

Saint Joseph Catholic School

Student/Parent Handbook



Saint Joseph Catholic School
2990 26th Street West
Bradenton, FL 34205
Phone: 941-755-2611
www.sjsfl.org
email: office@sjsfl.org



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

Dear St. Joseph Families,

Welcome to St. Joseph Catholic School, and a new school year! In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education. Education encompasses teaching and learning specific skills, but also something less tangible, yet more profound, the imparting of knowledge, good judgment, and wisdom. St. Joseph Catholic School students share faith and values each day, as they grow in their gifts and talents, through a broad education that includes religion, academics, fine arts, and physical education. Students practice virtues of caring, kindness, and service as they work together each day.

St. Joseph Catholic School was founded in 1954, by the Sisters of St. Joseph, and has occupied a place of respect in our local community since the beginning. The school serves the nine parishes of Manatee County: St. Joseph, Our Lady Queen of Martyrs, Our Lady of the Angels, St. Bernard, St. Mary Star of the Sea, Sacred Heart, St. Frances Xavier Cabrini, Holy Cross, and Ss. Peter and Paul the Apostles.

As Catholic Educators, members of the parish community, and parents, we have a special responsibility to encourage our 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.

Our Student/Parent Handbook reflects the policies of St. Joseph Catholic School. Please read this handbook carefully and sign the Parent and Student Handbook Agreement Form on the Parent Portal prior to the first day of school. This agreement states that you intend to abide by the policies of St. Joseph Catholic School during the school year.

Together, may we continue to build the educational and spiritual qualities of our school that have been a part of our tradition. May we encourage our children to become strong, faith-filled, active leaders throughout this school year. Our faculty and staff look forward to working with you.

Gratefully, Yours in Christ,

Ms. Deborah Suddarth, Ed.S. Principal

Mission Statement

*Rooted in Catholic faith and committed to academic excellence,
St. Joseph Catholic School develops personal responsibility,
character, service, and leadership.*

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 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 leadership, with 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 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

Pastor – Fr. Rafal Ligenza
Principal – Ms. Deborah Suddarth ED.S
Administrative Assistant – Mrs. Dean Klabik
Business Manager – Mrs. Carol Palmer
Nurse – Mrs. Michelle Playdon, R.N.

PK3/4	TBD
VPK-A	Mrs. Jennifer Miller
K	Ms. Jeannie Goethe
K	Mrs. Sarah Natoli
1	Ms. Courtney Knox
1	TBD
2	Mrs. Lisa McGary
2	Mrs. Deanna Keppel
3	Mrs. Julianne Ferguson
4	Ms. Blaire Hamric
5	Mr. Guy Caraturo
6	Ms. Lynn Bollmeyer (Middle School Science)
7	Mrs. Debra Owens (Middle School Math, Religion)
8	Mrs. Kate Hart (Middle School Language Arts)
	Mr. Nicholas Sciscento (Middle School Social Studies, Religion)

Ms. Maria Garita (STREAM)
Mrs. Jody Kienzler (Music)
Mr. Paul Mahoney (Drama & Art)
Ms. Krystina Kolbe (P.E. & Athletic Director)
Ms. Ana Montero (Spanish)
Mrs. MaryEllen Tavernier (Resource)
Mrs. Erin Keane (Library and Media)
Mrs. Jennifer Kaplan (Eagle Academy – Gifted)

Assistants

Ms. Marie Fiscina
Mrs. Yesinia Macedo
Mrs. Anise Padilla
Mrs. Erenia Jones

Hot Lunch Program Ms. Stephanie Waiters

Extended Day Program Mrs. Michelle Wilson
Mrs. Gail Hahn
Mr. Walter Tinoco

Maintenance

Mr. Richard Nohmy (Maintenance Supervisor)
Mr. Jim Vanderhorst
Mr. Kevin Nowling

Information Technology Big Fish Technology
Cleaning & Sanitizing City Wide Maintenance

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/or removal from Saint Joseph Catholic School. Excessive absences may lead to forfeiture of VPK or FTC Scholarships.

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 of an excused absence. The principal may make exceptions to any provision of this paragraph when unusual circumstances arise.

EARLY DISMISSALS

Early Dismissals are discouraged, as these are disruptive to the learning environment for all children in the classroom. 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 an 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 2:15 p.m. to provide a safe and orderly dismissal for all students.

TARDINESS

Classes begin at 8:00 am, which means a student should be in the classroom and ready to begin by the time the bell rings. A student is tardy if he/she is not in the homeroom at the time of the 8:00 A.M. class bell. Tardiness is harmful to the student academically as well as inconsiderate and disruptive to the teacher and students who have begun class.

Students may enter the courtyard beginning at 7:35 am for students to go to their classrooms and prepare for the morning. Please make sure your child has a calm start to the morning and does not need to rush. 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

Excessive tardiness will result in a scheduled conference with the principal to explore ways to remedy the situation.

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 into 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 and State Curriculum guidelines are met and/or surpassed in teaching of all 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 weekly school liturgies.

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

STREAM + Robotics (Science, Technology, Religion, Engineering, Art, Math)

Integrated project-based learning incorporating the above disciplines is taught from grades PreK through 8th grade. In addition students compete in grade appropriate robotics programs.

