disciplinary action.

## **Pre-Kindergarten Program (PK3-4 and VPK)**

Saint Joseph Catholic School offers a program for children ages 3 & 4 designed to provide a safe and nurturing environment that promotes the physical, social, emotional, spiritual, and cognitive development. Opportunities are available for both part-time and full-time enrollment.

## **Promotion/Retention Policy**

A student will be promoted upon satisfactory completion of the assigned curriculum. Inability of a student to meet the total requirements of a particular program within a school year due to lack of application, ability, or maturity may result in retention. The administration may recommend summer tutoring as a requirement for promotion.

## **Religion and Liturgies**

All students at Saint Joseph Catholic School will follow the program of religious studies provided in the curriculum and will participate in regularly scheduled school liturgies and prayer services. Students of differing faiths are expected to attend worship services respectfully.

## **Report Cards/Progress Reports**

Report cards are issued quarterly. Progress reports may be given at the mid-term of each nine-week quarter.

## **School Athletics**

**Code of Ethics, Conduct Eligibility Rules for School Athletics**

- All players must have at least a “C” average (no D’s or F’s) in each subject in order to tryout for the team.
- All players must maintain at least a “C” average in all classes during the season.
- If a player drops below a “C” average in a class during the season, they must sit out until the grade is brought back up.
- If a player sits out of 3 practices or games then they are no longer on the team and must turn in their jersey. (grades, detentions, etc.)
- All players must have and continue to maintain a positive attitude in both practice and in the classroom or they will have to sit out of a game.
- Parents and students will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- Parents will promise to place the emotional and physical well-being of their child ahead of a personal desire to win.
- Parents will support the coaches and officials working with the children. (including grade policy)
- Parents will remember that the game is for youth - not adults.
- Parents and coaches will do their best to make youth sports fun for the children.
- Parents and students will treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
- Parents will promise to help their children enjoy the youth sports experience by doing whatever they can, such as being a respectable fan, assisting with coaching, concession, book, or clock if able.

### **School Hours**

The regular school day is 8:00 am .– 3:00 pm. Students who arrive before 7:30 am must report to the Extended Day Program, which opens at 7:00 am. Any student who remains after 3:10 pm will be placed in the Extended Day Program. A fee will be charged for any time spent in the Extended Day Program.

No student may be on the school grounds before 7:30 am. or after 3:10 pm. unless participating in a school sponsored activity or attending the Extended Day Program. The school assumes no responsibility for any child on property prior to 7:00 a.m. or after 6:00 p.m. Teachers are available until 3:45 pm. Monday-Thursday.

### **School Property**

Parents will absorb all costs of repairs or replacement due to willful destruction, accidental breaking, or marring of school property.

### **School Records**

Requests for student records, transcripts, or recommendations must be submitted to the Saint Joseph Catholic School office for distribution. Completed forms will be forwarded as needed.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Supplies**

Parents will be informed via PlusPortals at the close of school as to what supplies are needed for the following year.

## **Telecommunications**

### **Telephone**

Students are not permitted to use the telephone except for emergency circumstances. When these circumstances arise, a student must get permission from the school office.

### **Technology and the Internet**

The use of the computers is a privilege. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging of computer system or computer networks
- Violating copyright laws
- Submitting documents from the Internet as a student's personal work
- Using another person's sign-on and/or password
- Trespassing in someone else's folder, work, or files
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one's self or another student
- Texting, emailing, instant messaging, etc., during school hours without teacher permission.

Parents and students who use the Internet for purposes which harm, harass, show disrespect for any member of the school community, or damage the good name of Saint Joseph Catholic School are subject to any and all disciplinary action.

**All students and parents are required to carefully read and sign the Diocese of Venice Technology Use Agreement and Saint Joseph Catholic School Responsible Use Policy.**

## **Testing**

The Diocesan testing program consists of the ITBS (Iowa Test of Basic Skills), given in grades 2-8. These standardized tests help parents and teachers evaluate students' year-to-year progress and growth.

Students are tested in core subject areas on a regular basis. Screening tests may be given in PreK3/4 – Grade 8.

## Uniforms

All students must be in uniform every day. Uniforms are expected to be clean and in good condition. Non-uniform days will be announced throughout the year. If there is a time when the official school uniform cannot be worn, a note from the parent/guardian must be written to the administration. Students who are out of uniform without this excuse will be issued a dress code violation via Disciplinary Notice, and sent home until compliance with the uniform policy has been achieved. Uniforms are purchased through Children's World:

Children's World  
4525 Bee Ridge Road,  
Sarasota, FL 34233  
(941)-955-6999  
[www.ChildrensWorlduniform.com](http://www.ChildrensWorlduniform.com)

Uniforms may also be purchased at the Eagle's Nest Recycled Uniform Shop located on campus.

