



# SAN JOSE

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CATHOLIC CHURCH & SCHOOL

## **Parent-Student Handbook 2020-2021**

\*Please refer to the 2020-2021 Return to School Plan in response to COVID-19 for modifications to our school operations and handbook information.

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## MISSION STATEMENT

San Jose Catholic School is dedicated to fostering Catholic identity and academic excellence through faith, love, and knowledge.

## Values

**FAITH:** *Faith grows from hearing God's word.* Romans 10:17

**LOVE:** *Do everything with love.* 1 Corinthians 16:14

**SERVE:** *As each has received a gift use it to serve one another as good stewards of God's varied grace.* 1 Peter 4:10

## SCHOOL CONTACT INFORMATION

### Mailing Address

San Jose Catholic School  
3619 Toledo Road  
Jacksonville, FL 32217

**Telephone:** (904) 733-2313

**Fax:** (904) 731-7169

**Website:** [www.sanjosecatholicsschool.com](http://www.sanjosecatholicsschool.com)

**School Information System:** RenWeb

### Pastor

Fr. Remek Blaszkowski

### Principal

Mrs. Jennifer Studer

## HOURS OF OPERATION

Early Morning Care Pre-K – 8th (no fee)	7:00 am – 7:30 am
School Office	7:30 am – 3:30 pm
Classroom Buildings	7:30 am – 3:00 pm
Class Hours	
Pre-K3, Pre-K4 (Half Day)	7:45 am – 11:45am
Pre-K3, Pre-K4 (Full Day)	7:45 am – 2:50 pm
K - 8th grade (Monday through Friday)	7:45 am – 2:50 pm
Pre-K3-8 <sup>th</sup> grade Early Dismissal Days	7:45 am – 11:45 am
Regular Extended School Care (added fee)	2:50 pm – 6:00 pm

## FREQUENTLY DIALED TELEPHONE NUMBERS

School Office	733-2313
Health Room	733-2313
Extended School Care (ESC)	568-7132
Church Office	733-1630
Cafeteria	733-8915

## GENERAL INFORMATION

This handbook serves as a guide and source of information about San Jose Catholic School and assists us in meeting our mission of fostering Catholic identity and academic excellence through faith, love, and knowledge for your child. With this in mind, it is expected that each family thoroughly read this handbook and keep it for reference.

It is also expected that each family sign and return the handbook agreement annually. The handbook agreement can be found on page 30 and must be signed and returned at the start of school.

### PHILOSOPHY

Being Christ-Centered and Child-Centered is the foundation of San Jose Catholic School. We strive to develop the whole child through the fostering of a Christian community, and a deep commitment to the Catholic faith. We work to achieve this in a loving atmosphere in which personal growth and Gospel values are strongly linked. Our families, students, and faculty work together, each with specific responsibilities, to ensure the learning and growth in all areas of a child's life. Through this shared conviction, we work as one educational and religious community to foster the best for each student.

## RIGHT TO AMEND

It is the responsibility of each student and parent to read, understand, and abide by the contents of this handbook. The administration of San Jose Catholic School reserves the right to alter or amend this parent-student handbook at any time. Should changes be made, the changes will be communicated to parents/guardians and students. The changes made are effectively immediately and apply to all students.

## ADMISSION AND REGISTRATION

### ADMISSION

Admission preference is given to Catholic students who are members of San Jose Catholic Parish. Transfer students from a public, private, or diocesan school will be considered on a conditional basis.

San Jose Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability, or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Grade Entering	Age or Placement Guidelines	Entrance Test Requirements
Pre-K 3	Must be 3 years old by Sept. 1 <sup>st</sup>	Developmental readiness assessment
Pre-K 4	Must be 4 years old by Sept. 1 <sup>st</sup>	Developmental readiness assessment
Kindergarten	Must be 5 years old by Sept. 1 <sup>st</sup>	Kindergarten readiness assessment
Grades 1-8	Placed in grade according to age, previous school records and recommendations, and entrance test results.	Grade level entrance tests which may include easyCBM™, Developmental Reading Assessment® (DRA), or other writing standards

## **REGISTRATION PROCEDURES**

Parents wishing to register their child at San Jose Catholic School must:

1. Complete the necessary registration forms.
2. Provide a certified copy of the child's birth certificate.
3. Provide a copy of the child's baptismal certificate. (Catholics only)
4. Provide previous report cards from other schools. (If applicable)
5. Provide psychological test results. (If applicable)
6. Provide documentation of custody. (If applicable)
7. Provide required immunization requirements. (See Immunization section of handbook)
8. Pay required fees. (See Tuition and Fee Schedule)

## **WAITING LISTS**

Currently enrolled students will receive priority for admissions. New families may have to be put on a waiting list pending class size. Early registration is recommended.