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:

- Terra Nova 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 using texts, on-line resources, and virtual and hands-on laboratory experiences. Participation in the Manatee County Science Fair is mandatory for 7th 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 for all 8th grade students.

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, Latin, 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, as well as League rules for competitive sports.

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.

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 | *Report Cards |
| *Immunization Records | *Standardized Test Results |
| *Birth Certificate | *Record of IEP (if applicable) |
| *Baptismal Certificate | |

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

Every attempt is made to respond to the needs of students with learning challenges, 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 our school website at www.sjsfl.org

Financial assistance forms are available On-line at www.factstuitionaid.com.

Tuition Payment Options: Available at www.sjsfl.org

FACTS® Tuition Management: Available at 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, Registration Fees, and Material and Digital Content Fees are not refundable. Records will not be released until all delinquent tuition and fees are paid.

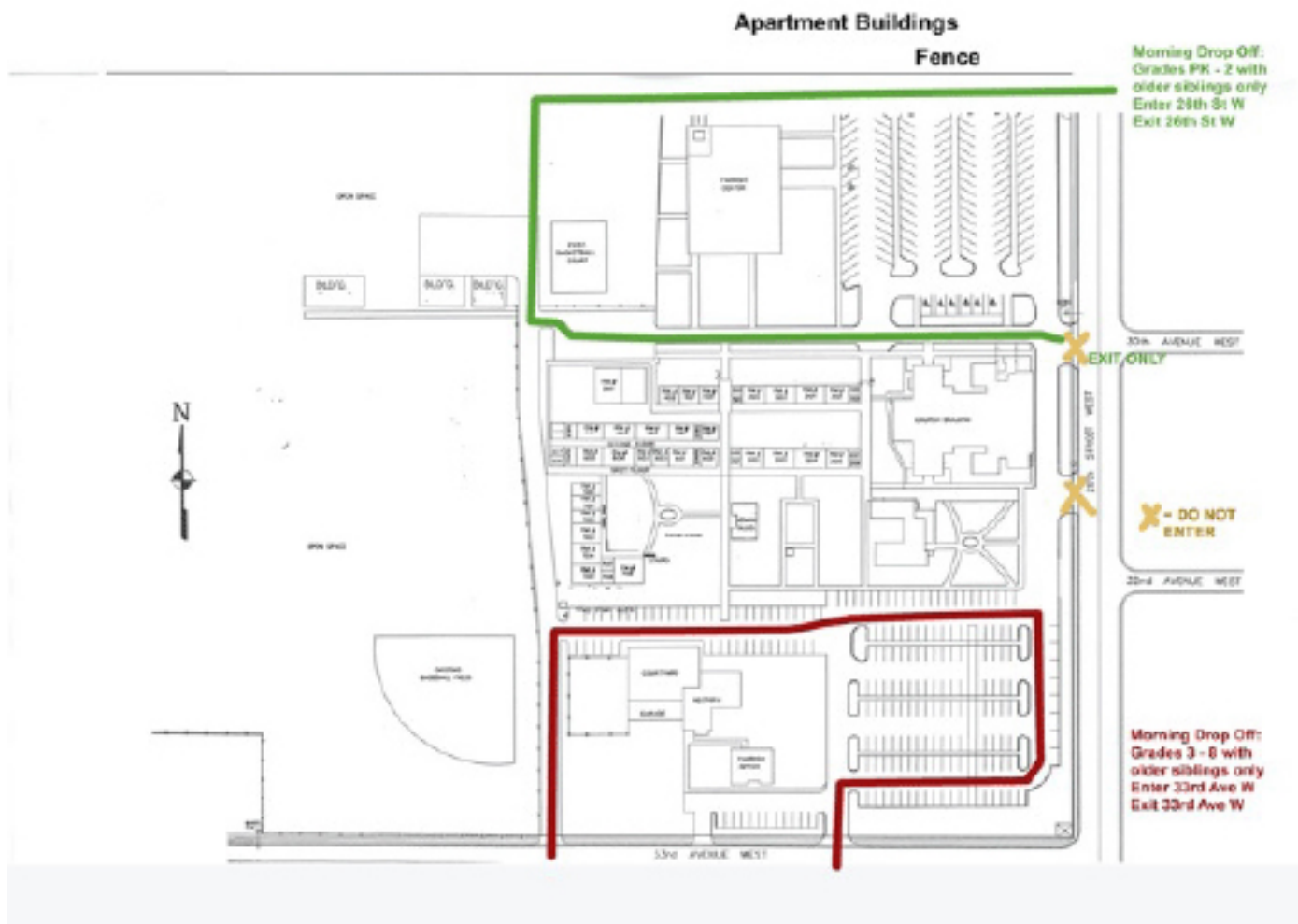
Arrival/Dismissal Procedures

Arrival 7:35 – 7:55 am

Grades PK – 2 (plus older siblings) North Side of Campus - Enter from 26th St. West: Please use the entrance on the north side of the property by the apartment complex. You will drive around the back of the Parish Center to access the drop off area.

