

After reviewing the Handbook with your child(ren), please complete, sign and return this form to your youngest child's homeroom teacher by Friday, August 31, 2018.

St. James Cathedral School  
PreK-3 through 8<sup>th</sup>



Parent/Student Handbook  
2018 – 2019



Dear Parent/Guardian:

It is vital that all the information in this School **Handbook** is read carefully and discussed with your child(ren). Your signature(s) on this page signifies that your family understands the policies and procedures herein and acknowledges reading, consenting to, and agreeing to abide by them including the **Diocesan Technology Responsible Use Policy, Parent Consent for Digital Resources, and Consent and Release from Liability Certificate for Concussion and Heat-Related Illness** found within the document.

.....

We have read the St. James Cathedral School 2018-2019 Handbook and our family pledges to abide by the expectations, policies, and procedures stated within the document.

\_\_\_\_\_  
Child's Name (Please Print)

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Child's Signature

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Grade

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Child's Name (Please Print)

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Child's Name (Please Print)

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Child's Signature

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Grade

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Parent/Guardian Signature

\_\_\_\_\_  
Date

I do NOT grant permission for my child to use STUDENT ONLINE DIGITAL RESOURCES AND APPLICATIONS to be provided by St. James Cathedral School. Please refer to pages 30-38.



## St. James Cathedral School Mission Statement

St. James Cathedral School is an educational ministry of St. James Cathedral Church. A Catholic school committed to outstanding academic and spiritual development of all students, St. James Cathedral School provides varied opportunities for students to discover and develop their unique God-given gifts in a safe and stimulating learning environment. The love and stewardship of Jesus is our inspiration. We come to learn; we leave to serve.

### Belief Statements



We believe it is our mission as Catholic educators to model the values and beliefs we teach in a faith-based community that fosters self-respect and respect for others.



We believe it is our role to develop and foster each child's unique, God-given gifts by encouraging students to do all they are capable of doing by themselves in child-centered classrooms where teachers act as facilitators.



We believe that Catholic schools should provide children with a spiritual and academic foundation that will lead to the development of creative and ethical problem solvers who will make a positive contribution to our world.



We believe that a St. James education should include intellectual, spiritual, moral and emotional formation that reflects the values we hold most dearly... integrity, honesty, moral courage, discipline, and initiative.

## Diocese of Orlando Mission Statement

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

## Accreditation

St. James Cathedral School is accredited by Florida Department of Education and the Florida Catholic Conference. We are also a member of the National Catholic Education Association. St. James Cathedral School is a National Blue Ribbon School, a recognition awarded by the U.S. Department of Education. All teachers hold current teaching certification or a statement of eligibility from the Florida Department of Education.

### **IMPORTANT TO NOTE:**

The St. James Cathedral School Administration and/or Advisory Board reserves the right to make changes to the School Handbook at any time. Parents are invited to suggest meaningful updates in written form to the above people. If changes need to be made during the school year, families will be notified by email.

## TABLE OF CONTENTS

Section 1- Parents as Partners (pg.6)	Section 2- Safety & Protection of Children (pg.9)	Section 3- Policies, Procedures, & Guidelines (pg.15)	Section 4- Academics & Technology (pg.26)	Section 5- Student Services (pg.39)	Section 6- Code of Conduct & Discipline (pg.41)
<ul style="list-style-type: none"> <li>-Letter from Administration</li> <li>-Roles &amp; Responsibilities of Parents</li> <li>-Panther Promise &amp; Volunteering</li> <li>-PPA</li> <li>-Advisory Board</li> <li>-Confidentiality</li> <li>-Conflict of Interest</li> </ul>	<ul style="list-style-type: none"> <li>-Campus Safety &amp; Visitors</li> <li>-Fingerprinting, Background Check, and Safe Environment Training</li> <li>-Child Abuse Reporting</li> <li>-Search of Students and their Property</li> <li>-Student Arrest</li> <li>-Student Interview by Official Non-School Personnel</li> <li>-Subpoenas</li> <li>-Substance Abuse by a Student</li> <li>-Weapons</li> <li>-Illness, Injury, Temperatures</li> <li>-Medications</li> <li>-Lice</li> <li>-Immunizations &amp; Health Requirements and Records</li> <li>-Communicable Disease Control Policy</li> <li>-Insurance</li> <li>-Concussion &amp; Heat-Related Illness</li> <li>-Service Animal Policy (Pets/Animals)</li> <li>-Asbestos Report</li> <li>-Emergency Procedures &amp; Drills</li> <li>-Photography &amp; Publications</li> <li>-CPR Training &amp; Defibrillators</li> </ul>	<ul style="list-style-type: none"> <li>-Arrival and Dismissal</li> <li>-Rain &amp; Lightning Procedures</li> <li>-School Building Access for Parents/Visitors</li> <li>-Re-entry to Campus/Buildings &amp; Forgotten Items</li> <li>-Appointments, Leaving School Early</li> <li>-Traffic Patterns, Car Line, &amp; Maps</li> <li>-Uniforms</li> <li>-Out of Uniform Day</li> <li>-Spirit Wear</li> <li>-Winter Wear, Cold Weather</li> <li>-Panther Pride/Colors/Spirit</li> <li>-Use of School Name/Logo/Branding</li> <li>-Communications, Calendar, Contact Information, &amp; Directory</li> <li>-Financial Obligations, Tuition, &amp; Fees</li> <li>-Child Custody Arrangements</li> <li>-Withdrawal Policy</li> <li>-Community Service</li> <li>-Birthdays/Celebrations</li> <li>-Pets</li> <li>-Field Trips</li> <li>-Mass/Assemblies/Liturgies</li> <li>-Telephone Use</li> <li>-Admissions Requirement</li> <li>-Non-Discriminatory Policy on Admission/Hiring</li> </ul>	<ul style="list-style-type: none"> <li>-Curriculum</li> <li>-Grades</li> <li>-Academic Probation</li> <li>-Promotion and Retention &amp; Graduation Requirements</li> <li>-Review of Records</li> <li>-Homework</li> <li>-Assignment Books/Planners</li> <li>-Attendance, Absenteeism, Tardiness, &amp; Make-up Work</li> <li>-Books</li> <li>-Backpacks</li> <li>-Standardized Testing</li> <li>-Conferences</li> <li>-Technology Policies, Agreements, &amp; Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>-Resource Department</li> <li>-Learning Differences</li> <li>-ALPHA/Gifted</li> <li>-Guidance Services</li> <li>-Media Center/Library</li> <li>-Lunch Program &amp; Cafeteria Expectations</li> <li>-Afterschool Program (ASP) &amp; Paid Enrichment Classes</li> <li>-Sports &amp; Clubs Requirements</li> </ul>	<ul style="list-style-type: none"> <li>-Discipline Policy</li> <li>-Code of Conduct</li> <li>-Discipline Procedures &amp; Consequences</li> <li>-Discipline Procedures for Bullying &amp; Harassment</li> </ul>

## SECTION 1- PARENTS AS PARTNERS

Dear Parent(s) or Guardian(s),

The administration, faculty, and staff at St. James Cathedral School (SJCS) consider it a privilege to work and partner with parents in the education of children. We believe and acknowledge, however, that parents/guardians are the primary educators of their children. Therefore, it is your right and duty to become the principal role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice to send your child to SJCS involves a commitment and exhibits concern for helping your child to recognize the role God and church should have in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with your family, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of positive Christian morality and by an honest personal relationship with God and others in your life.

Once you have chosen to enter into a partnership with us at St. James Cathedral School, we trust that you will be loyal to this commitment. During these formative years (PreK3-8th), your child needs constant support from both parents/guardians *and* faculty/staff in order to develop his/her moral, intellectual, social, cultural, physical and spiritual gifts, and to establish a Christian foundation and compass. **Neither parents/guardians nor teachers/administration can afford to doubt the sincerity of the efforts of their educational partnership in the quest of challenging, yet nourishing and supporting, the student to reach his/her potential. It is vital that both parents/guardians and faculty/administration remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between the school and home or within the home will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers/administration will model good, mature behavior and relationships.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. Our grace-filled classrooms acknowledge this truth and faculty/administration act accordingly. At times, your child may perceive discipline as restrictive; however, it is boundaries and limits that provide a young person with both guidance and security and allows their moral compass and foundation to mature.

It is essential that a child take responsibility for his/her actions and choices and the ensuing reactions and consequences, as well as the grades he/she has earned and to be accountable for homework, assignments, tests, service projects, and all other activities – even during times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child flourish and walk with God. We do not take lightly this incredible privilege and we are grateful to be sharing in the God-given responsibility of educating your child(ren).

In Christ's love,



Dawn Helwig  
*Principal*



Anthony Gutierrez  
*Assistant Principal*

## Roles & Responsibilities of Parents

As partners in the educational process at St. James Cathedral School, we ask parents:

- To set rules, times, and limits so that your child establishes boundaries and routines to ensure he/she:
  - Gets to bed early on school nights;
  - Arrives to school on time and is picked up at the end of the day using the proper arrival and dismissal procedures;
  - Is dressed according to the school dress code;
  - completes assignments on time;
  - Brings necessary supplies and books; and
  - Has a nutritional snack daily and a lunch or lunch account pre-loaded with funds.
- To read school communications;
- To keep all contact information up-to-date on ParentsWeb (including street address, numbers, email addresses, approved pick-up list, etc.)
- To complete and return to school any requested information promptly;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To actively participate in school activities such as Parent-Teacher Conferences;
- To meet all financial obligations;
- To show interest and support for all aspects of the student's education;
- To support and cooperate with the discipline policies, consequences, and decisions of the school;
- To see that students are held responsible for their actions/choices and serve/fulfill any determined consequences;
- To support the religious and educational goals of the school;
- To treat teachers, faculty, staff, Administration, and other members with respect and courtesy;
- Not to discuss children other than one's own during conferences or meetings;
- To discuss personal issues during scheduled meetings and not impromptu opportunities;
- To be forthcoming and truthful;
- To notify the school and necessary teachers with an email or written note when a child is to be tardy or absence (excused or unexcused) or for a change in carpool/dismissal plans;
- To plan trips (whenever possible) during school holidays and breaks;
- Address and treat other parents/families/students with respect and dignity;
- To avoid spreading rumors and to seek clarification and information responsibly by contacting the school, administration, or appropriate staff member;
- To understand that SJCS is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue.

## Panther Promise, Volunteering, & Panther Parent Association (PPA)

The best way to teach children about service and sharing our God-given talents is by modeling these choices daily. We ask that each family collectively makes a "*Panther Promise*" to volunteer 15 hours in/for our school each year. Your service and sacrifice enriches the St. James community and our students and provides an opportunity for parents and families to connect. We ask that you log your volunteer hours on our school website under the "Get Involved" tab.

Volunteers are always welcomed and appreciated. However, in accordance with Diocesan regulations, all St. James Cathedral School employees and volunteers (parents/guardians/family members) are subject to a criminal background check that includes fingerprinting and must also complete an online Safe Environment course. Cleared fingerprints/criminal background records must be current and on file in the school office before volunteers are allowed to participate. \* THIS POLICY ALSO APPLIES TO FIELD TRIP CHAPERONES. (Refer to *Fingerprinting and Background Checks* on pg.9.)

All volunteers must check in at the Front Office and obtain a computerized visitor/ volunteer badge. (Refer to Campus Safety & Visitors on pg. 9.)

### **Panther Parent Association**

One of the best ways to fulfill your *Panther Promise* is to join our PPA. The association is comprised of 100% volunteer support. Every event, fundraiser, outreach initiative, sponsored program, or community gathering is built upon the good graces of giving. Each committee is equally important in their efforts to serve the students and families of SCJS and our community. A person is not limited to the number of committees of which you can be a part. However, we do ask that you reflect upon the realistic amount of time you can dedicate to carry through on your commitment, as we rely on our volunteers to foster successful events/offerings.

### **Advisory Board**

The School Advisory Board is a consultative body to the Principal acting on behalf of the total school community. As a volunteer-based group, the Board assists in reviewing policies formulated by the Administration offering recommendations in the overall operation and functioning of the school. This body advises the Principal subject to regulations of Canon Law and the directives of the Diocese of Orlando, and the St. James Cathedral Rector.

### **Confidentiality**

Confidentiality is a serious matter in the school environment. Any individual who works or volunteers in a school is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff, and the school itself. It is possible that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end, we require that any and all information not be disclosed or used outside of your volunteering.