## **EDUCATIONAL NEEDS/ACCOMODATIONS (DOSA Policy 700.7)**

The Catholic school community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. Individual schools establish admission policies for their own schools, which target students who are able to manage in a mainstream setting. Limited resources prevent us from accepting students who would require more than simple accommodations.

## **WITHDRAWALS**

To withdraw a student, parents/guardians must complete a withdrawal form. All accounts must be paid in full (i.e., tuition, academic fees, cafeteria program, library fines). All textbooks and library books must be returned. Once all these conditions are satisfied, official school transcripts can be released to other schools. If a student is withdrawn anytime during the academic school year, the family will be financially responsible for two months of tuition from the date of withdrawal.

# **FINANCE POLICIES**

## **TUITION AND FEES**

Tuition and academic fees are determined annually. See our website: [www.sanjosecatholicsschool.com](http://www.sanjosecatholicsschool.com) or contact the School Office for a current tuition and fee schedule.

All families must be registered with FACTS Management Company.

FACTS Management Company will process annual fees and tuition payments electronically. FACTS will assess each family a \$38 processing fee annually.

## **REGISTRATION FEE**

To register a student, a non-refundable registration fee is required. There are two rates for this fee, NEW or RETURNING.

## **ANNUAL FEES**

- The Annual Fee payment is due in June.
- The Annual Fee covers textbooks, workbooks, standardized testing, art, classroom resource materials, technology (annual maintenance, scheduled replacements, and software), music, science, library/media services, periodicals, health room, and insurance.

## **TUITION**

- Monthly tuition payments are due July – May.
- Families may select a monthly payment option.
- A \$25 late fee will apply for late payments.

Tuition and fees must be up to date for a student to receive a report card, participate in graduation, or to have permanent records transferred to another school. Late payments made by check must be paid in time for the check to clear the bank before a student may receive a report card or is allowed to graduate.

A family with an account 45 days past due will be required to keep the student(s) at home until the account is current.

## **EIGHTH GRADE FEES**

Graduation and related activities require a separate fee for 8<sup>th</sup> grade students. Parents will be notified of additional 8<sup>th</sup> grade fees shortly after the start of each academic year.

## **EXTENDED SCHOOL CARE FEES**

For students attending ESC on a regular basis, a scheduled monthly rate is available.

For students attending ESC on an occasional basis, an hourly rate is assessed.

Visit our website, [www.sanjosecatholicsschool.com](http://www.sanjosecatholicsschool.com), or contact the School Office for more information.

## **WITHDRAWAL FEES**

If a student is withdrawn from San Jose Catholic School during the course of the school year, the family will be financially responsible for two months of tuition from the date of withdrawal.

# **COMMUNICATION**

## **FORMS OF COMMUNICATION**

San Jose Catholic School strives to establish open lines of communication.

- Parent-teacher conferences are scheduled for all students at the end of the first quarter and by request for the second quarter. For additional conferences during the year, contact the teacher.
- Teachers may be contacted via email or written note sent in with a student.
- San Jose Catholic School telephone number is **(904) 733-2313**.
- San Jose Catholic School's website address is **[www.sanjosecatholicsschool.com](http://www.sanjosecatholicsschool.com)**.
- For teacher email addresses and regularly updated news and information pertaining to grades and individual classes, parents may log-on to FACTS SIS Parent Portal.
- At Back to School Night, parents are invited into the school to meet faculty and staff and to receive general information for the upcoming school year.
- A monthly calendar listing school events and the daily lunch menu is found on the website.
- Written information may be delivered back to any teacher or staff member through the School Office.
- Weekly newsletters are distributed via email.
- E-mail blasts and text alerts are sent by the school to inform parents of current events.

## OFFICE PHONE USE

Students may not use the office or health room phones without prior permission from the office staff. The School Office and Health Room phones may only be used for school business and emergency calls. Forgotten items, such as homework, lunches, or PE clothes, do NOT constitute an emergency. Students will not be called out of class for telephone messages; however, urgent messages will be delivered to the student if necessary.