Grades 3 – 8 (plus older siblings) South Side of Campus - Enter from 33rd Ave West on the South side of the campus.

All students arrive via the carline – For the safety of all, no one walks on to campus. If parents have business in the office, please wait until car lines have completed drop offs.



- Please remain in the carline and do not attempt to pass another car.
- For the safety of all, no cellphone usage when driving on school property or in the carline.
- Follow the directions of school staff and pull up to the arrival area. School personnel will open the door to allow your children to exit safely. (Please make sure the car door is unlocked.)
- Students should have backpacks and belongings and be ready to exit the car quickly.
- VPK parents will be asked to sign the book and indicate the time of arrival.

Dismissal

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

1. Enter the designated entrance based on the grade of your oldest child and the scheduled time for dismissal.
2. At the PikMyKid Stop Sign, “announce” your arrival on the app.
3. Follow the cone-lined route and the directions of school personnel.

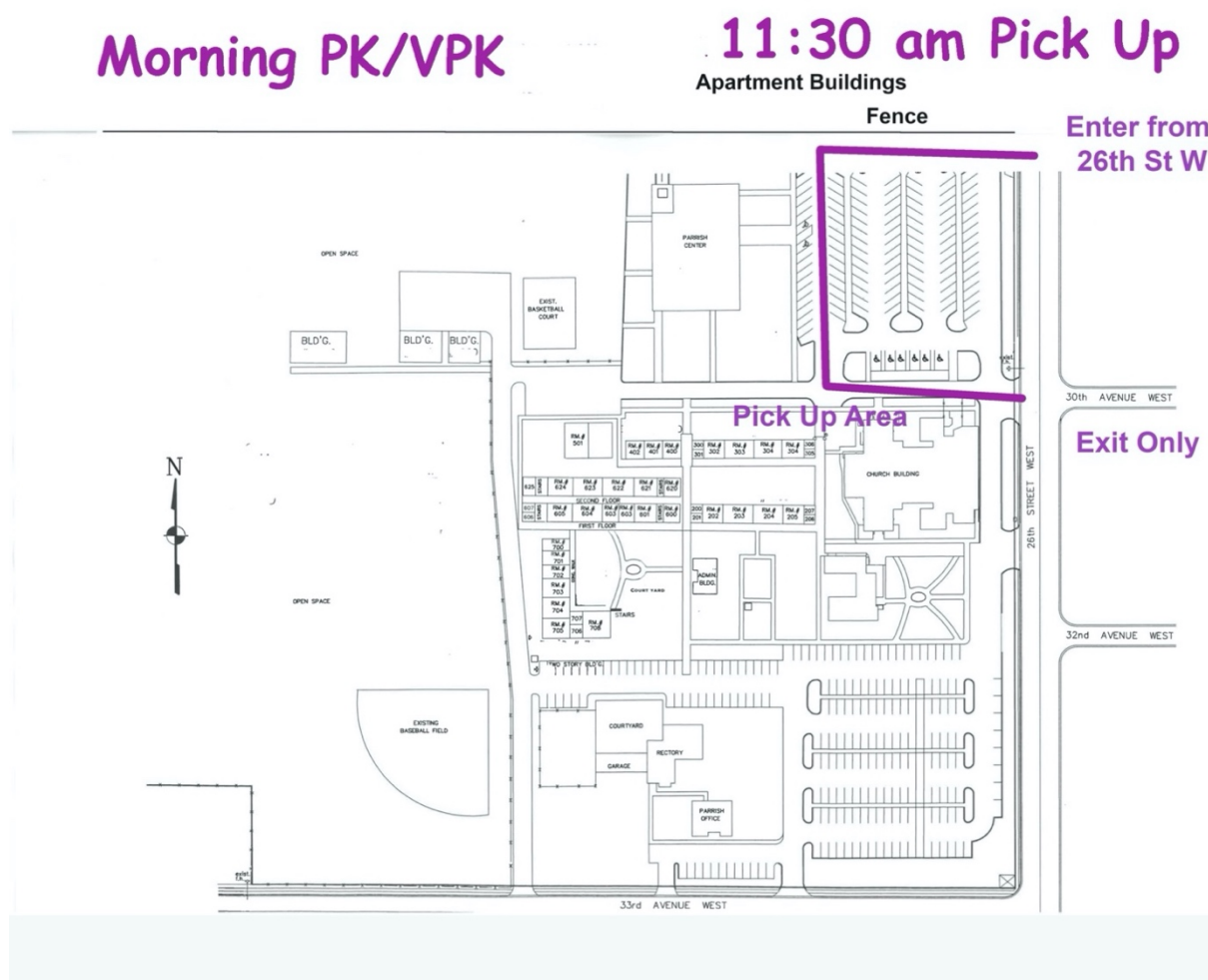
Students will be kept in smaller groups for dismissal. We have three dismissal periods and parents/guardians will need to observe the times for their children.

Students will dismiss with the schedule of the oldest in the family. Our older students have more required minutes in their schedules. Younger students will be kept with their teachers until their older siblings are scheduled for dismissal.