### **Conflict of Interest**

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term “conflict of interest” pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

<https://www.orlandodiocese.org/wp-content/uploads/2018/02/Conflict-of-Interest-Policy-20180221.pdf>



## **SECTION 2: SAFETY & PROTECTION OF CHILDREN**

### **Campus Safety & Visitors**

Your child's safety is the utmost priority. SJCS participates regularly in safety assessments, trainings, and conversations per Diocesan directive. We re-evaluate procedures often to ensure the safety of all people on our campus. We are blessed to have police officers with us for approximately 6 hours a day, always assisting at arrival and dismissal times. Cameras and buzzer systems throughout the campus aid in keeping a watchful eye on entrances/exits/hallways. As noted in Section 3 under arrival/dismissal policies, many different procedures are enacted in an effort to provide the safest campus possible, including asking parents to stay outside of the school fences/gates during pick-up (Refer to *Arrival and Dismissal* on pgs.15-18.)

Accordingly, all parents and visitors must check in at the Front Office and obtain a computerized visitor/volunteer badge. For the safety of all, students are taught to look for official staff/teacher badges on all employees and yellow visitor/volunteer badges on all other people in the school building and on campus. Teachers are not to be interrupted during the school day. A parent may send a note/email or leave a voicemail for a staff member and arrange a future time to talk/meet. (Refer to *Conferences* on pg.30.) Please note that parents/guardians/visitors will not be admitted to the school building until 8:15am. This is to ensure the safety of all students and to allow for a smooth, uninterrupted start to the school day. Participation in a conference or meeting is the only exception to this rule. Accordingly, at the end of the school day, the building will again be closed from 2:30pm until 3:30pm. (Refer to *School Building Access* on pg. 17)

### **Fingerprinting, Background Check, and Safe Environment Training**

In accordance with Diocesan regulations, all St. James Cathedral School employees and volunteers (parents/guardians/family members) are subject to a criminal background check that includes fingerprinting and also must complete an online Safe Environment course. Visit the Diocesan website at [www.orlandodiocese.org](http://www.orlandodiocese.org) under the "Safe Environment" tab to begin the process. You will need the St. James Cathedral School-specific field print code which is FPSJSchoolVol (case sensitive) to complete the forms.

The background and fingerprint check must be updated every five (5) years. Parents are responsible for keeping their clearances up-to-date, so please plan accordingly. Please note that the process can take several weeks.

### **Child Abuse Reporting**

St. James Cathedral School's staff and administration will cooperate with any investigations concerning reported cases of child abuse. In compliance with state law, reports will be made of all incidents in which we have reason to suspect child abuse, neglect, or endangerment.

Child Abuse: Any clergy, religious, lay employee or volunteer of the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures:

- Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.
- Respond to the local DCF call back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

### **Search of Students and their Property**

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or

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

### **Student Arrest**

Schools shall follow all federal, state, and local laws in respect to students' involvement in illegal activities. Schools shall cooperate with all law enforcement personnel. School administrators, faculty or staff should not attempt to act as the students' legal representatives in situations where the law officer wishes to interrogate students. The school administrator may request that the interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. Law enforcement officers have the right to question students, even without a warrant. The administrator may be present during interrogation if the police or social service provider agrees. The administrator cannot insist on being present. The administrator does not need to notify parents prior to the questioning of students. However, the administrator may ask to notify the parent/guardians that the child is being questioned. If a student is arrested, the parents/guardian and Superintendent of Catholic Schools must be notified immediately unless to do so would interfere with law enforcement's investigation.

### **Student Interview by Official Non-School Personnel**

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. The Diocese of Orlando will develop policies and standards for student behavior that address student expectations and the appropriate and acceptable care for students by adults in the school community. The school must comply with authorized law enforcement agencies in the protection and welfare of students.

### **Subpoenas**

Schools shall cooperate and follow all laws regarding legal subpoenas. School personnel must respond promptly to properly served subpoenas. Subpoenas for students should be refused by the school and the serving agent asked to serve the subpoena outside of school hours and off school property.

### **Substance Abuse by a Student**

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

The definition of terms for this policy is as follows:

- "Controlled Substances" are defined as illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.
- "Abuse" or "Substance Abuse" means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.

### Weapons

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

### Illness, Injury, Temperatures

Children who are ill must remain at home. Should a student become sick during the school day the parent is notified as soon as possible, and depending on the illness or injury, parents may be required to take the child home. You will receive a call from the front office to pick up your child if he/she has a temperature over 99.2. You will also be contacted to pick up your child if they have vomited while in school. Students who are ill may only be released from the front office to parents or their designees.

**Please note: children are to remain at home fever free for 24 hours without medication before returning to school.**

### Medications

It is Diocesan policy that all medications, **both prescription and non-prescription, are brought to the Front Office by a parent. Children are not permitted to transport either onto school property. A Parent/Guardian Medical Information & Consent form (found under the Resource Documents section on ParentsWeb) must be filled out, signed, and submitted along with the medicine itself for all medications, both prescription and non-prescription.** The form must indicate the exact medication, strength of medication, and when the medication should be administered. Additionally, your signature is required for non-prescription medication, and a physician signature is required for prescriptions. It is against Diocesan policy to administer anything other than in the aforementioned format. Medications **MUST** be in their original containers. These policies include cough suppressants, such as cough drops.

### Lice

We are aware that the American Academy of Pediatrics states that a healthy child remain in class; however, the Orange County Health Department enforces a District Policy which states: No Lice/No Nits. As a result, St. James maintains this “No Nit” policy. If your child has been sent to the Front Office for evaluation and if nits or active lice are found, a parent will be contacted, and your child will be sent home for treatment. Upon your child’s return, please bring them to the Front Office to receive an “all-clear” before proceeding to class.

### Immunizations & Health Requirements and Records

All students **must have updated health and immunization (DH680) forms** on file in the school office as mandated by the State. Non-compliance will prevent your child from attending school.

Quality education occurs best when students and teachers are healthy. Maintaining the health and well-being of students, faculty and staff is paramount in Diocesan schools. Every reasonable effort shall be made to assure that school facilities are maintained in a clean and orderly fashion to prevent the spread of germs and disease. Health care is the primary responsibility of the parents/guardians. Parents must comply with applicable local and State of Florida health requirements for students.

Students entering our school for the first time have to complete a physical examination on file within 30 days of entry and present original copies of their physical exam. Florida law requires that all students entering a Florida school for the first time be immunized for diphtheria, pertussis, tetanus, poliomyelitis, rubella, rubeola (measles), mumps and hepatitis B. In addition, all pre-kindergarten students must have the H. influenza type B (HIB), and all 7th graders must have received a tetanus diphtheria (Td) booster. Immunization for chicken pox is required in Florida for pre-kindergarten through grade 5 entry. It is a one-time vaccination for children twelve months to twelve years of age. If your child has already had the chickenpox illness, please indicate on the immunization form. Parent/guardian must bring to St. James Cathedral School an immunization record (Form HRS #680) indicating that all immunizations are up to date according to Florida Department of Health requirements stated above. All students enrolling in catholic schools within the Diocese of Orlando are required to submit a Certificate of Immunization (DH 680 form) as a condition precedent to enrollment. Additionally, all Catholic Schools in the Diocese of Orlando do not accept exemption from vaccinations on religious grounds.

### **Communicable Disease Control Policy**

St. James Cathedral School will follow regulations set forth by the State Department of Health regarding rashes and communicable diseases.

### **Insurance**

Every child in St. James Cathedral School is covered by the Diocesan insurance plan for the hours he/she is under school supervision.

### **Consent and Release from Liability Certificate for Concussion and Heat-Related Illness**

A form stating the following information regarding concussions and heat-related illness will be distributed by your child's coach AND must be signed and returned by each student athlete and their parents before a child is allowed to participate in a sport.

#### **Concussion Information - What is a concussion?**

Concussion is a brain injury. Concussions, as well as all other head injuries, are serious. They can be caused by a bump, a twist of the head, sudden deceleration or acceleration, a blow or jolt to the head, or by a blow to another part of the body with force transmitted to the head. You can't see a concussion, and more than 90% of all concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. All concussions are potentially serious and, if not managed properly, may result in complications including brain damage and, in rare cases, even death. Even a "ding" or a bump on the head can be serious. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, your child should be immediately removed from play, evaluated by a medical professional and cleared by a medical doctor.

#### **What are the signs and symptoms of concussion?**

Concussion symptoms may appear immediately after the injury or can take several days to appear. Studies have shown that it takes on average 10-14 days or longer for symptoms to resolve and, in rare cases or if the athlete has sustained multiple concussions, the symptoms can be prolonged. Signs and symptoms of concussion can include: (not all-inclusive)

- Vacant stare or seeing stars
- Lack of awareness of surroundings
- Emotions out of proportion to circumstances (inappropriate crying or anger)
- Headache or persistent headache, nausea, vomiting
- Altered vision
- Sensitivity to light or noise
- Delayed verbal and motor responses
- Disorientation, slurred or incoherent speech
- Dizziness, including light-headedness, vertigo (spinning) or loss of equilibrium (being off balance or swimming sensation)
- Decreased coordination, reaction time

- Confusion and inability to focus attention
- Memory loss • Sudden change in academic performance or drop in grades
- Irritability, depression, anxiety, sleep disturbances, easy fatigability
- In rare cases, loss of consciousness

#### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with signs and symptoms of concussion should be removed from activity (play or practice) immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to sustaining another concussion. Athletes who sustain a second concussion before the symptoms of the first concussion have resolved and the brain has had a chance to heal are at risk for prolonged concussion symptoms, permanent disability and even death (called “Second Impact Syndrome” where the brain swells uncontrollably). There is also evidence that multiple concussions can lead to long-term symptoms, including early dementia.

#### **What do I do if I suspect my child has suffered a concussion?**

Any athlete suspected of suffering a concussion should be removed from the activity immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from an appropriate health-care professional (AHCP). In Florida, an appropriate health-care professional (AHCP) is defined as either a licensed physician (MD, as per Chapter 458, Florida Statutes), a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes), or a licensed physician’s assistant under the direct supervision of a MD/DO (as per Chapters 458 and 459, Florida Statutes). Close observation of the athlete should continue for several hours. You should also seek medical care and inform your child’s coach if you think that your child may have a concussion. Remember, it’s better to miss one game than to have your life changed forever. When in doubt, sit them out.

#### **When can my child return to play or practice?**

Following physician evaluation, the *return to activity process* requires the athlete to be completely symptom free, after which time they would complete a step-wise protocol under the supervision of a licensed athletic trainer, coach or medical professional and then, receive written medical clearance of an AHCP.

#### **Heat-Related Illnesses Information**

People suffer heat-related illness when their bodies cannot properly cool themselves by sweating. Sweating is the body’s natural air conditioning, but when a person’s body temperature rises rapidly, sweating just isn’t enough. Heat-related illnesses can be serious and life threatening. Very high body temperatures may damage the brain or other vital organs, and can cause disability and even death. Heat-related illnesses and deaths are preventable.

**Heat Stroke** is the most serious heat-related illness. It happens when the body’s temperature rises quickly and the body cannot cool down. Heat Stroke can cause permanent disability and death.

**Heat Exhaustion** is a milder type of heat-related illness. It usually develops after a number of days in high temperature weather and not drinking enough fluids.

**Heat Cramps** usually affect people who sweat a lot during demanding activity. Sweating reduces the body’s salt and moisture and can cause painful cramps, usually in the abdomen, arms, or legs. Heat cramps may also be a symptom of heat exhaustion.

#### **Who’s at Risk?**

Those at highest risk include the elderly, the very young, people with mental illness and people with chronic diseases. However, even young and healthy individuals can succumb to heat if they participate in demanding physical activities during hot weather. Other conditions that can increase your risk for heat-related illness include obesity, fever, dehydration, poor circulation, sunburn, and prescription drug or alcohol use.

**For current and up-to-date information on concussions,** visit <http://www.cdc.gov/concussioninyouthsports> or <http://www.seeingstarsfoundation.org>

I accept responsibility for reporting all injuries and illnesses to my parents, team doctor, athletic trainer, or coaches associated with my sport including any signs and symptoms of CONCUSSION. I have read and understand the above information on concussion. I will inform the supervising coach, athletic trainer or team physician immediately if I experience any of these symptoms or witness a teammate with these symptoms. Furthermore, I have been advised of the dangers of participation for myself and that of my child/ward.

#### **Screenings**

Students at St. James Cathedral School participate in health screenings such as hearing, vision and scoliosis as part of our age-appropriate health care provided to students. All health screenings are conducted in such a manner as to insure each child’s privacy. If your child has any health issue, or is under the care of a

physician, or if you would prefer that your child not participate in the screenings, you should send a written request to the school. **Please note: each child will be screened unless a written request for your child not to participate is received in writing prior to the announced screening date.**

### Service Animal Policy (Pets/Animals)

St. James Cathedral School abides by the Diocese of Orlando Service Animal Policy. The purpose of this policy is to assist parish staff and volunteers with the opportunity for allowing service animals while being attentive to the needs of all God's people. Service animals are permitted only for employees of parishes, schools or Diocesan entities or students attending a Catholic school of the Diocese of Orlando with ADA-qualified disabilities for which use of a service animal is a reasonable accommodation. Service animals are not permitted for any other purpose, **and non-service animals are never allowed on diocesan property.** A non-disabled person cannot bring a service animal to a Diocesan parish, school or entity for the purpose of training the animal unless it is training the animal in direct association with an employee or disabled student who will be using that particular service animal at the parish, school or entity as a reasonable accommodation for that particular employee or student. Further details and specific circumstance examples can be found on the Diocesan website at [www.orlandodiocese.org](http://www.orlandodiocese.org).