### **Grades PreK3/4**

*Girls and Boys* wear sneakers, white socks, gray PE t-shirts and navy PE shorts with school logo

### **Grades K-4**

*Girls* wear plaid jumpers, skorts or shorts, and yellow blouse with Peter Pan collar and school logo. Socks should be **solid** black, white, or navy. Shoes should be **solid** blue, black, burgundy, or brown oxford, loafer, or sneaker (including shoelaces), or two-toned saddle oxford. High top sneakers are not allowed.

*Boys* wear navy, SJCS monogrammed, uniform shorts or pants and yellow polo uniform shirt with school logo. Socks should be **solid** black, white or navy socks. Shoes should be solid blue, black, or brown loafer or sneaker (including shoelaces). High top sneakers are not allowed.

### **Grades 5-8**

*Girls and Boys* wear khaki, SJCS monogrammed, uniform shorts or pants and navy blue polo uniform shirt with school logo. Skorts available for girls. Socks should be crew, ankle, or ped **solid** black, white, or navy. Shoes should be **solid** blue, black, burgundy, or brown oxford, loafer, or sneaker (including shoelaces), or two-toned saddle oxford. High top sneakers are not allowed.

### **PE Uniforms**

*Girls and Boys* wear sneakers, solid black, blue, or white socks, gray PE t-shirts and navy mesh PE shorts with school logo. Grades K-3 may wear PE uniforms to school on their PE days.

### **Winter Dress, Accessories, and Hair for all grades**

*Winter Uniform:* Students may wear navy embroidered logo **uniform** sweatshirt, cardigan, or hoodie. Students may wear plain, solid, navy or white long-sleeve t-shirts, under uniform shirts. Only uniform outer wear may be worn outside the classroom when temperatures are above 40°. Winter jackets or other cold-weather clothing may be worn **outside** the classroom on days below 40° by 7:00 am or as otherwise determined by administration. Students may wear SJCS monogrammed, uniform pants (navy in grades 1-4, khaki in grades 5-8) or navy logo sweatpants. Girls may wear navy, black, or white solid footed tights under uniform jumper, skorts, shorts or pants. **Blouse or shirt must be tucked in at all times so belt or waistband is visible.**

*Accessories:* Plain navy, brown, or black belts without embellishments are required to be worn in grades 2-8. Jewelry and make-up are not appropriate for school. This includes nail polish and artificial nails. Religious medals on a simple chain and simple watches are not considered jewelry. Girls may wear a single pair of post earrings (no dangles or loops). Boys may not wear earrings.

*Hair:* Hair must be neat at all times and must remain its natural color. Extreme haircuts or hair styles will be judged appropriate or inappropriate by the administration. Boys may not have hair touching their eyebrows, ears, or shirt collar. Boys may not have shaved lines or designs. Only simple hair ornaments are allowed in girls' hair. No bows other than school uniform bows. Beaded braids in hair are not allowed.

## **Non-Uniform Dress Code**

- Guidelines for designated non-uniform dress day(s) are:
  1. No skirts-Only jeans or uniform shorts may be worn.
  2. No jewelry that does not meet Uniform Dress Code Guidelines.
  3. No spandex or ragged clothing (ripped, snagged, etc.).
  4. No halter tops, bare midriffs, see-through, sleeveless, or low cut tops, or tank tops. Shirts must cover waistline of pants.
  5. No undergarments are to be seen at any time.
  6. No inappropriate logos (logos that contain, represent or imply suggestive or illicit behavior, or illegal substances).
  7. No ill-fitting garments (too tight or too baggy).
  8. Sneakers or Shoes with socks (No flip-Flops)
  9. Or their school uniform.
- Grades K-5 birthday attire allows students to dress up. Shoes and socks must follow school uniform guidelines.
- Brownie/scout uniforms may be worn on meeting days.
- Grades 6-8 dress code for non-uniform days is always blue jeans, sneakers and uniform shirt unless otherwise stated by administration.
- Saint Joseph Catholic School cheerleading uniforms or athletic jerseys may be worn on game days.