2:30 pm Group 1: Grades PreK and Kindergarten
2:45 pm Group 2: Grades 1, 2, 3, and 4 (with younger siblings)
3:00 pm Group 3: Grades 5, 6, 7, 8 (with younger siblings)

Group 3 families: Please do not line up in the carline before 2:45 pm

DISMISSAL at 11:30 am for Half-Day PreK 3 and Half-Day VPK



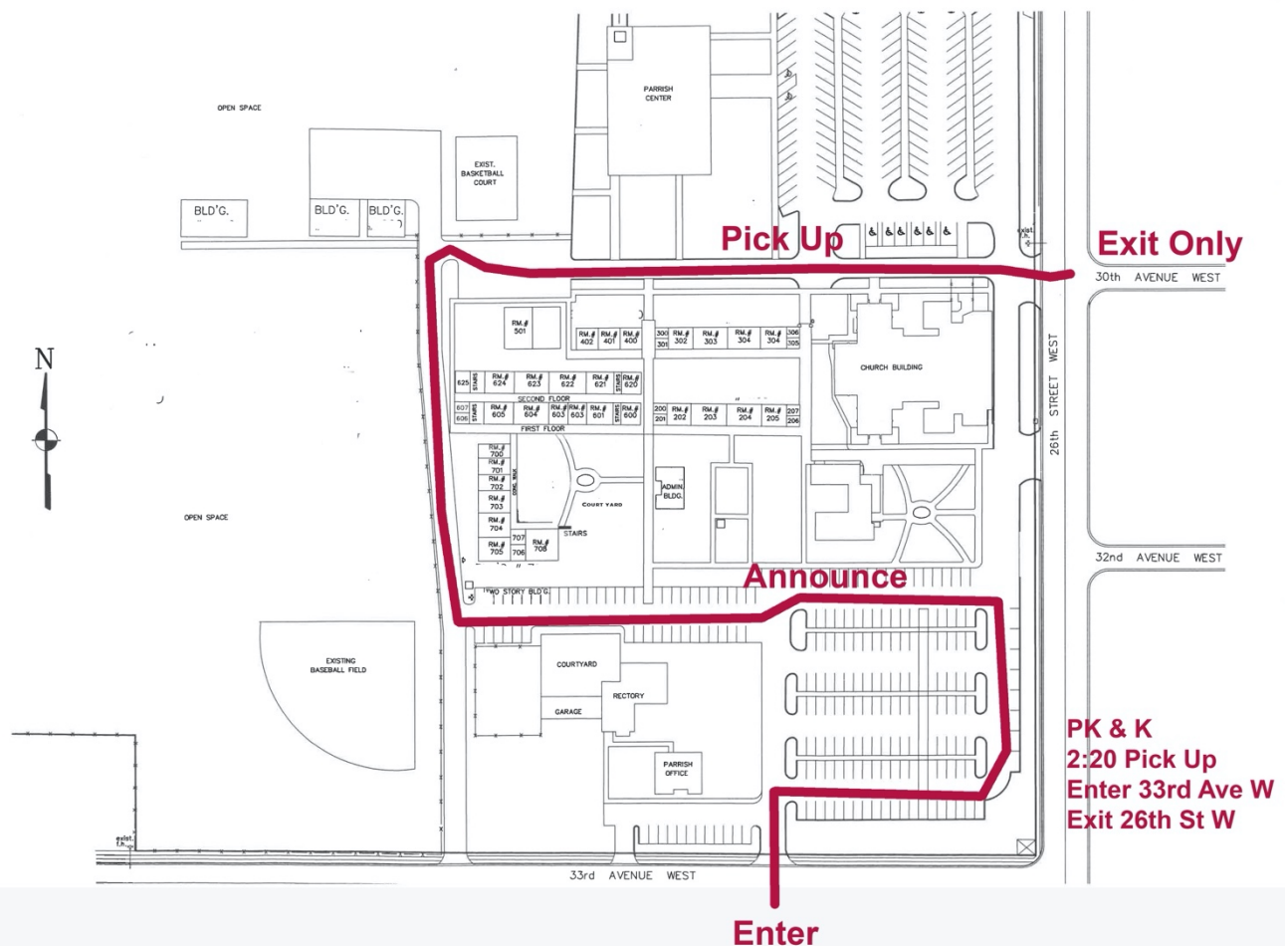
Pull up to the pick-up area, unlock doors, and staff will place your child in the car.
VPK parents will be required to sign a book indicating the dismissal time.

Dismissal for All-Day PreK 3, All-Day VPK, and Kindergarten Only

Group 1 - Afternoon Dismissal
2:30 pm - Grades PK & K Only

Apartment Buildings

Fence



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 26th Street West.