## EMERGENCY SCHOOL CLOSURE OR DELAY

San Jose Catholic School follows the directive of the Bishop or the Superintendent of Catholic Schools, his delegate, to close or delay the opening of the school.

## MEDIA/PHOTO RELEASE

We enjoy celebrating the many achievements of our school community: students, parents, volunteers, and staff. It is a normal practice that school staff, parents, or volunteers may take photographs of our students and other community members engaged in scholastic activities during the academic year.

**It is important that our families understand that a media/photo release is not required under these circumstances.** Newsworthy photographs may appear in various SJCS media, including but not limited to, the school's website ([www.sanjosecatholicsschool.com](http://www.sanjosecatholicsschool.com)), newsletters, yearbooks, San Jose Catholic Church bulletins, the school information system (RenWeb), social media, official school email accounts, etc. This also pertains to the publication of student work, any photographs taken at public events held on our campus, and any school-sanctioned event that occurs in a public venue. In all other circumstances, a media/photo release will be obtained.

Please note that in an effort to protect our students, SJCS does not identify any child on social media, or the school website, without prior authorized consent.

## ATTENDANCE

### ATTENDANCE REQUIREMENTS (DOS Policy 400.3)

- There is a minimum attendance requirement to qualify a student for a passing grade.
- Within each quarter, attendance is mandatory 37 days of 45 days for each subject.
- Any student, who has more than eight absences per quarter, in any given subject, cannot obtain a passing grade in that subject.
- Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parent and teacher.
- Voluntary Pre-K Program laws, made by the state legislature, require that students participating in this program may not miss more than 20% of the program in order for the school provider to receive funding. Students missing more than 20% will be allowed to remain in San Jose Catholic School's Pre-K but will be required to pay fees.
- Upon the fourth absence in a quarter, parents will be notified by the homeroom teacher. After six days of absences in a quarter, parents will receive a letter from SJCS requesting their cooperation in preventing further absences.

## ABSENCES

- **Parents must notify the school of a child's absence by emailing or calling the Health Room before 9:30 a.m. Health room contact info: clinic@sanjoseschool.com or 733-2313 ext. 206.**
- When a student returns after an absence, a note must be sent to the homeroom teacher stating the reason for the absence from the parent, or doctor, if applicable.
- **Excused Absences:** Excused absences are those due to illness, accident, or death in the immediate family. Make-up work will be accepted. For more information see the **HOMEWORK** section of this handbook.
- **Unexcused Absences:** In the case of an unexcused absence, a teacher is not required to give make up work. A grade of zero may be given for class work or tests missed.
- **Preplanned Extended Absences:** As soon as a parent is aware that their child(ren) will be absent from school, he/she must notify the school administration for approval. Approval is contingent upon the student's academic standing and attendance requirements. Compulsory attendance rules apply. For more information see the **HOMEWORK** section of this handbook.

## ARRIVAL

- Early drop-off supervision is available at no cost from 7:00 a.m. until 7:30 a.m. in the cafeteria.
- If a student needs to arrive before 7:30 a.m., he/she must be dropped off at the cafeteria.
- Regular morning drop-off is between 7:30 a.m. - 7:45 a.m. in the front or back parking lot.

To ensure the safety of all students and to facilitate arrival procedures, drivers are prohibited from cell phone use, must remain in their car during drop-off times, and are asked to kindly follow instruction from all faculty and staff.

Students must be IN their homeroom by 7:45 a.m. If a student arrives to his/her homeroom after 7:45 a.m., he/she is tardy and must report to the front office for a tardy slip. Please note, if the youngest tardy child is in grade 4 or above, the student may sign in (without a parent) at the School Office to receive the tardy slip for admittance to class. Students in grades 3 and below must be accompanied to the School Office by a parent before being admitted to class.

## TARDY TO SCHOOL

If a student arrives to his/her homeroom after 7:45 a.m., he/she is tardy.