## **Personality Picture Day Dress Code**

Girls:

1. No skirts or shorts shorter than three inches above the top of the knee.
2. No spandex pants or ragged jeans.
3. No sandals or flip flops.
4. No halter tops, backless dresses, midriffs, see-through, low-cut blouses, spaghetti straps or tank-tops.
5. No baggy pants or extremely long shirts or sweats.
6. No undergarments are to be seen at any time.
7. No overly tight or ill-fitting garments.
8. No shirts with inappropriate logos, art, etc.
9. No make-up or non-uniform accessories.

Boys:

1. No extremely long baggy pants, shirts, or sweats.
2. No shorts more than three inches above the knee.
3. No ragged jeans.



4. No midriffs or see-through shirts.
5. No shirts with inappropriate logos, art, etc.
6. No undergarments are to be seen at any time.
7. No sandals or flip flops.
8. No non-uniform accessories.

## **Visitors**

Anyone visiting the school is required to sign in at the office to obtain a visitor's pass before entering any classroom or the lunchroom.

## **Volunteers**

The Volunteer Handbook and volunteer opportunities are posted on PlusPortals.. All individuals who volunteer for school activities or events must complete the Volunteer Sign-Up sheet and will be asked to complete Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to chaperone field trips.

### ***Family Volunteer Hour / Minimum Participation Requirements***

#### **Required Hours and Events**

Families are required to volunteer a minimum of 20 volunteer hours including the following three mandatory commitments:

5 hours at the Carnival Spectacular---Working during the Event

1 hour at First Quarter Parent /Teacher Conferences—Attendance Only

Families who do not wish to participate or are unable to fulfill the minimum volunteer hour requirement (20 hours including mandatory events) by April 30<sup>th</sup> pay a \$250.00 non-participation fee, or \$12.50 per hour for unfulfilled hours.

#### **Raffle Participation Requirement**

Families are required to sell \$500 worth of tickets for the \$10,000 raffle. Families who do not wish to participate or are unable to sell the required amount of tickets by the raffle date must pay a \$500 non-participation fee. Raffle participation keeps tuition lower for our families who participate.

#### **Annual Appeal Participation Requirement**

Families are required to participate at the \$100 level or higher in the Annual Fund Appeal. Families who do not complete their participation requirement (\$100) by April 30<sup>th</sup>, will pay a \$100 non-participation fee.

All participation requirements and/or non-participation fees are immediately due upon withdrawal or expulsion, and are non-refundable. All non-participation fees must be paid by April 30<sup>th</sup> to ensure continuation of educational services and eligibility for re-registration.

## **Withdrawal/Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **Student records will not be forwarded to another school until all accounts have been settled.**

## **Right to Amend**

The school administration reserves the right to make changes at any time to this handbook as the administration sees fit.

## **Extended Day Program Handbook**

### **Philosophy/Goals**

The Extended Day program strives to continue the mission and philosophy of Saint Joseph Catholic School by providing a safe, enjoyable atmosphere with varying activities including play, art experiences, homework time, and outdoor/indoor games.

Students may participate in the early extended day program from 7:00 – 7:45 am and afternoon Extended Day program from 3:00 – 6:00 pm After 6:00 pm \$1.00 per minute is charged. Each family who participates in this program must complete a registration form, which may be obtained from the school office. The children are served a nutritious snack and juice each day.

### **Admission Policy**

Only children currently enrolled at Saint Joseph Catholic School may attend the extended day program. In order to remain in the program, children must obey the rules and regulations in the Saint Joseph Catholic School Handbook. Fees are paid weekly unless other arrangements have been made with the school principal and agreed to in writing. Any student, whose delinquent fees extend for more than one (1) week, may not return to the program until payments owed are up-to-date.

### **Communication**

Full attention must be given to the children at all times; it is not possible for the Extended program staff to communicate at length with the parents at time of drop-off or pick-up. Therefore, the staff members may send a note home with a child requesting a phone call from parents or vice-versa.

Parents may contact the Extended Day program administrator through the school office or by note. Children may only be released to parents or to those individuals parents have authorized in writing at the school office. A photo ID may be requested. Parents must sign the children in before school and sign them out after-school.

### **Discipline Code**

The administrator and staff of the extended day program must protect programs and students from difficulties caused by serious behavior problems. Parents must agree to cooperate in ensuring that their children behave

appropriately. Every child is expected to abide by the rules of the school and Extended Day program and to respect staff members, other students, and all property. If a child violates these standards, the child will be given the opportunity to present his/her side of the story. If further action is necessary, the child will be removed from the group for a 5 to 30 minute period. If the child does not respond to a time-out and the inappropriate behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and the child may be dismissed from the Extended Day program.