B. To Exit to the East

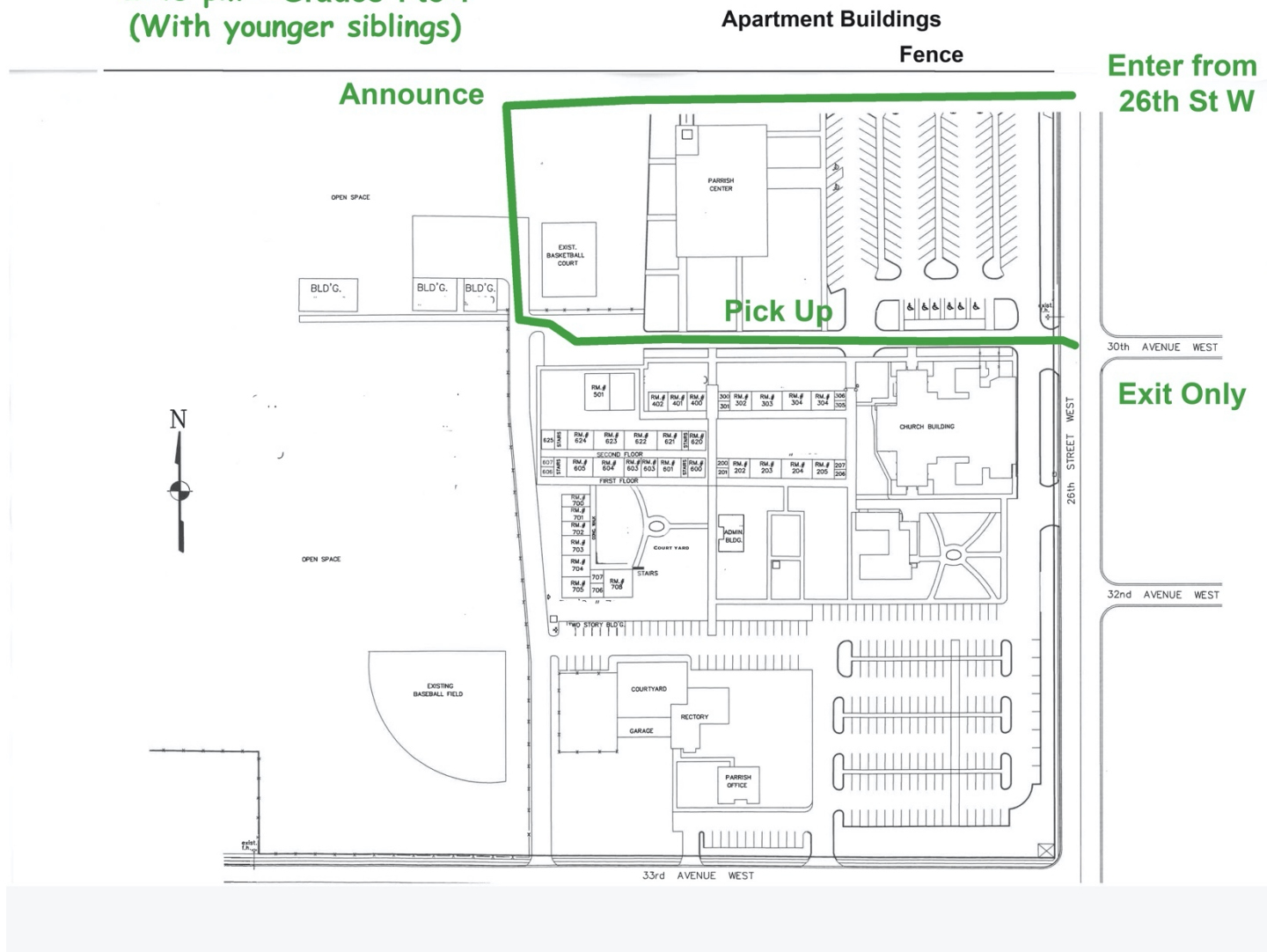
Exit straight ahead to the light. When the light signals green, continue straight through the intersection to head east on 30th Avenue West.

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 26th Street West.

Dismissal for Grades 1 through 4 and their younger siblings.

Group 2 - Afternoon Dismissal
2:45 pm - Grades 1 to 4
(With younger siblings)



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 26th 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 30th Avenue West.