### Asbestos Report

In accordance with the Asbestos Hazard Emergency Response ACT (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing Materials as developed by Law Engineering is available without restriction for your inspection at the School's Administrative Office.

### Emergency Procedures & Drills

#### *WEATHER ALERTS & HOLDS*

If there is lightning within a 10 mile radius of the school we will hold students indoors per Diocesan code. The policy states that our school campus must be lightening free for 30 minutes from the last lightning strike within the 10-mile radius. Should parents and guardians choose, they are allowed to park and come to the designated weather delay dismissal spots indicated on the maps below. **By signing this handbook, you acknowledge that should you or another person approved by you on your behalf, take your child(ren)/carpool group from the school building during a lightning or other weather delay hold, that you assume any and all risk associated with the choice and you release St. James Cathedral School and the Diocese of Orlando from any and all responsibility and liability. (Refer to *Rain & Lightning Dismissal Policies* on pg.16.)**

#### *SCHOOL CLOSING*

The Diocese of Orlando's policy states that when Orange County Public Schools are closed due to inclement weather, St. James Cathedral School will also be closed. When possible, an announcement will be posted on the school's website and ParentsWeb, and an email blast or text alert will be sent. The re-opening of St. James Cathedral School may **NOT** follow Orange County. After a thorough assessment of our property, Administration will determine when re-opening will occur. Our re-opening may be communicated via the school website and/or ParentsWeb, announced by the local radio and television stations, or by an email or text blast will be sent. Please be advised that all of these methods are subject to the availability of phone service and power and that we have accurate and up-to-date contact information for your family. (Refer to *Contact Information* on pg. 22.)

#### *EMERGENCY DRILLS*

The school will conduct regular fire, tornado, shelter-in-place, and lock down drills. Students are instructed by their teacher on the proper procedures to follow.

### Photography & Publications ~ Diocesan Policy

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we) the parent(s) or legal guardians of a student enrolled at St. James Cathedral School, do hereby consent, authorize and grant permission to the Diocese of Orlando and St. James

Cathedral School, Orlando, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In addition, we consent to St. James Cathedral School's use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including without limitation, pictures, sketches, essays, short stories, poems and projects) for inclusion and display on the school's website. As a safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that St. James Cathedral School has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website. In granting, such permission (I) (we) hereby relinquish and give the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use. **If you DO NOT give permission for your student to be photographed, interviewed, videotaped, or for your student's pictures or work to be displayed on the St. James Cathedral School website and other communication tools, please notify the administration in writing.**

### CPR Training & Defibrillator

St. James Cathedral School teachers and Administration receive CPR training and we have 3 defibrillators on campus.

## SECTION 3: POLICIES, PROCEDURES, & GUIDELINES

### Arrival & Dismissal

7:00am	School opens
7:30am	Car line opens
7:40am	First Bell ~ Classrooms open
7:50am	Second bell - START OF THE SCHOOL DAY Grades K-8 <sup>th</sup> - Morning Prayer and Announcements
8:05am	PreK3&4 - START OF THE SCHOOL DAY - Morning Prayer & Announcements on Playground (weather permitting)
3:10pm	End of Day Bell ~ Afternoon Prayer and Announcements
3:15pm	Dismissal Grades K-8 (carpool runs from 3:15-3:30pm) and PreK3&4 Walk-up
3:30pm	PreK3&4 Carline Opens (carpool runs from 3:30-3:45pm for preschool children and their siblings)

*\*\*It is a blessing to be an urban school within the downtown setting. We ask that you are always mindful of our neighbors' driveways and yards and please follow the arrival and dismissal directives out of respect for everyone. \*\**

### Arrival/Drop-Off

The importance of coming to school on time cannot be overemphasized. The school building opens at 7:00am and supervision is offered free of charge. **If children are dropped off before 7:40am, K-8<sup>th</sup> grade students are to go directly to the cafeteria and preschoolers are to go to their respective classrooms.** Car line monitored by staff opens at 7:30am students in grades 1<sup>st</sup>-8<sup>th</sup> must proceed to the cafeteria once they exit their vehicle and kindergarteners remain on the Hillman Street-side deck with their teachers. Refer to the maps on page 18 for proper traffic flow patterns and pick-up and drop-off locations). Please note that for morning drop-off all preschoolers must be walked inside and checked in by a parent, regardless if they have an older sibling/carpool mate. K-8<sup>th</sup> grade classrooms open at 7:40am at which time all children in the cafeteria will be dismissed in an orderly fashion to go to their respective rooms and kindergarteners will travel with their teachers to their room from the deck. **At 7:50am, the second bell signals the start of the school day beginning with morning prayer and announcements for grades K-8<sup>th</sup>; children must be seated in their classroom with all necessary supplies by this time to be counted as present. Students are**

considered tardy if they are in the hallways or arrive during or after the conclusion of morning prayer and announcements without a doctor's note or appointment verification card. (\*Refer to *Attendance and Absenteeism* on pg.29.)

Students in grades K-8th arriving any time after the second bell at 7:50am (during morning prayer & announcements) or PreK3&4 children arriving after 8:05am prayer must go directly to the front office to receive a tardy\* slip. This will be recorded and kept on file in RenWeb.

Please note: parents will not be admitted to the building until 8:15am. This is to ensure the safety of all students and to allow for a smooth, uninterrupted start to the school day. (Refer to *School Building Access* below.)

### *Dismissal/Pick-Up*

We strongly encourage parents to use the car line to help us best secure our campus. Students in grades K-8<sup>th</sup> are dismissed at 3:15pm. Children will be escorted to their designated car line or parent walk-up spots (refer to maps on pg.18) or to the After School Program or a designated club/activity location if applicable. **Parents must remain outside of the campus fence/gates during dismissal for the safety of all children regardless if your child is using the car line or if you are walking to get your son or daughter.** If you are walking up to pick-up your child, please walk to the designated location, inform the staff member who you are getting, and the child will be brought to you. **Please note: for the safety of all persons, a staff member may ask you to show identification until we are familiar with you and/or your vehicle.**

We ask that all parents/guardians/approved persons for pick-up that utilize the car line please display a sign with the last name(s) of the child(ren) to be picked up. Two signs will be provided at the beginning of the year for your convenience. If they are lost or if picking up more than one family, please create your own sign to display. **CELL PHONE USE IS NOT PERMITTED DURING CAR LINE FOR THE SAFETY OF ALL CHILDREN AND STAFF MEMBERS.**

Please pick up your child promptly. Unless involved in school-sponsored programs or activities, children must leave campus by 3:30pm (or 3:45pm for preschool students and their siblings) or else they will be checked in to our After School Program\* (ASP) and applicable fees/rates apply after 3:45. **ALL St. James students are required to register for our ASP program in case of an emergency, even if they are not enrolled in a selected plan.**

If you wish to grant your child **permission to walk off school property at dismissal without being accompanied by you or another approved adult, a signed parental note or email must be submitted to the homeroom teacher explicitly stating the following:**

- ◆ Destination, days of the week, and duration (i.e., until end of school year, end of sports season, daily). A permanent list of “walkers” will be kept in the school office.
- ◆ If this is a random occurrence, an email or note is required each time. Verbal phone permission will not be acceptable.

### Rain & Lightning Dismissal Procedures & Policies

We will follow our standard “Pick-Up” procedures in the event of rain only. Please purchase an umbrella for your child to keep in his/her backpack. Students will be escorted to the car line with umbrellas. If there is lightning within a 10 mile radius of the school, however, we will hold students indoors per Diocesan code. The policy states that our school campus must be lightening free for 30 minutes from the last lightning strike within the 10-mile radius. Should parents and guardians choose, they are allowed to park and come to the designated weather delay dismissal spots indicated on the maps below with diamond shapes. **By signing this handbook, you acknowledge that should you or another person approved by you on your behalf, take your child(ren)/carpool group from the school building during a lightning or other weather delay hold, that you assume any and all risk associated with the choice and you release St. James Cathedral School and the Diocese of Orlando from any and all responsibility and liability.**



### School Building Access for Parents/Visitors

Please note that parents/guardians/visitors will not be admitted to the building until 8:15am. This is to ensure the safety of all students and to allow for a smooth, uninterrupted start to the school day. Participation in a conference or meeting is the only exception to this rule. Parents who have school business or are volunteering will be allowed to enter the building at 8:15am. Accordingly, at the end of the school day, the building will again be closed from 2:30pm until 3:30pm. (Refer to *Campus Safety & Visitors* on pg.9/).

### Re-entry to Campus/Buildings & Forgotten Items

For the safety of all students, children may not re-enter the school building(s) after dismissal unless they check-in with the front office and are accompanied by a staff member. Parents, as partners we ask that you please support this effort and help teach your child to be independent and responsible. Remind he/she to be focused when packing their bag at the day's end and to obtain all necessary books, supplies, etc. needed to complete homework assignments before leaving the building. Habitual offenders will be referred to the Administration.

Once your child leaves the school grounds with you or another designated adult/carpool, they are officially no longer supervised by the school and its staff and may not return to the campus unless they are coming to participate in or watch a sport/school-sponsored event. At that time, they must report directly to the coach or sponsor. Should they return to play/watch a game or attend an event, **they must be accompanied by a parent or other adult. Students or their siblings may not be left unattended at any time on campus and must always be supervised by a parent/guardian/designated adult.** For example, if a child has sports or drama practice in the gymnasium, a parent may not send siblings outside to play on the playground.

### Appointments, Leaving School Early

If at all possible, parents should avoid picking up children from school before regular dismissal time except in emergency situations. Early dismissal of students interrupts learning. We ask that you kindly try to schedule doctor and other appointments after school hours. IF it is necessary to pick your child up early, please advise the teacher and front office (front.office@stjcs.com) of your intentions via a written note or email. All teachers' email addresses can be found on our website. The child needs to take the initiative to make arrangements regarding work with the teacher of a class he/she might miss. Due to the disruption it causes and for the safety of all students, students may not be checked out after 2:30pm. If your child has a doctor appointment earlier in the day, you must come into the school and sign them out prior to 2:30pm. If someone other than a parent/guardian is going to sign out the child, the homeroom teacher and the school office must be notified in advance in writing. The person picking up your child will be required to show a photo ID.

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### Traffic Patterns & Car Line

In order to best secure our campus, we ask that you please use the car line for drop-off and pick-up rather than walking your child(ren). If you would still like to park, then we ask that you park in our (2) designated/approved SJCS parking lots. If those lots are full, you will need to find street parking that does not inhibit the drop-off/pick-up lanes on both Cathcart and Hillman Streets and does not block neighbors' driveways. For morning drop-off, you may then walk your child to the applicable spot that a car line rider would use who is in the same grade as your child. For afternoon pick-up, please refer to the designated walk-up locations and remain outside of the fence until your child is brought to you. Our school police officer will assist in car line/traffic flow and if cars are parked in unapproved areas, they will be ticketed or towed.