- Students must be IN their homeroom by 7:45 a.m. If a student arrives to school after 7:45 a.m., he/she is tardy and must report to the School Office for a tardy slip. If the youngest tardy child is in grade 4 or above, the student may sign in (without a parent) at the School Office to receive the tardy slip for admittance to class. Students in grades 3 and below must be accompanied to the School Office by a parent before being admitted to class.
- After three tardies in a quarter, parents will receive a letter from SJCS to remind families of the school policy. After six tardies in a quarter, a conference will be required.
- Doctor, dentist, and orthodontist appointments are considered excused tardies. Students arriving late due to such appointments must have a parent sign them in at the School Office and bring official documentation from the doctor.
- After three unexcused tardies, a \$5 fine per student will be assessed per tardy. Each quarter will begin anew.
- Students who arrive after 8:15 a.m. will be marked absent for their first period class. Eight or more absences in a class per quarter may result in a failing grade for that subject.



## **MASS ATTENDANCE**

The Catholic Mass is an integral part of our Catholic faith. It is a primary source for building our school community, authenticating our Catholic identity, and fortifying our personal journey with Jesus Christ. Therefore, attendance at school mass and prayer services is expected for PreK 4 – grade 8 students.

## **SIGNING A STUDENT OUT BEFORE DISMISSAL**

- If a student needs to be picked up early, a courtesy message is requested via note, email, or phone on the morning of the appeal. Parents must sign the student out at the School Office. Parents are not to go to their child's classroom; the student will be called to the office to be dismissed. If a student is signed out prior to 2:25 p.m., they will be marked absent for their last period class. Eight or more absences in a class per quarter may result in a failing grade for that subject.
- It may be difficult to make doctor, dental, and other appointments after school hours; however, please do your best to do so.
- After three unexcused early dismissals, a \$5 fine per student will be assessed per early release. Each quarter will begin anew.

## **DISMISSAL**

To help ensure the safety of everyone, drivers are prohibited from cell phone use, must remain in their car during pick-up times, and are asked to kindly follow instruction from all faculty and staff.

Students can be released to adults listed on their Dismissal Release Form with a phone call or email to the School Office prior to dismissal. However, students will not be released to anyone not listed on the Dismissal Release Form without signed consent from the legal guardian to the school. This may only come in the form of a handwritten, signed note prior to dismissal. The parent is then encouraged to update the Dismissal Release Form in the School Office as soon as possible.

Students not picked up at regular dismissal will be taken to Extended School Care and the hourly rate will be charged. (See p. 1 for dismissal times.)

## **AFTER SCHOOL POLICY**

- For safety reasons once a child is picked up they will not be allowed on the property unsupervised.
- After 3:00 p.m., the playgrounds are reserved exclusively for Extended School Care.
- Siblings of students attending after school activities such as club meetings, sporting events, play practice, detention, etc., must be picked up or they will be sent to Extended School Care. Siblings are not allowed to attend these functions unless accompanied by a parent or adult chaperone.



**To meet the requirements for a Florida Certification of Immunization, a child must have the following:**

1. At least four doses of the DTP or DtaP (diphtheria, tetanus, pertussis) vaccine with the last dose given on or after the fourth birthday (otherwise, a fifth dose is required).
2. At least three or four doses of polio (IPV/OPV) vaccine with the last dose given on or after the fourth birthday (otherwise a fifth dose is required).
3. The MMR (measles, mumps, rubella) vaccine given on or after the first birthday with a definite recorded date. Proof of one dose is required for Pre-K. Proof of two doses of the MMR vaccine is required for Kindergarten through 8th grade students.
4. Hib (haemophilus influenza type b) vaccination for children under five years of age.
5. Hepatitis B series is required to attend Pre-K through 8<sup>th</sup> grade.
6. Varicella (chicken pox) vaccine is required to attend pre-school through 8th grade.
7. A second dose of Varicella (chicken pox) is required for Kindergarten through 3rd grade.
8. Students entering, attending, or transferring into 7<sup>th</sup> or 8<sup>th</sup> grade must have, in addition to the above, another dose of Tdap (tetanus, diphtheria, pertussis) vaccine. Proof of this must be documented and submitted on a **Florida Certificate of Immunization Form DH 680**.

**The required immunizations are available at your child's medical provider or the Duval County Health Department's Immunization Center at 5222 North Pearl Street, (904-253-1420).**

#### **OUT-OF-STATE APPLICANTS**

A student **Physical Examination Form DH 3040** (original, no copies) must be presented prior to a child entering school.

The Public Health Department will transfer the medical information to a Florida certificate at no charge. The student's health data must be on a **Florida Physical Examination Form DH 3040** (original, no copies) and **Immunization Form DH 680** (original, no copies).