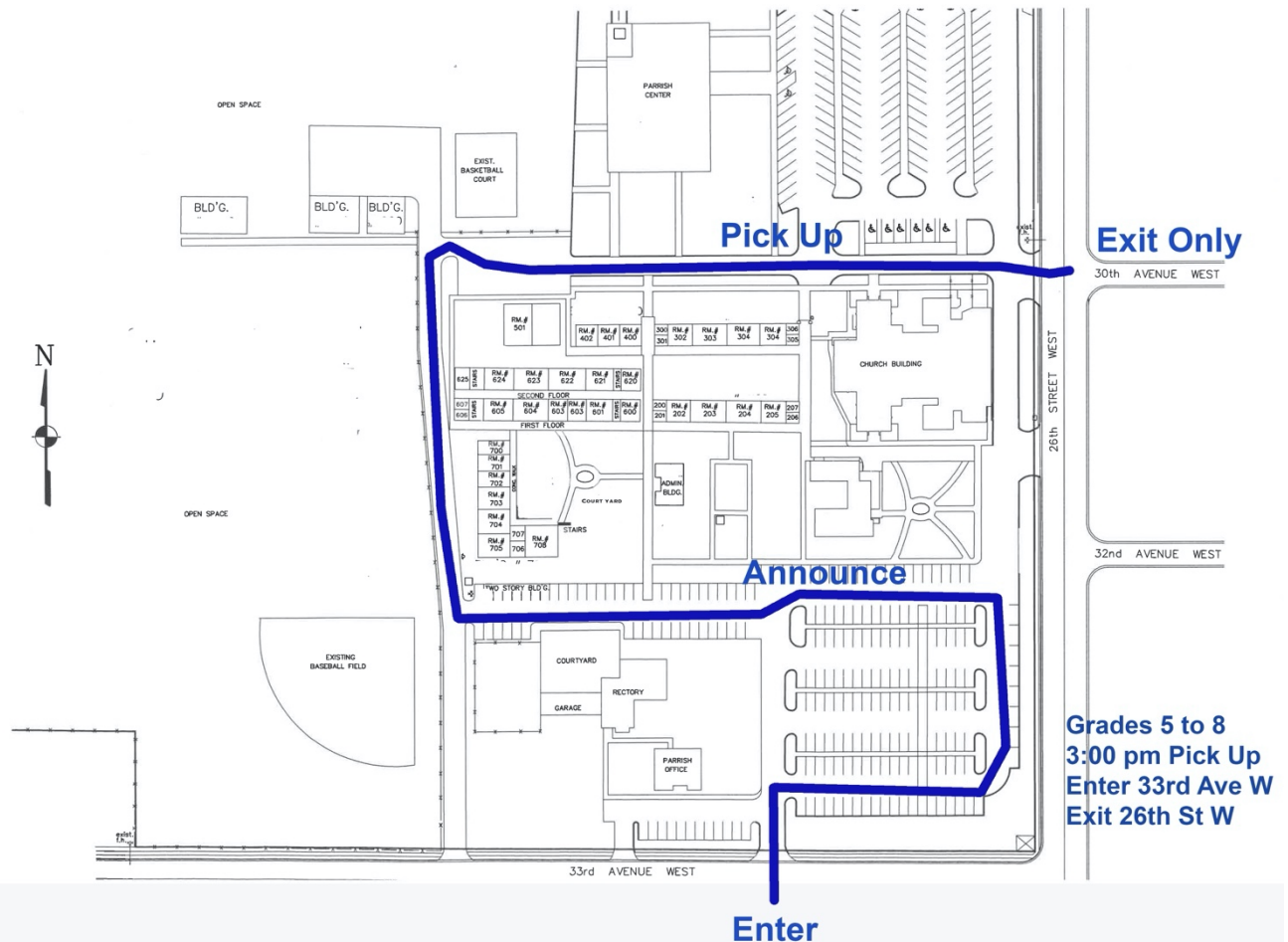
C. To Exit to the North

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 26th Street West.

Dismissal for Grades 5 through 8 and their younger siblings.

**Group 3 - Afternoon Dismissal
3:00 pm - Grades 5 to 8 Only
(With Younger Siblings)**

Apartment Buildings
Fence



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 26th 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 30th 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 26th Street West.

Changes in Pick Up Arrangements

Homeroom teachers should be advised in writing if a student is to go home by a different means on a given day. 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. For the safety of all students, no parking or entry/ of the building will be permitted between 2:30 – 3:15., since all staff members are actively engaged in a safe dismissal for all students. If you need to stop at the office during these times, please wait until dismissal has been completed.

Birthday Observances

Birthdays are celebrated by praying for students during the day, allowing them to dress up, and giving them a special gift. Students may dress up for their birthday. (See Dress Code for Dress Up) Shoes and socks must follow school uniform guidelines. If the birthday falls on a Saturday or Sunday, or a scheduled holiday break, students may dress up on the day they return to campus. Students with summer birthdays may celebrate their ½ birthday. Balloons, flowers, etc. may not be delivered or brought to campus. 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. A birthday celebration will be held each month during lunch for all students celebrating during that month. Parents are welcome to attend the lunch if they have a child celebrating. Birthday celebrants will receive a small gift and treat. This will take the place of classroom treats on birthdays.

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 and they will be left with their homeroom teacher. The cell phone will be returned at the end of the day for the student to have in their possession as they return home. Cell phones may not be used on the school bus.

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 students may not call or text. Nor may they message from electronic devices without permission. All calls will be made from the office with an adult. 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 FACTS Parent Portal. Login information is given to parents at the time of registration.

- Report cards are issued four times a year in grades K - 8.
- 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 to Grade 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 if, and 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 2nd floor classrooms will be taken to 1st floor classrooms when a **warning** is issued.

Emergency Weather

In case of inclement weather conditions or other emergencies, school closing will be announced with an email or text sent via the Parent Portal. In addition, a text will be sent via PikMyKid. The decision to close the school is made by the principal in consultation with the pastor and 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 driver'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 always face the front.
- No shouting, waving or distraction other vehicles.
- No hands, feet, or heads outside windows.
- All phones and electronics must be kept in backpacks.
- 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 or frequent infractions of classroom 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 or expulsion.

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, since these are located outside of the lunchroom and require student supervision for safety.