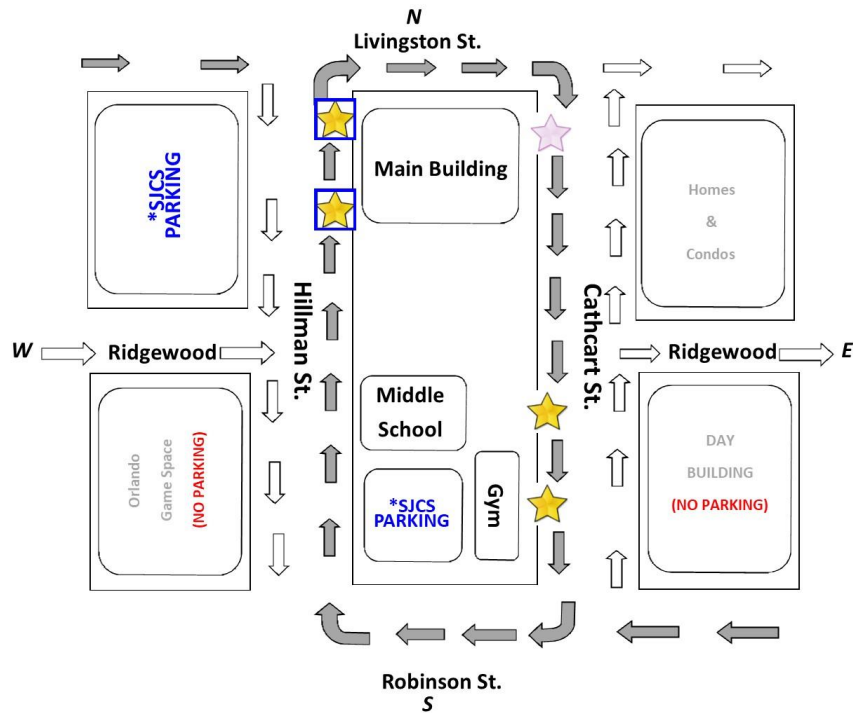
**Please note: the oldest sibling in a family should follow the car line/walk-up procedures (and go to the designated location) applicable to the youngest member. Please be certain that your child knows what their dismissal plan is for a given day: car line, walk up, ASP (club/enrichment offering), or walker.**

### DROP-OFF PROCEDURES (Attended car line 7:30am-7:50am)

K-8th Grades: First Bell-7:40am Second Bell/Start of School-7:50am

Kindergarten & 1st Graders (and their siblings/carpool mates) = must use Hillman St. Zone  
 ALL other students = either Hillman St. or Cathcart St. zones

\*Preschool = parents must park in appropriate lots/street parking and walk child inside  
 \*8:05am Start of Day ~ Prayer on Playground (weather permitting)



### REMINDERS:

\*Car line— please do not get out of car/do not use cell phone/do not leave car unattended

\*Students must exit RIGHT side (curb-side) of car only

### PICK-UP PROCEDURES (K-8th 3:15pm-3:30pm)

- REMINDERS:
- 1) Older siblings/carpool mates always follow the procedures for and go to the pick-up location of the youngest.
  - 2) Please follow which street you enter the traffic flow as it is equally as important as the actual pick-up zone.
  - 3) Car line— do not get out of car/do not use cell phone/do not leave car unattended
  - 4) Walk-up—do not enter campus and remain behind fences/gates.

5th, 6th, 7th, & 8th Grades: head north on Hillman, follow flow through MS parking lot, and then pull up to Zone A.

K & 1st Grades: head east on Ridgewood Street, turn left on Hillman, and pull up to Zone B.

2nd, 3rd, 4th grades (2 Options):

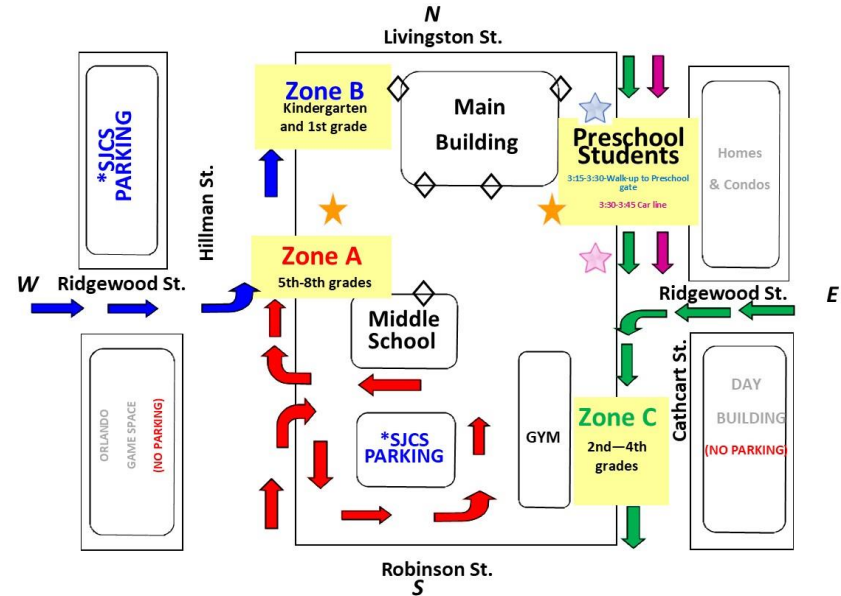
-head south on Cathcart and pull up to Zone C.

-head west on Ridgewood, turn left on Cathcart (alternate respectfully), and pull up to Zone C.

Preschool Car line: head south on Cathcart and pull up to the pick up point indicated with a pink star. (3:30pm-3:45pm)

Preschool Walk-up: park your car in an appropriate spot and go to preschool gate indicated with a blue star. (3:15-3:30pm)

Walk-up: Grades K & 1st pick up on Hillman Street deck; 2nd-8th pick-up at the spots indicated by the orange stars on the same side your child would ride if he/she was a car rider



Rain Dismissal (no lightning) Pick-up zones and traffic flow remain the same. Teachers will use umbrellas.

Lightning Hold (email and text alerts will be sent)-If you make the choice to take your child and take the risk during a weather hold, see diamonds on map and the key below for pick-up locations. Siblings in the main building will go to youngest sibling's designated spot; 7th & 8th graders must be picked up separately from the MS building. Refer to School Handbook for more details.



## Uniforms

The Administration has formulated uniform guidelines in an effort to ensure an environment that is free from distractions and conducive to learning. Your compliance is expected in respect and support of our policies. A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. Please make every effort to see that your child comes to school properly groomed and wearing the correct uniform. Label all clothing that will be worn to school. Risse Brothers Uniforms (407-339-1486) is the official supplier of uniforms for our school. **Uniforms may not be purchased from any other source.**

### **Please keep the following in mind:**

- ◆ Uniforms must be complete, clean and neatly pressed. If it is necessary for a student to be out of uniform, a letter or email with explanation needs to be sent to the homeroom teacher and front office (front.office@stjcs.com).
- ◆ T-shirts may be worn under uniforms but must be solid white and without logos.
- ◆ No acrylic/gel/dipped nails. Natural nails with clear or nude/very pale pink-colored nail polish or French manicures only. No glitter/designs/accents.
- ◆ No jewelry other than one small cross/religious necklace, one religious bracelet, **one watch\* or pedometer\***, and one pair of stud earrings are acceptable. Earrings should be small and no larger than the ear lobe and no more than one earring per ear. Dangling earrings are not allowed. Boys may not wear earrings.
- ◆ **\*One watch (that does not have wi-fi connectivity, photo-taking capabilities, or audio/visual recording ability) or a pedometer/fitness tracker (that does not have wi-fi connectivity, photo-taking capabilities, or audio/visual recording ability) is permitted. Watch and pedometer bands may only be silver/gold/rose gold metal tones, or black, navy blue, or white in color.**
- ◆ No make-up, tattoos, or shoes with wheels.
- ◆ Hair accessories must conform to uniform colors (navy blue, white, pale yellow, and dark green) without logos or dangling and/or holiday accents. Hair wraps may not be worn.
- ◆ Fad hairstyles are not acceptable. Boys hair must be cut short (above ears), blended and natural color. Girls hair must be neatly groomed and natural color.
- ◆ Excessive uniform code violations will be reported to Administration.
- ◆ Attention should be given to personal hygiene.

### Requirements for ALL Students (Preschool – 8<sup>th</sup> grade)

Shoes: **Solid** black or **solid** white closed-toe athletic shoes with laces or velcro closure (no slip-ons). Solid leather preferred for durability (canvas or mesh are acceptable).

Socks: Solid white ABOVE the ankle only socks only with no logos. Knee highs and “no-show” socks are not permitted.

P.E. Requirements: Navy blue dri-fit-type shorts and shirt with official school logo. These uniforms must be purchased from the school via our website. On days students are scheduled for PE, they are to come to school in their P.E. uniform and wear it all day, even on Mass days unless given a different directive from teachers or Administration.

## PRE K

Girls and Boys: Navy blue preschool “Panther Cub” school logo shirt and matching shorts.

## Primary Grades (K, 1 & 2)

Girls: Plaid uniform “skort” with white "middy" blouse with embroidered SCJS logo and navy blue ties. Skorts must reach the top of the knee, no higher, and may not be rolled.

Boys: Navy blue uniform shorts or slacks with SJCS embroidered on back pocket\* (worn at natural waistline, no lower) with white polo uniform shirts (long or short sleeve) with embroidered SJCS logo. Shirts must be tucked in. A brown or black leather belt (woven or flat) is required. Shorts length must be at the knee cap, no lower.

## Intermediate Grades (3, 4 & 5)

Girls: Plaid uniform “skort” with white polo shirt with embroidered SJCS logo. Shirts must be tucked in. Skorts must reach the top of the knee, no higher, and may not be rolled.

Boys: Navy blue uniform shorts or slacks with SJCS embroidered on back pocket\* (worn at natural waistline, no lower) with white polo uniform shirts (long or short sleeve) with embroidered SJCS logo. Shirts must be tucked in. A brown or black leather belt (woven or flat) is required. Shorts length must be at the knee cap, no lower.

## Middle School (6, 7 & 8)

Girls: Plaid uniform skort with yellow *or* navy polo shirt with embroidered SJCS logo. Shirts must be tucked in. Skorts must reach the top of the knee, no higher, and may not be rolled.

Boys: Khaki uniform shorts or slacks with SJCS embroidered on back pocket\* (worn at natural waistline, no lower) with yellow polo shirt with embroidered SJCS logo. Shirts must be tucked in. A brown or black belt (woven or flat) is required. Shorts length must be at the kneecap, no lower.

**\*Boys Shorts or Slacks –purchased in prior years from Risse Brothers with the “RB” logo on the back pocket are acceptable through the 2018-2019 school year. Beginning the following year, all boys shorts or slacks must have the embroidered SJCS logo on the back pocket.**

**Out of Uniform Day**– Occasionally students are given an “out of uniform day” and parents will be notified via ParentsWeb, email, or planners. Most of these days allow for the children to wear jeans. Jeans must be clean, neat, and of proper size and may not be not low cut (no undergarments or midriff exposed), with no frayed edges, no rips/tears, no patches, no logos. No skinny jeans allowed. **NO EXCEPTIONS!** Administration has the final say regarding what constitutes appropriate jeans and attire given the specified guidelines for a given out of uniform day. **Students who fail to follow these guidelines will be asked to call a parent to bring them their school uniform to be worn the rest of that day.**

**Spirit Wear Day** – Spirit Gear may be purchased from PPA via our school website. Official Spirit gear shirts can be worn every Friday with PE shorts or regular school bottom. **(Club or Sports shirts may NOT be worn on Spirit Gear days).**

**Winter Wear**– Students may wear the following to keep them warm during the winter and/or when they are cold inside the building:

- ALL: Official school sweatshirt, zipper fleece, or sweater purchased from Risse Brothers with embroidered school logo or Spirit Gear quarter-zip jacket; students may also choose to wear a solid long sleeve white or solid navy shirt (with no logos) under the uniform, PE, or Spirit Gear shirt when applicable
- Boys: Official school slacks purchased from Risse Brothers with embroidered SCJS logo on back pocket
- Girls: Official school sweatpants with school logo purchased from Risse Brothers (preschool-2<sup>nd</sup>), solid black or solid navy leggings or tights under school skirt (K-8<sup>th</sup>)

\*When necessary, heavy outerwear may be worn outdoors OVER school approved winter wear. All jackets, coats and non-uniform clothing will be stored in lockers when inside of the building.\* Remember to label all jackets, scarves, mittens/gloves, etc.

**Cold Weather Day:** Occasionally Orlando experiences unusually cold temperatures and Administration may notify parents that it is a “Cold Weather” day. All students may wear jeans (\*refer above under “Out of Uniform” day for approved jeans description) or any brand of solid navy blue sweatpants (without logos) with regular school tops, layered as describe above under Winter Wear.

*The Administration reserves the right to judge the appropriateness of all uniforms, accessories, appearance, etc. Students must adhere to the uniform policy as outlined above. Any violation of this policy will be handled as follows:*

- 1<sup>st</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same (dependent upon severity of violation, parent may be asked to bring in appropriate uniform attire).
- 2<sup>nd</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same (dependent upon severity of violation, parent may be asked to bring in appropriate uniform attire), parent phone conference with teacher/and or guidance counselor.
- 3<sup>rd</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same. Parent phone conference with Administration. The student receives detention with a member of the Administration Team. The student may receive additional disciplinary action up to and including a probationary agreement.

***A child reaching a second detention:***

- Parents will be called in for a conference with Administration; the students will be put on probation and will be subject to further disciplinary action up to and including suspension. \*\*Warnings escalate based on any combination of uniform violations, not just like violations and they accumulate all year.

**Panther Pride/Colors/Spirit**

*School Colors:* Blue & Gold      *School Mascot:* Panther

**Use of School Name/Logo/Branding**

St. James Cathedral School and Parish and the Diocese of Orlando own the name of the school/church/Diocese, respectively, as well as the logos/emblems/tag lines, and programs – and as such, have the right to restrict its use. This holds true for all activities in and out of school, including the use of the above/same on any and all Social Media outlets. **Furthermore, any club/sport/organization associated with the school must approve any apparel, promotional, or marketing item, etc. by Administration prior to printing/purchasing/ordering.** Abuse of this policy will result in serious consequences determined by Administration and/or Parish.