## **Health and Safety**

The program administrator has access to all health information on file in the school office. Children with communicable diseases will not be permitted to attend the program. Permission to dispense medication must be in writing at the school office. A doctor's prescription is required before any medicine is given. No dangerous games, toys, play guns, or items capable of being a weapon etc. may be brought to the Extended Day program locations. The program administrator reserves the right to determine what toys, games, etc. are appropriate and are permitted.

## **Emergency Procedures**

In case of illness, injury, or other emergencies, parents will be contacted at home or at work. If a parent cannot be reached, emergency contacts named on the registration form will be called. In case of emergency building evacuation, the children will be taken to the closest safe location. In the event of such an evacuation, parents may contact the program administrator by **phone at 941-782-1734**.

## **Visitors**

Only parent visitors or their designated representatives are allowed on the program site unless on official business. In such a case, the visitor must be accompanied by a school official at all times.

### **Hours**

Before School: 7:00 am - 7:45 am

After School: 3:00 pm - 6:00 pm (An additional charge of \$1 per minute after 6 pm)

Early Dismissal Days:

Noon Dismissal: NONE

Bus riders: Until bus arrives

## **Student Image Release Terms**

Parents have the right to accept or refuse permission for the release and use by Saint Joseph Catholic School of their minor child's/children's image in photo, videotape, or other media based on the following terms:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as "image") of the minor in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose.
2. To use, reproduce, publish, exhibit, distribute, and transmit the image of the minor individually or in conjunction with other images or printed matter in the production of brochures, slide, motion pictures, broadcast (radio and television), audio or video tape, recordings, still photography, CD-Rom and any other manner of media now known or later developed.
3. To record, reproduce, amplify, edit, and simulate the minor's image and all sound effects produced.

4. To copyright, in its own name, works that contain the image of the minor.
5. To assign the minor's rights to third parties.

I understand that the videotape, still photos, or other media incorporating the image of the minor will become the property of the school. I hereby waive the right to inspect or approve the minor's image or any finished materials that incorporate said image. I understand and agree that no compensation will be provided, now or in the future, in connection with the use of the minor's image, and nothing herein will create any obligation on the part of school to make use of the rights to materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of Diocese of Venice, his successors in office, a corporation sole, Saint Joseph Catholic School, their agents, employees and assigns from any and all claims demand, rights, and cause of action of whatever kind that may arise from use of the minor's image, including all claims for libel and invasion of privacy.

I hereby certify that I am the parent/legal guardian of the above referenced minor, and I give my consent, without reservation, to the above agreement on behalf of said minor. This agreement shall be valid for a period of one year from the date hereof, unless revoked in writing.

### **Diocese of Venice Technology Use Agreement**

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary action.

**User:** As a student, I understand and will abide by the Technology Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

**Parent or Guardian:** As the parent or guardian of this student, I have read the Technology Use Agreement below. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired in use or any injury to my child as a result of its acquisition. Further, I accept full responsibility for supervision if and when my child's use of the school's technology resources (e.g. lap top computer) is not in a school setting.

Parents and students must realize that students may encounter material on a network/bulletin board that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). Although filtering software may be in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive.

*Please read this Technology Use Agreement carefully before signing. The signatures on this document are binding. This agreement must be signed before computer use and access to the Internet is given.*

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I understand that the school owns the computers and that any information I place on the computers is subject to review by the school at any time without notice to me. I will not use the computer resources for non-academic purposes.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and will not give, lend or sell copies of software to others. I will not bring software applications including games from home to be used on school equipment without prior approval of appropriate school personnel.
3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems at school or elsewhere to disturb or harass other computer users or use inappropriate language in any communications.
4. I will follow my school's procedures for information storage and understand that any information may be deleted from the system at any time.
5. I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource. I will not use the school's system or Internet for personal or commercial uses including emails.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or phone number or those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

Revised 6/09 Technology Use Agreement.doc



# Saint Joseph Catholic School

2990 26<sup>th</sup> Street West      Bradenton, FL 34205-3738  
(941) 755-2611      Fax (941) 753-6339  
E-Mail: office@sjsfl.org  
Web: sjsfl.org

## Parent and Student Handbook Agreement Form

I have read the 2017 - 2018 Parent/Student Handbook, Student Image Release Terms, and Technology Use Agreement and agree to follow the school policies and procedures as stated.

Family Name: \_\_\_\_\_

**Please check one statement below.**

I authorize the release and use of my child's/children's image in all forms of media.

I do not authorize the release and use of my child's/children's image except in the yearbook.

\_\_\_\_\_  
Parent signature      Date

\_\_\_\_\_  
Parent signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date