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 not be able 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 suspension will result in a 0 grade for all assigned work and tests during the suspension. Families will be charged \$100.00 per day for an in-school suspension to cover the cost of a substitute teacher to supervise and remain with the student throughout the day.**

Parent and Student Portals via FACTS

All families and students will receive a ParentPortal account. It is the responsibility of the students and parents to retrieve vital information from the Parent and Student Portals. For older students, the Student Portal will indicate assignments, due dates, grades, and classroom information. Parents have a separate portal (do not use your child's portal login) For parents, hot lunch ordering, student's grades, progress reports, homework assignments, award listings, newsletters, etc. will be posted.

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 St. Joseph Catholic 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 Safe Environment training and a background check and 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, unless part of a teacher directed gift exchange that includes all students. Valentines distributed at classroom parties should include a Valentine for each student in the class.

Grading Scale

PreK3/4

Checklists, symbols, and individualized teacher comments are used.

Grades K - 1

Skills Checklist

Grades 2 - 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

Any student receiving an N in conduct will not be listed on Honor Roll.

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.

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 teacher maintain a program which provides non-labeling diagnostic services to students with learning disabilities and appropriate placement on coursework for students who are gifted or need 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 the parent/guardian 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 the parent/guardian 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 a parent/guardian can be reached if a 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 the Parent Portal 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.
- 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 listed 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. We ask that your child be picked up within an hour of being called. Please make sure all emergency contact numbers are kept current on your Parent Portal.**

COVID - 19

St. Joseph Catholic School will continue to monitor all cases of COVID-19. In addition, sanitizing, and frequent handwashing will continue.

Students should not come to school if they have any of the following symptoms:

- Fever (Over 100.0°F)
- Loss of smell or taste
- Cough
- Muscle aches
- Sore throat
- Shortness of breath
- Chills
- New or unusual headache
- Nausea, vomiting, diarrhea or loss of appetite

Please contact the school office (email or telephone) if your child is absent and report the reason for the absence.

If any family member is directly exposed to COVID, please notify the school office immediately. Please indicate where the possible exposure occurred.

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. A parent/guardian must sign in the 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, 8:00AM-3:00PM 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 may 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 for excused absences is two days for every day missed, including tests. Assignments are available on Student Portals.

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. We invite all parents and guardians to participate in PTO events to support our students and staff.

Hot Lunch Program

St. Joseph School offers a hot lunch program that may be ordered daily. Menus are listed on the Parent Portal and must be ordered prior to 7:00 am on the day lunch is requested. Lunches are billed weekly through FACTS. Students may choose to bring their lunch each day. If a student brings lunch, they should bring a napkin or paper towels to use during lunch. In addition, they need to pack all needed utensils and condiments.

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. You may want to provide a container marked with your child's name with snacks for special occasions.

Library/Media Center

The library/media center, maintained by a school media specialist, has scheduled times for classes 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 school day. This off-campus behavior includes but is not limited to cyber-bullying.

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. Please check the Parent Portal to make sure all contact information is accurate.

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 and posted on the Parent Portal.

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 or additional coursework 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 weekly 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 will be available at the mid-term of each nine-week quarter. Grades and progress may be monitored weekly on the Parent and Student Portals.

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 7:35 a.m. must report to the Extended Day Program, which opens at 7:00 am. Any student who remains after the final dismissal. 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 7:35 am or after the final dismissal, 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 am or after 6:00 pm. Teachers are available until 3:30 p.m., 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

Supply lists for each grade are posted on the Parent Portal.

Telecommunications

Telephone

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

Technology and the Internet

The use of all iPads, Chromebooks, laptops, 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
- Texting family or friends during the school day
- Setting up private chat rooms or using social media apps/websites on school owned devices
- Adding unauthorized apps to any device
- Revealing a personal phone number, name or address of one's self or another student

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, including unenrollment of students.

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 Terra Nova tests, given in grades 2-8. These standardized tests help parents and teachers evaluate students' year-to-year progress and growth.

In addition, students complete STAR Math and Reading Assessments quarterly to monitor progress and growth.

Students are tested in 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

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

Uniforms - Grades PreK3/4 and VPK

Girls and Boys wear sneakers, white socks, navy blue PE t-shirts and navy PE shorts with school logo.
Girls may wear navy blue SJCS monogrammed polo dress in PreK and Kindergarten.

Uniforms - Grades K-4

Girls wear plaid jumpers, skorts or shorts, and yellow blouse with a Peter Pan collar and school logo. Socks should be visible, **solid** black, white, or navy. (crew, ankle, or knee socks) 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. Solid color shoes may not have white or colored trim or symbols.

Boys wear navy, SJCS monogrammed, uniform shorts or pants and light blue polo uniform shirt with school logo. Socks should be visible, **SOLID** black, white or navy socks. Shoes should be solid blue, black, or brown loafer or sneaker (including shoelaces). Solid color shoes may not have white or colored designs or trim. High top sneakers are not allowed.

Uniforms - 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, knee socks, 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. Solid color shoes may not have white or colored designs or trim. High top sneakers are not allowed.

PE Uniforms

Girls and Boys wear black, brown, white, or blue sneakers; solid black, blue, or white socks, navy blue PE t-shirts and navy mesh PE shorts with school logo. All grades may wear uniforms to school on their PE days. maturing gentlemen should wear compression shorts under their gym shorts. The compression shorts must be shorter than the gym shorts and should not extend below the gym shorts. (This is for the safety and modesty of our young men.)