### Communications, Calendar, Contact Information, & Directory

Street and Mailing Address: 505 E. Ridgewood Street, Orlando, FL 32803

Phone number: 407.841.4432 (front office extension 100)

SJCS communicates with families using a variety of methods. It is critical that parents/guardians regularly and actively check and read announcements made on these outlets as well as those sent in emails. Methods used include:

- ◆ School website: [www.stjcs.com](http://www.stjcs.com)
- ◆ RenWeb/ParentsWeb (announcements, news, resource documents, directory, calendar, homework, grades, absence/tardy)
- ◆ Emails
- ◆ Fliers (occasionally the school gives permission to certain agencies/groups to distribute fliers. The distribution of such items, does not, in any way, indicate that the school endorses, authorizes, sponsors, or takes responsibility for the announced activity). ANY flier or form must be approved by the Administration prior to distribution.
- ◆ Church Bulletin
- ◆ Social Media Outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

**\*All staff and teachers' email addresses and phone extensions can be found on our school website. Please note: In accordance with Diocesan policy, teachers are not permitted to communicate directly with students via email.**

#### *CONTACT INFORMATION*

**\*\*It is vital that parents keep their contact information up-to-date and check its accuracy on ParentsWeb regularly, especially in the event of an emergency situation. To update or check your information, sign into your ParentsWeb account, click on the Family Information tab on the left-hand side of the page, then under the "Online Filing Cabinet" box, click on the Family Demographic Form and follow the prompts. Don't forget to click save!**

Additionally, in order to receive text alerts, please make sure you have enabled push notifications on your cell phone. Check with your carrier should you need assistance.

#### *DIRECTORY*

School directories are designed to communicate specific contact information about members of the school community. If you do not want your information posted in the directory on RenWeb/ParentsWeb, please "uncheck" the appropriate box under the Family Demographic Form as referenced above. School Directory information cannot be released by the school without the consent of the principal and parents.

### Financial Obligations, Tuition, and Fees

Tuition rates are determined annually. The Tuition & Fees Schedule (found under Resource Documents on ParentsWeb) details the current rates for Tuition, Registration & Materials Fees and the one-time per family Capital Improvement Fee (all fees are non-refundable). It also includes payment plan options, due dates and requirements for the discount for Supporting Parishioners of St. James Cathedral.

Per Diocesan directive, St. James Cathedral school utilizes FACTS Tuition Management to assess and collect tuition (as well as afterschool program fees). There will be a \$40 per month late fee assessed on all past due accounts, and FACTS will assess an additional fee for Insufficient Funds/Returned checks. Continued issues with insufficient funds checks will result in the requirement that all payments must be made in cash, money order, or cashier's check.

Parents must remain current in their financial obligations to the school, including tuition, afterschool program fees, sports, and other program fees, etc. **Furthermore, parents must take the initiative to contact the Administration regarding the reasons for any delinquency and the plan to correct any outstanding accounts as soon as possible. Access to student grades and report cards will be blocked in your ParentsWeb portal until financial obligations are satisfied. Registration for the next school year will not be allowed if there are prior outstanding balances.** Continued delinquency may result in student dismissal from classes and all school activities until financial obligations are satisfied. Delinquent accounts may be subject to collection activities and any associated collection costs (including collections fees, legal and consultant fees, etc.) will be the responsibility of the debtor.

Divorced/Separated/Other Custodial Family Arrangements: Tuition and all other fees are considered a joint and several obligations of the family (all parties are fully responsible equally for the liability), regardless of court orders as to the division of expenses between the parents/parties. If one parent/party is delinquent in whole or part, all actions regarding delinquent accounts as detailed above will be applicable to the family.

### **Child Custody Arrangements (Divorced and Separated Parents)**

Diocesan schools shall respect the rights of parents and legal guardians and abide by all federal, state and local laws regarding child custody. Separated or Divorced parents must submit a notarized copy of their custody agreement to the Administration to be kept on file. St. James will adhere to the legal terms of the custody agreement. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. We may not release a child, student records, or confidential information to a noncustodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent. It is required that the custodial parent provide the School office with an official, updated copy of the custody order. If a school has on records court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. If the principal determines that such a parent is volunteering in order to increase contact with the child, the principal shall notify the custodial parent and have him/her settle the issue (if they can). If they cannot amicably settle the issue, volunteering may be denied. In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner. In the case of custodial and/or divorce proceedings requiring the school's involvement in any way, the parents/family may be assessed for costs incurred, including but not limited to the cost of staff time, out of pocket costs, legal or other consultation fees, etc. (\*refer to Financial Obligations, Tuition, and Fees above).

### **Withdrawal Policy**

The Administration/School Office must be notified of a pending move at least one (1) week prior to the withdrawal date. A Notification of Transfer form must be completed, all school books and textbooks returned in good condition, and all financial obligations satisfied, before student records/transcripts will be released to the receiving school.

### **Community Service**

Through participation in community service, students and faculty members express their faith by sharing gifts of prayer, time, and fundraising. We ask that each Middle School student fulfill the following community service requirement.

6 <sup>th</sup> grade	5 hours
7 <sup>th</sup> grade	10 hours
8 <sup>th</sup> grade	15 hours

\*Service completed during school hours does not count toward meeting the requirement. More information will be provided at Back to School Night in late August.



### Birthdays/Celebrations

Simplicity and dignity is encouraged in celebrating birthdays. **Children may bring a store-bought and packaged (to ensure ingredients) individual/pre-cut treat (cookies, mini cupcakes, doughnuts, etc.) to share with each member of their homeroom class during their lunch time.** Such treats are to be dropped off at the front office, clearly labeled with child's and homeroom teacher's names. **Please be mindful and check with your child's homeroom teacher for allergy restrictions. Please note, some grade levels/classes have a non-food/different birthday tradition. Please be certain to check with your child's teacher. More information will be dispersed at Back to School Nights by individual teachers.**

Birthday/Party Invitations: In an effort to be Christian in our approach to extending birthday and/or party invitations and to avoid hurt feelings, the following policy is enforced. The school is unable to provide telephone numbers or addresses of students. The school directory is on your ParentsWeb. Invitations may be distributed in school only if the entire class is invited; or only if all boys or all girls are invited. The sending of birthday gifts, bouquets, balloons, and other surprises to a student during school hours is not permitted.

### Pets

*Please refer to Service Animals/Pets/Animals under Section 2: Safety and Protection of Children.*

### Field Trips

Teachers plan educational field trips when the curriculum is enhanced by out-of-class learning and/or the experience provides an extension of classroom instruction. For such opportunities, advance notice of plans is communicated with parents. Field trips are a privilege and accordingly, the Administration reserves the right to deny a child or parent the privilege of attending.

Official Field Trip Consent Forms, required by the Diocese, must be completed, signed, and returned to the school in the appropriate time frame in order for a child/chaperone to participate. Verbal or email permission are not acceptable; a faxed completed form may be accepted. Children who have not returned their permission slips in a timely manner (along any necessary fees or appropriate arrangements made for fees) may not attend the trip.

Chaperones are often needed for field trips; however, some activities have a limit on the amount of parents/guardians that may attend a given activity. Chaperones must be at least 21 years of age, have cleared background and fingerprints on file in the school office and a certificate of Safe Environment Training on record (\*refer to section 2, under Fingerprinting, Background Checks, and Safe Environment Training), as well as tuned in the Adult Chaperone Consent forms submitted in a timely manner as described above.

Siblings and children of staff members are not permitted to attend field trips with classes other than their own.

Students will travel by bus as their main method of transportation on field trips. Per Diocesan policy, all trips must begin and end at the school. On rare occasions when parent vehicles are used to transport children, videos may not be shown on the trip since the appropriateness of the viewing material varies from family to family. For reasons of insurance coverage, parents/chaperones under the age of 25 cannot drive on field trips. A copy of each driver's insurance card and license must be left in the office before departure. The insurance of the driver is the primary insurance for coverage; the Diocese of Orlando does NOT provide insurance to cover drivers on field trips. **Due to the nature of field trips, all students must return to SJCS at the conclusion of the trip.** Drivers must proceed directly to the approved location and make no other stops in route. No unnecessary phone calls should be made. If the driver of any vehicle is involved in an accident while transporting SJCS students on field trips, an accident report must be filed with the office immediately. **Students may not have cell phones on the field trips.** If the school goes into any phase of an emergency procedure and a group of students is away from campus/building on a field trip, the teacher/chaperone will be contacted and instructed as to an alternate location to return with the students. Communication with the chaperones will continue throughout the emergency.



### Mass/Assemblies/Liturgies

Our students attend Mass weekly on Wednesday mornings at 8am during the school year. Students are to file in and out of Mass and school assemblies/presentations in an orderly and respectful fashion. Proper behavior during assemblies is expected of all students; misbehavior or talking during a program will not be tolerated and will result in an appropriate consequence. During times of worship, students are expected to show respect for the Blessed Sacrament by refraining from talking and participating when applicable. Attention, reverence, and respect are attributes and attitudes that are modeled by teachers and staff and that each student is expected to exhibit. All students are expected to attend school liturgies regardless of their religious affiliation.

Parents are welcomed and encouraged to join us for the celebration of weekly Mass. For the safety of all, after dropping your child off using regular arrival procedures and parking in an appropriate area, please proceed to the main doors of the assembly hall/gymnasium (under the large wrought iron cross facing our main school building) and enter the foyer. Before entering the doors for Mass, you will be greeted by staff members, potentially requested to show identification, asked to sign in, and finally given a yellow visitors tag. Thank you in advance for cooperating with our safety procedures.

### Telephone Use

We make every effort to keep interruptions to instructional program at a minimum. Therefore, students and teachers will not be called to the phone during the school day except in an emergency situation. Emergency messages to a student will be taken and delivered by the school receptionist.

**Cell phones may not be turned on, taken out of a child's backpack, or used during school hours on campus by students** (Refer to *Technology* on pg. 30). School phones are to be used for school business only. Student use of the school phone will be at the staff's discretion. In order to develop responsibility, students will not be permitted to make calls for last minute changes in dismissal arrangements, forgotten assignments or lunches, etc., except in emergency situations, or when instructed to do so by a teacher.

### Admissions Requirements

Age requirements for the admission to the Catholic schools of the Diocese of Orlando shall conform to the uniform entry qualifications as stated in the standards of the Florida Catholic Conference for elementary schools, Southern Association of Colleges and Schools (SACS) for secondary schools, and any applicable state laws. School admission policies shall not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs. Admissions policies shall not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school's program requirements and parents are in agreement with the proposed accommodations. School admission policies must reflect the primary purpose of Catholic schools to assist families in the religious formation and education of their children in the Catholic faith. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living in accordance with the teaching of the Church.

The age requirements for admission to an elementary school or an early childhood center are as follows:

Pre-K3 (FCC) Students must be 3 years of age by September 1

Pre-K4 (FCC) Students must be 4 years of age by September 1

Kindergarten (State and FCC) Students must be 5 years of age by September 1 - 1st Grade (State and FCC) Students must be 6 years of age by September 1 (In case of State vs. FCC conflict in policy the FCC Policy takes precedence). Elementary school admission policies are determined by the pastor and school principal in consultation with the local school board and in accordance with Diocesan policy.

Parents whose children are transferring from another school must submit an application, a letter of reference from the teacher of the current school, the most recent standardized testing and all prior report cards. Testing/assessment/interview may be administered or part of the process. Upon review of all documentation, a decision will be made regarding acceptance. Parents enrolling their child at SJCS must present copies of their child's birth and baptismal certificates. All students enrolling in Catholic Schools within the Diocese of Orlando are required to submit a Certificate of Immunization (DH 680 form) as a condition precedent to enrollment. Additionally, all Catholic Schools in the Diocese of Orlando do not accept exemption from vaccinations on religious grounds.

Priority for Admission will be given in the following order:

1. Families with children currently enrolled and in good standing with St. James Cathedral School
2. Active parishioners of St. James Cathedral Church. The rector will determine which families are active; factors which he may consider include:
  - regular attendance at Mass
  - use of the envelope system to confirm weekly attendance
  - involvement in parish ministry (for example, lector, usher, Eucharistic Minister, special parish projects, etc.)
  - registered for at least six (6) months
3. General community members

#### **Non-Discriminatory Policy on Admission/Hiring for Diocese**

The Catholic Schools of the Diocese of Orlando state the following policy regarding admission and hiring practices: No person, on the grounds of race, color, sex or country of national origin, is discriminated against in admission or in receiving services of any school operated by them, nor do they hire or assign staff on the basis of race, color, sex or national origin either of the individual or of the student.

## **SECTION 4: ACADEMICS & TECHNOLOGY**

### **Curriculum**

As is stated on the Diocesan website: "The essence and beauty of Catholic education is to promote the growth of the individual, the development of the *whole person*. This call to formation of the *whole person* in students is one with far-reaching implications for curriculum and instruction in the Catholic school. It places special emphasis upon learner outcomes, but in the balanced context of a faith community that insists upon the continuous formation of the teacher and subject matter that is organized relevantly to the holistic development of the student."

St. James Cathedral School follows the curriculum as outlined by the Diocese of Orlando Office of Schools. Curriculum is based on Diocesan-approved standards and learning objectives which exceed both state and national performance norms. All resources and curriculum materials used in our schools are aligned with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools and are approved by the Diocese. Specific standards and benchmarks are found at: <https://www.orlandodiocese.org/ministries-offices/schools/schools-curriculum/>.

Our students are enriched by special area curriculum that includes Spanish, Media/Library, Music, PE, Technology, Art, and Drama.

## Grades-

### *PK – Grade 2:*

Per the Diocese of Orlando, students are assessed using a standard-based grading scale. Standards-based grading focuses on the mastery of the skill and on achieving proficiency, as opposed to the accumulation of points. The following is the proficiency scale utilized in the Diocese of Orlando:

**P – Proficient:** Student work/growth is secure and consistently meets age-appropriate grade level expectations for this trimester with accuracy.

**DP – Developing Proficiency:** Student work/growth is developing but is not consistently meeting age-appropriate grade level expectations for this trimester.

**EP – Emerging Proficiency:** Student work/growth is beginning to show progress/understanding but is not yet meeting age-appropriate grade level expectations for this trimester.

**IP – Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level for the trimester

**Blank** – Not taught or not assessed during this trimester.

A student's grades are to indicate the learner's academic progress and accordingly a grading policy is designed to guide the teacher in the assessment of the student's performance and to evaluate academic work as fairly as possible across the curriculum . In 3<sup>rd</sup>-8<sup>th</sup>, grades are determined by points earned in academic performance on tests, alternate assessments/quizzes, projects, homework and other formal and informal daily classwork and participation.

The following scale is utilized in the Diocese of Orlando for grades 3<sup>rd</sup>-8<sup>th</sup>:

A=90%-100%   B=80%-89%   C=70%-79%   D=60%-69%   F=below 60%

*Weighting for 3<sup>rd</sup>-8<sup>th</sup> Learners for all core subjects and Spanish (grades 4<sup>th</sup>-8<sup>th</sup>):*

10%   Daily classwork/assignments, participation, homework

30%   Quizzes, alternate assessments, projects

60%   Tests

*All enrichment area classes/specials will use the following weighting including Spanish for grade 3:*

60%   Tests

40%   All other work/participation

*INCOMPLETE GRADES* will be issued to students who missed work due to illness or other excruciating circumstances. The work must be completed within the time assigned/agreed upon by the teacher and student/family. If the missing work is not completed in a timely manner, it will be recorded as an "F". This practice is not to be interpreted as "grace period" to make up late or misplaced work.

*REPORTING GRADES*

Electronic communication via the RenWeb platform is the chief means utilized to facilitate information/updates/grades between teachers and parents/guardians regarding a child's progress. Report cards will be issued at the conclusion of each trimester, so long as all school accounts are current. (Refer to *Financial Obligations* on pg.22.)

### Academic Probation

Students who fail to work to their God-given potential and are failing to achieve passing grades may be placed on academic probation for a determined period of time. A meeting will be held with teachers, parents, Administration, and the Guidance Counselor. During the probationary period the student is expected to meet the following requirements:

- ✓ Actively participate in the learning process;
- ✓ Submit all classwork and homework on dates assigned;
- ✓ Maintain at least a C average in all classes;
- ✓ Meet with the Assistant Principal one a week to discuss academic progress

### Promotion and Retention & Graduation Requirements

Promotion to sixth, seventh, and eighth grades will be earned by passing all major academic subjects: math, science, religion, social studies, language arts, and Spanish. A passing grade is determined by the average of all grading periods.

A student who fails one subject may only be promoted if he/she receives intensive tutoring during the summer and passes an exam prepared by the subject area teacher. Before tutoring begins, the subject area teacher will provide a detailed outline to the student. An administrative fee of \$100.00 must be paid when the outline is received. A student who fails more than one major subject may not be promoted to the next grade.

Graduation Requirements are the same as the promotion requirements. An eighth grader who fails one subject will receive a blank diploma at graduation and will have the diploma mailed to him/her upon successful completion of the conditions described above. **An eighth grader who fails two or more subjects will not graduate.**

**Primary (K-2) and intermediate (3-5) students must pass language arts and mathematics. If a primary teacher determines that a student should be retained and the parent objects, the parent may request in writing that the child be assigned to the next grade. If the principal grants the request, the child's records will be marked "assigned to grade \_\_\_" instead of "promoted." Maturity will also be a consideration for promotion in Primary grades.**

### Review of Records

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing. Within 48 hours, the school will permit the parent to review the file in presence of a witness delegated by the principal.

### Homework

Homework is an extension of the school learning process. It may be assigned to reinforce concepts taught during the day or assist in making skills become "automatic," or it may be used to prepare students for new content the following day. Homework may be given Monday, Tuesday, Wednesday and Thursday nights. Weekends are for family time, with the exception that projects/long-term assignments or pre-announced quizzes/tests may require weekend preparation and work if the child has not addressed the assignment/studying during the week due to personal choice. Furthermore, homework may be given to those students who have been absent or failed to turn in assignments and need to complete make up work and/or to students whose teachers determine extra work will be beneficial/necessary.

The type and length of home assignments depend upon the teacher's methods and the student's performance level. However, both written and study-type assignments are important and are the student's responsibility. The role of the parent is to provide a suitable atmosphere for study and encouragement. Parent interest is a definite asset, but too much help may impede the child's internal maturation process and the validity of the product. Nightly reading is expected and encouraged and is not included in the time allotments below. Homework should usually take approximately ten minutes per grade level, thus:

Grades K-2      10 to 20 minutes

Grades 3-5      30 to 50 minutes

Grades 6-8      60 to 80 minutes

### Assignment Books/Planners

Homework is posted on RenWeb daily by teachers by 4pm and/or weekly assignments are communicated the Sunday prior via a teacher email/blog post/newsletter. Grades 1<sup>st</sup>-8<sup>th</sup> utilize a school-provided planner differently and with grade-appropriate expectations to be conveyed to parents at Back to School Night by each teacher/grade division respectively.

### Attendance, Absenteeism, Tardiness, & Make-up Work

It is the shared responsibility of the school and the home to assist students in developing the important habits of punctuality and attendance. Attendance in school is a major predictor of student academic success.

Tardiness: Tardiness sends a negative message to students that school and punctuality are not important. Such behavior is disrespectful and disruptive to the teacher, other pupils, and the school community. **At 7:50am, the second bell signals the start of the school day (for grades K-8<sup>th</sup>) beginning with morning prayer and announcements; children must be seated in their classroom with all necessary supplies by this time to be counted as present. Students are considered tardy if they are in the hallways or arrive during or after the conclusion of morning prayer and announcements without a doctor's note or appointment verification card.**

Students who continually abuse this rule may be placed on **probationary status after 5 unexcused tardies. An absence or tardy means that the student, although marked absent or tardy, will have an opportunity to make up the lessons or assignments missed. Five (5) tardies equal one (1) unexcused absent. A student will only be allowed five (5) unexcused absences per trimester ( a total of fifteen (15) per year) before being placed on probation.**

Absence: If a student is to be **absent**, a parent is required to email the child's Homeroom Teacher **and** the front office (front.office@stjcs.com) with an explanation prior to 9:00am to report the absence.

Excused Absences: Absences shall be **excused** for the following reasons: • illness, injury or other insurmountable condition; • illness or death of a member of the student's immediate family; • recognized (or established) religious holidays and /or religious instruction; • medical appointments; • participation in an approved activity or class of instruction held at another site; • prearranged absences of educational value with the principal's prior approval; • Pediculosis (head lice) infestation (up to four (4) days per school year); or • Catastrophic disasters that significantly impact the life of the student (e.g. Loss of residence from natural disaster). **A parental note is required after all absences.** All excuses must be filed with the front office. All other absences will be counted as unexcused.

Make-up Assignments for Excused Absence: **Make-up assignments will be given upon return to school, unless the teacher deems a different arrangement feasible or in the best interest of the child. Please respect the teacher(s) decision and do not call the office and ask for make-up work to be assigned before the student's return to school. This policy will be strictly enforced.** Extended absence due to illness may be afforded a different arrangement by the teachers involved. Assignments must be completed within a time agreed upon with the teacher. Typically, time allowed for make-up work is equivalent to the number of days absent.

Unexcused Absences: **Unexcused** absences may be considered and not limited to the following: vacations, long family weekends, extended family visits, extra-curricular activities and promotional events. These types of absences are strongly discouraged and may not constitute an excused absence.

Removing children from class before dismissal is strongly discouraged. If it is necessary to pick-up children from class before dismissal, a parent must notify the Front Office and the homeroom teacher as soon as possible in advance. Before leaving the building, the student must be signed out by the parent. **Children must be in school at least 5 hours in order to participate in any after school extra-curricular activities that day, including sports games and performances.**

### Books

Students will be informed the first day of school on the proper care of textbooks, workbooks, and school property. No adhesives are to be applied directly to any schoolbooks or lockers. Parents will be notified if texts, workbooks, or school property are lost or damaged. If schoolbooks are damaged, students will be asked to pay the cost of the replacement. All repair and replacement costs to damaged property, including writing in texts, on desks, on walls, or on any other surfaces, is the full responsibility of the student/parent.

### Backpacks

Backpacks are required for all students K-8<sup>th</sup> grade. Backpacks should be kept in an orderly manner in the classroom, cubby, or locker. Students should clean out book bags regularly at home. Book bags on wheels are not allowed, nor is travel luggage.

### Standardized Testing

To ensure the overall quality of SJCS's academic program and to monitor student's individual progress the TerraNova Test will be administered to pupils in grades 2-8 each spring. Parents will receive a copy of the test results and a copy is also placed in each learner's cumulative file. In conjunction with the classroom teacher, the guidance counselor and resource teachers will assist in the interpretation of individual test results if needed.

### Conferences

Parents are always welcome to make an appointment for a conference with a teacher by sending a note, emailing, or calling. Refer to website for individual extensions and email addresses. Please refrain from interrupting teachers during morning classroom preparations, while volunteering, in the hallway, or in car line. Administration and/or the guidance counselor will gladly join a parent/teacher conference at the request of the teacher or parent. Teachers will share information with a parent only about their child. In discussing disciplinary situations with parents, teachers will not relay the names of other students involved in an incident. Parents are not allowed, by law, to discuss disciplinary issues on campus with students who are not their own children.

### Technology

Technology has a significant place in the curriculum of St. James Cathedral School. We recognize that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Our school is committed to helping students develop 21<sup>st</sup>-century technology and communication skills. SJCS aims to provide all students with opportunities to understand our technological culture as they meet every day challenges and make intelligent, moral and ethical decisions. **In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the SCJS Technology Agreement and the Diocese of Orlando/Office of Schools Student Technology Responsible Use Policy.** The Technology Agreement and Acceptable Use Policy aim to support teachers and parents in promoting the safe and effective use of technology in an increasingly digital world. Families are encouraged to set and convey similar standards for technology use in the home.

### Student Responsibility

Computer use and access to the Internet is a privilege, not a right. In order to have continued access to the school's technological resources, students must:

1. Respect and protect the privacy of themselves and others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves online.

- Be responsible for information that is sent and received under their account.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    - Observe all network security practices, as posted.
    - Report security risks or violations to a teacher or network administrator.
    - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
    - Only access websites that are approved by a teacher.
  3. Respect and protect the intellectual property of others.
    - Not infringe copyrights.
    - Not plagiarize.
  4. Respect and practice the principles of community.
    - Communicate only in ways that are kind and respectful.
    - Report threatening or discomforting materials to a teacher.
    - Not intentionally access, transmit, copy, create or publish material that violates the school's code of conduct (such as messages that are inaccurate, defamatory, detrimental, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
    - Not send spam, chain letters, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

### **Supervision and Monitoring**

SJCS reserves the right to monitor the use of information technology resources at any time, without prior notice, to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. All such information, content, and files are the property of SJCS and no student shall have any expectation of privacy regarding them. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **Unacceptable Use of Outside Technology**

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

### Consequences for Violation

The school may take disciplinary action against students who violate the Acceptable Use Policy of Technology or other school or diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, or to cause detriment to the reputation of SJCS, whether these incidents take place on or off the school property. All computer users are held accountable for their actions. As with all manners of law and ethics, ignorance of the rules does not excuse violations. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action. The school, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate school personnel or law enforcement agencies and may use those results in appropriate school disciplinary proceedings. Communication using the school computing resources is also generally subject to the Florida Public Records Law to the same extent as it would be if made on paper.