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 thigh logo sweatpants. Girls may wear navy, black, or white solid, footed tights under uniform jumper, skorts, shorts or pants. **(NO LEGGINGS) 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 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. Hair may not be exceedingly long on top and cut extremely short on the sides. No designs may be shaved into hair. Only simple hair ornaments are allowed in girls' hair. No bows other than school color uniform bows (plaid, white, black, navy blue, and yellow).

Non-Uniform Dress Code – Dress Down Days

Guidelines for Grades PK to Grade 5 - Designated non-uniform dress day(s) are:

1. Dresses or skirts that are no more than three inches above the knee.
 2. Jeans or uniform shorts may be worn. Jeans may not have any rips or tears.
 3. No jewelry that does not meet Uniform Dress Code Guidelines.
 4. No spandex or ragged clothing (ripped, snagged, etc.).
 5. No halter tops, bare midriffs, see-through, sleeveless, or low-cut tops, or tank tops. Shirts must cover waistline of pants or skirt.
 6. No undergarments are to be seen at any time.
 7. No inappropriate logos (logos that contain, represent or imply suggestive or illicit behavior, rude comments, or illegal substances).
 8. No ill-fitting garments (too tight or too baggy).
 9. Sneakers or Shoes with socks (No flip-Flops)
 10. Or their school uniform.
- ▶ K-Kids and Builders Club shirts may be worn on meeting days.
 - ▶ Youth group shirts may be worn on meeting days.
 - ▶ Grades 6-8 dress code for non-uniform/dress down 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 and Birthday Dress Up Day Grades PK – Grade 8

Girls:

1. No skirts or shorts shorter than three inches above the top of the knee.
2. No spandex pants, leggings, 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 going to a designated area.

Volunteers

Volunteer opportunities are sent to all families and posted on SignUpGenius. All individuals who volunteer for school activities or events must complete the Volunteer Sign-Up sheet and will be asked to complete the Safe Environment Training and the 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 during the school year.

Families who do not wish to participate or are unable to fulfill the minimum volunteer hour requirement (20 hours) by May 15th, pay a \$200.00 non-participation fee. Forms submitted after May 15th will not be accepted.

Raffle Participation Requirement

Families are required to sell \$500 worth of tickets at \$20 each for the \$10,000 raffle. Families who do not wish to participate or are unable to sell the required amount of tickets by the drawing date must pay a \$500 non-participation fee. Selling opportunities are provided at the parishes throughout Manatee County. Parents/guardians can sign up for the weekends that fit their schedules.

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 – 7:40 am, and afternoon Extended Day program from the last dismissal until 5:30 pm. After 5:30 pm, \$2.00 per minute is charged. Families who are habitually late for pick up, will be asked to find another option for after school care.

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 which 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. Students may not bring electronic devices to the Extended Day Program.

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 parent portal 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 #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 - 7:35 AM

After School: 2:45 PM - 5:30 PM (An additional charge of \$2 per minute after 5:30 P.M.)

Early Dismissal Days:

11:30 am Dismissal: No Aftercare Provided unless indicated by Administration

Bus riders: Until bus arrives

Student Image Release Terms

Parents sign an agreement form to grant 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 r

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.



DIOCESE OF VENICE IN FLORIDA

Department of Education

PARENTAL/GUARDIAN COVID-19 CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____ Birth date: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. Anyone could contract COVID-19 anywhere. St. Joseph Catholic School will follow state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of COVID-19 at Parish/School activities. However, even though such standards will be followed and reasonable measures put into place, the Parish/School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Parish/School activity could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by participating in the parish/school activity and that such exposure or infection may result in personal injury, illness, permanent disability, and possibly death. I understand and assume such risk of becoming exposed to or infected by COVID-19 at St. Joseph Catholic School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Parish/School employees, volunteers, and program participants and their families.

Considering the foregoing, however, I, _____, grant permission for my child, _____, to participate in this parish/school activities that may require transportation to a location away from the parish/school site, notwithstanding the risks associated with the COVID-19 virus and group activities.

I confirm that there are no necessary changes to the Medical Information Consent form for my child that I previously submitted. If there are any necessary changes, I will complete another Medical Information Consent form.

I further agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to release, indemnify, hold harmless, and defend St. Joseph Parish/ School and the Diocese of Venice in Florida, their members, directors, officers, employees, agents and representatives ("indemnitees") associated with the event arising from or in connection with the negligent acts or omissions of the indemnitees' in relation to prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE THAT I AM AGREEING TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE INDEMNITEES' FROM THEIR OWN NEGLIGENCE IN REGARD TO THE INDEMNITEES' NEGLIGENT ACTION AND/OR INACTION IN REGARD TO PROTECTION AGAINST THE COVID-19 VIRUS.

Signature: _____ Date: _____

1000 Pinebrook Road, Venice, Florida 34285-6426

<http://www.dioceseofvenice.org/>

Main Number: (941) 484-9543 Direct-Dial: (941) 441-1113 Facsimile: (941) 484-4775