### School Responsibility

The school's information technology resources are provided to further its educational goals and objectives. SJCS provides students with access to the Internet, which includes several online accounts, services, and resources. These may include:

- IXL
- Pearson
- STAR Reading
- Accelerated Reading (AR)
- Student Resource Websites

Reasonable care has been taken to ensure the appropriateness and educational quality of the material available through the use of these resources. SJCS has taken measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Online Privacy Protection Act (COPPA).. Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. St. James Cathedral School does not provide any student's personal information to the content providers and complies with the Family Educational Rights and Privacy Act (FERPA).

Faculty will supervise and provide appropriate guidance and instruction to students in the use of our computer resources. However, parents and guardians are warned that SCJS and the Diocese of Orlando do not have total control of the information on the Internet. **Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow. Therefore, SJCS supports and respects each family's right to decide whether or not their child may have access to this resource. Please refer to the checkbox on the signature page.**

### Diocese of Orlando Student Technology Responsible Use Policy for Students & St. James Technology Agreements

With your permission, your student will be assigned his or her own username and will be allowed to participate in the use of the online applications and resources. All Diocesan policies are still in effect, and apply, as indicated in the Student Technology Responsible Use Policy below. Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel. By signing this School Handbook, you are indicating that you understand and agree to follow the Diocesan and School policies, agreements, and guidelines as detailed below and that you acknowledge that the student (and therefore his/her family) is responsible for any technological devices provided for his/her use at SCJS and should the items be misused, damaged, broken, or lost, payment will be expected immediately. Other consequences may also follow in addition to monetary reimbursement, including but not limited to, loss of the privilege to use these devices/services/ platforms/items/etc.



## Diocese of Orlando / Office of Catholic Schools STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

### 1.0 Introduction

[St. James Cathedral School](#) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This **Technology Responsible Use Policy** outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The [St. James Cathedral School](#) network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- [St. James Cathedral School](#) makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

### 2.0 Definitions

#### 2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in [St. James Cathedral School](#)
- **Faculty/Staff:** any person who is employed by [St. James Cathedral School](#), whether part-time or full-time, who provides instruction to students

**2.2 School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, which includes wired and wireless

**2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved, for use by [St. James Cathedral School](#).

**2.4 Technologies Covered:** [St. James Cathedral School](#) may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, [St. James Cathedral School](#) may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, [St. James Cathedral School](#) will attempt to provide access to them. The policies outlined in this document are intended to cover *all available technologies*, not just those specifically listed.

### 3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention,

[St. James Cathedral School](#) will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

### **3.1 Web Access**

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

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

### **3.2 Email**

[St. James Cathedral School](#) may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **3.3 Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, [St. James Cathedral School](#) may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online. The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

### **3.4 Mobile Devices Policy**

[St. James Cathedral School](#) may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student’s care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **3.5 Personally-Owned Devices Policy**

[St. James Cathedral School](#) may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency. Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices. Students must follow the same code of conduct for use of personally owned devices on [St. James Cathedral School](#) campus or at other functions, whether on or off property, related to the [St. James Cathedral School](#).

### **3.6 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

### **3.7 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **3.8 Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways it was never intended.

### **3.9 Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or legal guardian if you're using the device at home) immediately.

### **5.0 Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **6.0 Examples of Responsible Use**

*The student will:*

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

## 7.0 Examples of Irresponsible Use

*I, the student will not:*

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

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

## 8.0 Internet Safety Plan

- [St. James Cathedral School](#) implements an effective internet filtering and reporting solution with [CIPA Filter](#), that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with [Sonic Wall](#) from unauthorized access, including "hacking" and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- Technology Acceptable Use Policy and Internet Safety Plan are published in the parent/student handbook.

## 9.0 Limitation of Liability

- [St. James Cathedral School](#) will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

- While [St. James Cathedral School](#) employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- [St. James Cathedral School](#) will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### 10.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of [St. James Cathedral School](#), according to the Code of Conduct, and including but not limited to:

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

### 11.0 References

- Children’s Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- Protecting Children in the 21<sup>st</sup> Century - [http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData\\_PublicLaw110-385.pdf](http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf)
- Consortium for School Networking - <http://www.cosn.org>

## ST. JAMES CATHEDRAL SCHOOL TECHNOLOGY AGREEMENT

### K- Grade 4 Technology Agreement

I promise that:

- ✓ I will always make sure my hands are clean before using the net book/laptop/computer/tablet.
- ✓ I will never try to add, erase, or change any of the icons I see on my net book/laptop/computer/tablet.
- ✓ I will not add stickers, write, or draw on the net book/laptop/computer.
- ✓ If I see something broken like the screen or missing keys on the board, I will report this to my teacher immediately.
- ✓ I will always walk with the net book/laptop/computer/tablet in closed position and use two hands when carrying it.
- ✓ I will only use the programs and go to places on my net book/laptop/computer/tablet that my teacher has instructed me to go.
- ✓ I will not have food, candy or liquids near the net book/laptop/computer/tablet.
- ✓ I will be responsible and make good learning choices when using the net book/laptop/computer/tablet.
- ✓ **If I bring in a cell phone it will stay in my backpack and be turned off. This includes watches with connectivity capability or camera/audio/recording abilities such as the Apple watch or any similar device.**
- ✓ I will ask for help whenever I have a problem doing what I want to do on the net book/laptop/computer/tablet.

### Grades 5<sup>th</sup>-8<sup>th</sup> Technology Agreement

I acknowledge that:

- SJCS net books/laptops/computers/tablets are provided as an educational tool for school work. Students are encouraged to think of the school-issued device as they would any other school owned instructional device or material, and take proper care accordingly.

- The student is responsible for making sure their device is charged fully every school day.
- The net books/laptops/computers/tablets are the property of SCJS.
- The student should have no expectation of privacy of any materials found on the SJCS net books/laptops/computers/tablets. The device may be collected and inspected at any time.
  - The device may come equipped with camera and video capacities. Student must request permission before using such capabilities. Recording must be used appropriately in an educational manner. SJCS reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- SJCS net books/laptops/computers/tablets must remain free of any writing, drawing, stickers, or labels that are not affixed by the Teacher/School. Students must not remove any labels affixed by the Teacher to their net books.
- Inappropriate images and content including but not limited to: weapons, nudity or sexual content, inappropriate or threatening language, drug, alcohol, or gang related images are not permitted and subject to classroom/school consequences.
- Computer programs are not to be added or removed unless instructed to do so by a teacher.
- The changing of backgrounds, icons, and other system preferences is not permissible.
- Social Media platforms such as Facebook, Twitter, Instagram, etc., are not allowed to be accessed using these devices.
- Students are not to share or lend their assigned devices. Login information is also not meant to be shared.
- All homework and class work will be submitted on line via Dropbox, Google Drive, Office 365, or by other teacher instruction.
- Students are not to take another student's device without the permission of that student.
- Cell phones must remain off and stay in student backpack This policy also includes watches with connectivity capability or camera/audio/recording abilities such as the Apple watch or any similar device.

School-wide E-reader Policy: Families need to contact Administration should their child demonstrate an academic need to use these types of devices.

Once again, by signing this School Handbook you are indicating that you understand and agree to follow the Diocesan and school technology policies, agreements, and guidelines as detailed above. Your signature also acknowledges that you are aware of possible consequences of misuse. Furthermore, if you choose to bring a cell phone or watch with connectivity capability ~ turned off and inside of your backpack per school rules ~ (or another technology item approved by Administration) you recognize that the school is not responsible or liable for the safe keeping of these items.

## SECTION 5: STUDENT SERVICES

### Resource Department

SJCS uses a **team** approach to provide each child with an education that best meets their needs. The Resource Department provides meaningful instruction, intervention, and remediation. The Resource team collaborates with classroom teachers to recommend instructional strategies and methods to support the learning demands of all students. Resource teachers go into classrooms to offer academic support alongside the classroom teachers, or they *may* pull pupils out for more intensive remediation in the core areas of reading and math. This provides an opportunity for small group and one on one interventions, that can be beneficial when students are having learning challenges.

The Resource team works with the teachers and parents to ensure that students who have been identified with exceptional needs receive the accommodations recommended by formal documentation. The team also assists parents in navigating the diagnostic process for a student who may be struggling in a specific area and needs further testing either through Orange County Non Public Schools or by a private school psychologist. The Resource Department can also offer a list of providers such as speech or OT and occasionally the providers can offer their services on campus (if fingerprinted and background cleared via the Diocese of Orlando and given approval by Administration), paid for by individual families.

### **Learning Differences**

Parents must submit copies of all diagnosis and evaluations pertaining to their child - including psychological and educational evaluations, information regarding any medication the student is taking, and the reason for taking the medication. (Refer *Medications* on pg.11.). Failure to do so may result in the student not being accepted at St. James Cathedral School. If, after the student is accepted, it is found that requested information was withheld, St. James Cathedral School reserves the right to terminate said student's enrollment. Students who are subsequently diagnosed (after they begin at SJCS) with a physical, emotional, or behavioral condition, or receive a psychological or educational evaluation, will be required to sign a Release of Information form so that St. James can obtain a copy of the results, which will be kept in a limited access confidential file. The purpose of this request is so that we can legally make special accommodations for students with special needs. If we do not have documentation stating a student's diagnosis and/or special needs in our files, we cannot legally make special accommodations for that student.

### **Advanced Learning Program for Higher Achievement (ALPHA) -Grades 3-5/GIFTED**

Advanced Learning Program for Higher Achievement (ALPHA) is a unique project-based curriculum dedicated to meeting the needs of the gifted and talented student by enhancing what they are learning in the general classroom. The ALPHA program's central focus is to engage students with projects that connect learning with real life and provide them with the necessary skills that prepare them for success in an increasingly complicated workplace and marketplace. By implementing critical thinking, communication, collaboration, and creativity, ALPHA helps prepare students with developing skills that go beyond traditional education. The program is open to identified students in grades 3-5 based on the following criteria: combined scores from a cognitive test such as the CogAT or OLSAT, above average Iowa Assessment (IA) scores from English Language Arts (ELA), Math, and Standardized Test for the Assessment of Reading (STAR) Assessment. All students entering grades 3-5 are universally screened on an annual basis for potential participation in ALPHA.

### **Guidance Services**

Nurturing the growth of the whole child is at the core of our mission. Accordingly, guidance services are provided to all students in grades Pre-K3 through 8<sup>th</sup>. Appointments with the guidance counselor are scheduled through the classroom teacher or by parental request. Services provided are individual, group, crisis, consultation and guidance lessons. Guidance lessons are based on academic, personal/social and career development. Outside referrals are recommended when necessary. The guidance counselor collaborates with classroom teachers and Administration to offer resources, support, and assistance.

### **Media Center/Library**

The Library is open daily for students to do research and checkout books. K-1 students can checkout one book at a time for a period of one week. 2<sup>nd</sup>-8<sup>th</sup> grade students can checkout two books at a time for a period of two weeks. Should a student lose or damage a book beyond repair, families must reimburse the school the value of the book. Grades on ParentsWeb will not be accessible until outstanding books are returned and/or outstanding fees are satisfied. Parents are encouraged to also obtain an Orange County Public Library card for their children.

### **Lunch Program & Cafeteria Expectations**

A lunch program that is peanut free is available daily by Wholesome Tummies. Wholesome Tummies utilizes an on-line management system that will allow you to set up an account, make an agreement with the company, and pay for lunch services for your child(ren) in a pre-loaded *family* account; cash is not accepted.

More information is available on ParentsWeb. Please note- cafeteria staff cannot make up special orders for students. There will be no charging of lunch; *delinquent accounts may be denied access to ParentsWeb*. No student will be denied lunch. Delivering lunches purchased out of school is strongly discouraged.

Students may bring their own lunch (to include utensils and napkin) and beverage from home. **Carbonated, canned, or bottled soft drinks are prohibited, as are bags of popcorn that must be popped in a microwave.** For the safety of children, only students in grades 4<sup>th</sup> and higher will be allowed to utilize microwaves to heat food after they have been instructed on proper usage including which containers are microwave safe and how to cover, ways to carry/handle the hot items, and appropriate use of the time selections and options, etc.

### **Afterschool Program (ASP) & Paid Enrichment Classes**

Under the direction of our Director of Student Life & Activities, a child care program is available to supervise children from 3:15pm-6:00pm daily after the conclusion of the school day, except when indicated on a calendar provided in advanced and available on our website. ASP also offers coverage on some school holidays, teacher workdays, and early release occasions. The daily schedule provides a child time to relax, have a snack, complete homework, and play indoor and outdoor.

### ***PAID ENRICHMENT PROGRAMS***

ASP also runs our paid enrichment program which allows all students (even those not enrolled in extended child care options) to enjoy extracurricular activities *on campus* such as chess, cooking, robotics, violin, and many more. Offerings vary by year and season, and are available on different days of the week and at different times. Information is available on our website. Contact our Director of Student Life & Activities for more details.

### **Sports & Clubs: Requirements**

Our athletic offerings for Pre-K4 through 8th grade students are administered by a Diocesan-wide league called Catholic Youth Sports (CYS). Information on specific sports seasons, game schedules, and registration details can be found by accessing the Student Life tab on our website. We have two athletic directors, one for Pre-K4 -5th grade students and the other for middle school (grades 6th-8th) children.

***GRADE SCHOOL (PRE-K4 - 5TH)*** Athletes in this division will focus on skills development and friendly competition. Children participate in one game per week which takes place during the weekend. Practices may be held only once per week after school hours. Sports offerings include: Fall Coed Soccer, Flag Football, Girls Lacrosse, Track, Spring Coed Soccer, Coed Basketball.

***MIDDLE SCHOOL (6th-8th)*** Middle school athletes participate in competitive play against other Catholic Schools in the greater Orlando area (12 schools are divided into northern and southern regions). Students are encouraged to join PAC regardless of playing experience, but team commitment is expected. Games take place during the week and weekends. Practices are held on weekday afternoons. The SJCS family often refers to middle school sports as the Panther Athletic Club or PAC. Go Panthers! Sports offerings include Soccer, Track, Basketball, Volleyball, and Flag Football.

### ***CLUBS***

**Representing our school in the Diocesan sports programs and participation in other clubs, organizations, competitions, or performances is a privilege. There are certain academic and conduct requirements for students who wish to participate.**

**Attendance:** In order to participate in a game or practice for any sports event or club meeting/rehearsal/competition, students must be in school the entire day. If a student is absent on Friday, they may not participate in any weekend games, practices, competitions, performances, etc.



Academic Requirements: Students must maintain a combined average of 2.8 in major subjects (Science, Social Studies, Religion, Language Arts, and Mathematics) as well as maintaining a passing grade in Enrichment classes (Music, Spanish, Drama and Art). Any student that has a failing grade in any area will not be allowed to participate in any extra curricular activities, sports, clubs, or organizations. This policy will be strictly enforced.

Conduct Requirements: Students must be recommended by their teachers based on their cooperation with school rules and regulations and their conduct in class. The Athletic Director will submit a list of players who wish to participate in each sport. The administration will advise the athletic director if students are eligible to participate based on the above criteria. Eligibility is determined by performance in the prior grading period. The end-of-year report card is used in determining eligibility for activities during the first grading period of the following year.

## SECTION 6: CODE OF CONDUCT & DISCIPLINE

### Discipline Policy

In order to uphold the dignity of each child and the sanctity of our school's Mission Statement and Beliefs, the following codes, policies, and procedures have been put in place to ensure that each and every child learns in a safe, Christ-centered environment. We strive to create a climate of structured and responsible freedom. The positive spiritual, academic, social, and emotional development of our students provides the basis for all disciplinary actions. *Accordingly, the philosophy and policies of our system must be accepted. It may not suit every child or parent. We reserve the right to request that a child pursue his/her education elsewhere, should the child and/or parent refuse to accept the rules, regulations, and/or consequences. **The Administration has final authority in the interpretation of the facts of any school conduct, discipline, or behavior situation and retains the final say in any and all situations.***

All school rules and expectations will be modeled in an age-appropriate manner throughout the school year, and students will be provided an opportunity to practice the expectations. All staff members, club sponsors/leaders, and PAC/CYS coaches are responsible for enforcing, documenting, and recording discipline and/or behavioral matters. The following codes, policies, and procedures apply to After School, PAC, CYS, clubs, performances and all school-related activities (including, but not limited to the Field Trips, Variety Show, Middle School Dance, sports games, etc.).

The Code of Conduct provides a guide for the behavior of the students and the logical consequences for failure to follow these guidelines. Consequences are seen as an extension of the instruction, rather than punishment.

### Code of Conduct – St. James Cathedral School

*Code of Conduct expectations apply to all school related or sponsored events or programs including, but not limited to, After School, Graduation, summer programs, athletics, Open House(s), BBQs, Variety Show, etc.*

1. We will be respectful to all adults, fellow students, our environment, and ourselves. We will show respect by using appropriate body language, manners, and listening and speaking skills.
2. We will be silent in the hallway during school hours.
3. We will not chew gum on campus.
4. We will be prepared and on time for all class and school activities.
5. We will follow the uniform codes and guidelines.
6. We will not tolerate bullying, fighting, stealing, cheating, lying, plagiarism, profanity, or vandalism with/against/from/among any individual(s) in our school.

7. We will stand up for what is morally right and protect those who cannot protect themselves. We will follow the Bullying Prevention Guidelines and report misconduct *of any kind* to a teacher, staff member, or administrator.
8. We will bring only academic materials to school. (*We will not bring toys, trading cards, game devices, etc. to school*). *\*Recess equipment will be provided.*
9. We will not possess or use any weapons, alcohol, tobacco, or illegal drugs.
10. We will keep all cellular phones and/or watches with connectivity capability and/or audio/visual capabilities in our backpacks and turned “off” while on campus. We will have access to a telephone during the day by simply asking a teacher or administrator. Any cell phones that are seen by a teacher (or possessed by a student on campus) will be confiscated by the teacher/staff member/administrator and given to the administration. Parents must come to school, in person, to pick up any confiscated items. As a result of a second offense, the student will lose the privilege of having the item on campus for the remainder of the trimester. A third offense results in loss of the privilege for the remainder of the school year.

### **Discipline Procedures & Consequences**

As a Catholic institution we have standards and expectations. Good choices cultivate the virtue of responsibility. Students who are responsible acknowledge that their choices matter and that they must take ownership of their actions.

As you view the chart below, please note:

- All rules, expectations, and procedures are clearly stated in the Code of Conduct that is acknowledged by every parent(s) and student by signing the School Handbook.
- Some discipline matters, depending on the severity, regularity, and motive of a given offense, may cause the individual to move to a more severe consequence level, thus skipping some steps on the list.
- As a child progresses through the consequences, the school guidance counselor will be tracking and monitoring the student’s infractions. She will collaborate with teachers and Administration to determine if and when she needs to speak to the individual to determine what, if any, outside or emotional factors are affecting the student’s behavior/choices.
- Terms of any probation vary with each specific incidence or offense; Consequences may be given in any order determined to be appropriate by the administration.
- The administration has the final say in all situations.
- The severity, regularity, and motive of a given offense may place a student on probation at the Administration’s discretion. There-in, specific guidelines for that child are clearly stated in his/her signed agreement.

<u>GRADES K-2</u>	<u>GRADES 3-5</u>	<u>GRADES 6-8</u>
<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken:</p> <p>A teacher's</p> <p><b>1<sup>st</sup> warning-</b> a verbal warning  <b>2<sup>nd</sup> warning-</b> student will change color on Daily Behavior Chart (DBC) from green to yellow  <b>3<sup>rd</sup> warning-</b> student will change color on DBC from yellow to orange  <b>4<sup>th</sup> warning-</b> student will change color on DBC to red, and their planner must be signed and return the following day</p> <p>2. If a child receives two level reds on DBC, the parents will be called in for a conference with the teachers and the child.</p> <p>3. If a child receives a third level red on their DBC, he/she will be referred to the administration and/or the Guidance Counselor. The parents will be called in for a conference.</p>	<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken:</p> <p>A teacher's</p> <p><b>1<sup>st</sup> warning-</b> individual, private conversation after class/warning card  <b>2<sup>nd</sup> warning-</b> loss of entire recess, sit out with teacher (or in designated area outside)  <b>3<sup>rd</sup> warning-</b> Detention with Administration.</p> <p><b>If a child receives a warning</b> an email will be sent to the child's parent notifying them of the situation. The parent will be prompted to discuss this occurrence with their child. An emailed response will be accepted from the parent acknowledging the email.</p> <p><b>If a child has a detention (3 warnings),</b> the parent(s) will be called in for a conference/meeting with the teacher and guidance. The teacher will record notes from the conference for documentation and the parent(s) will be asked to sign off on meeting notes at the conclusion of conference. The child will not be permitted to participate in school extracurricular activities for a period determined by administration.</p> <p><b>If a child has a second detention (4<sup>th</sup> or subsequent behavior warning during same trimester/3 or more warnings in a subsequent trimester),</b> the parent(s) are called in for a conference with administration. The child will be put on <b>probation for the remainder of the school year and will be suspended for 3 days.</b> Participation in all school extracurricular activity will be suspended indefinitely upon the discretion of administration.</p> <p><b>Every student returns to the first consequence at the start of each trimester (all warnings are emailed to parents).</b></p> <p><b>Note:</b> If a probationary agreement is in effect for a student, a second warning will result in parent meeting with administration to discuss whether or not a student may be asked to seek an alternative educational setting. Administration reserves the right to make this determination.</p>	<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken:</p> <p>A teacher's</p> <p><b>1<sup>st</sup> warning- If a child receives a warning</b> an email will be sent to the child's parent notifying them of the situation. The parent will be prompted to discuss this occurrence with their child. An emailed response will be accepted from the parent acknowledging the email.</p> <p><b>2<sup>nd</sup> warning-</b> the child will receive detention; the parents must have a phone conference with the teacher and guidance counselor. The teacher will record notes from the conference and send a courtesy e-mail copy to the parent.</p> <p><b>3<sup>rd</sup> warning-</b> the child receives detention; the parent and student are called in for a conference with administration. The child will serve Wednesday morning detention at 7:15am with Administration. The child will not be permitted to participate in school extracurricular activities for a period determined by administration.</p> <p><b>4<sup>th</sup> warning-</b> the child receives detention. The child and parents are called in for a conference with administration, placed on <b>probation</b> for the remainder of the school year, and receives a 1-day In School Suspension (ISS) which may include campus and community service. The child will not be permitted to participate in school extracurricular activities for a period determined by Administration. (5<sup>th</sup> or more warnings under probationary agreement results in 3 day suspension, parent conference with administration, potential recommendation to seek alternative educational setting.)</p> <p><b>Every 6<sup>th</sup> - 8<sup>th</sup> grade student's behavior notices are cumulative for the entire school year.</b></p>

**Discipline Procedures for Bullying or Harassment**

St. James Cathedral School in accordance with Gospel values, is committed to providing an environment that is safe, secure, and free from harassment and bullying of any kind. These are very serious offenses that will not be tolerated. This includes any verbal, physical, or written communications that demonstrate threatening or hostile behaviors repeatedly or deliberately committed towards another student. These types of behavior can include:

- Physical: hitting, shoving, taking or damaging property, inappropriate gestures.
- Verbal: oral or written threats, insulting, prejudice, or teasing behaviors.
- Indirect: spreading rumors about an individual that could cause harm.
- Relational: purposeful exclusion of others or the verbal suggestion of this behavior.
- Sexual: inappropriate touching, threatening, or teasing in any sexual manner.
- Cyber: any bullying by the use of technologies including but not limited to computer, email, hand held devices, social media, or mobile phones

**1<sup>st</sup> warning-** individual private conversation with teacher and guidance. The child will lose recess and sit out with the teacher. An email will be sent to the child’s parent notifying them of the event and will receive a follow up call from Administration. The parent will be prompted to discuss this occurrence with their child. The parent must print out, sign, and return the email to school. An emailed response will be accepted.

**2<sup>nd</sup> warning-** the parent(s) will be called in for a conference/meeting with the teacher and guidance and/or administration. The child will serve detention. The teacher will record notes from the conference for documentation and the parent(s) will be asked to sign off on meeting notes at the conclusion of conference. Dependent on the severity of the situation, administration may require probation, and or suspension, as well as professional counseling intervention. The child will not be permitted to participate in school extracurricular activities for a period determined by administration.

**3<sup>rd</sup> warning-** the parent(s) are called in for a conference/meeting with guidance and administration. Notes from the conference will be documented and the parent(s) will be asked to sign off on meeting notes at the conclusion of the conference. The child will be suspended and put on probation at the discretion of administration. The child will not be permitted to participate in school extracurricular activities indefinitely. The child will be required to seek professional counseling services and receive a letter indicating that they are receiving or are scheduled for regular care in order to be permitted to return to school. Dependent upon the severity of the situation, administration may ask student to seek out alternative educational services.

Bullying or harassing behaviors will be monitored throughout the school year as they do not reset between trimesters. This will be done in order to provide the safest environment for our children.

**Note:** Dependent upon the severity, nature, legality, or seriousness of any type of bullying behavior, administration reserves the right to have a student seek alternative educational services at the **first or subsequent warnings**.

**Note:** If a probationary agreement is in effect for a student, a **first** warning will result in a parent meeting with administration to discuss whether or not a student may be asked to seek an alternative educational setting. Administration reserves the right to make this determination.