Your child will not be admitted to school if the **DH Immunization Form 680** (original, no copies) is not in his/her file.

#### **HEALTH ROOM SERVICES**

**Health Room Contact Info: [clinic@sanjoseschool.com](mailto:clinic@sanjoseschool.com) or 733-2313.**

The school operates a Health Room, with an attendant, during regular school hours for grades Pre-K through 8<sup>th</sup> grade. The school does not employ a registered nurse in the Health Room. The Health Room exists primarily to care for minor injuries and as a place to provide temporary care for students who become ill at school. A parent will be notified and is expected to pick up their child in a timely manner if he/she becomes ill and is unable to return to class. The student will be released from the Health Room or the School Office.

**Emergency Information/Contact Card:** Emergency information must be on file in the office. It is the parent's responsibility to keep the card updated with current information. A student will **only** be released to a parent or their designees named on the card unless written notification has been received.

**Absence Due to Illness:** Parents are expected to keep students who have an infectious disease out of school until such time as it is no longer communicable. Students returning to school after an illness should be free of symptoms (vomiting, diarrhea, fever) without medications, for a minimum of 72 hours. A child who has had a serious illness or injury must present a written discharge statement from the attending physician before being readmitted to school.

**Medication in School:** Administering medication is normally not a function of education; however, San Jose Catholic School allows for medication to be given at school under the following conditions:

- Medications must be kept in the school Health Room. Students are not permitted to have any medication in their possession on school campus.
- The school's medication forms must be completed by the parent and on file in the school office. All medication must be in the original container and must be brought to the School Office or Health Room by an adult. This includes non-prescription drugs such as Tylenol, Advil, etc.
- Medication is to be administered by school personnel.
- Cough drops for a student may be held and distributed in the classroom by the teacher after written consent is given by the parent.
- Medications must be picked up by the parent/ guardian or another responsible adult.
- Students using inhalers for asthma control, Epi-Pens for anaphylaxis, diabetic glucose monitoring or other "as needed" medications or treatments, must have the physician's written authorization to "self-administer" their medication or to carry it on their person at school.

**Food Allergies:** Parents are responsible for notifying the teachers and Health Room of any food allergies their child may have. Annually, the parent and the student's physician must complete Diocesan forms.

- A child with a food allergy may be required to have a parent accompany his/her class on any field trip.
- A child with a medical condition (such as, but not limited to, diabetes or asthma) may be required to have a parent accompany his/her class on any field trip.

**Restrictions Due to Illness or Injury:** A child who has had a serious illness or injury must present a written discharge statement from the attending physician before being readmitted to school and resuming normal physical activity.

**Vision and Hearing Screenings:** Screening may be offered during the school year. Parents must notify the school in writing if they do not want their child to participate in the screenings. A vision or hearing screening at school is not a complete eye or ear examination.

### **HEAD LICE (DOSA Policy 500.19)**

The Diocese of St. Augustine has a no nit policy regarding re-admittance of students after head lice infestation. Students with nits (eggs) will be excluded from school until they are nit-free. All children excluded from school due to head lice and/or nits, must be accompanied by a parent or guardian before the student will be allowed to return to school.

### **ARRIVAL and DISMISSAL SAFETY**

The school uses faculty and staff in addition to 5<sup>th</sup> grade safety patrol students to assist with morning arrival in order to ensure students arrive in the classroom from the car as safely as possible. To ensure the safety of all students and to facilitate arrival and dismissal procedures, drivers are prohibited from cell phone use, must abide by the posted speed limit of 5mph and remain in their car during pick-up times. Parents MUST use their assigned drop-off and pick up lines.

Please have the last name of each family in the car/carpool clearly hanging from the rearview mirror of the car.

## **SAFETY AND CAMPUS SECURITY**

Safety and security are carefully monitored at San Jose Catholic School.

- All volunteers and visitors are required to sign in and out through the School Office and display a visitor pass while on campus.
- In the event of a suspicious or dangerous person being reported on campus, lock-down procedures will be implemented.
- Entrance doors are locked throughout the day.
- Student areas are fenced, and gates are kept locked during the day.
- Students move about the campus in pairs using a buddy system.
- Videotape surveillance occurs on a 24-hour basis on the school campus.
- Fire drills and/or safety drills are conducted on a regular basis.

## **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

## **BUILDING VISITORS**

It is essential for the safety of the students that all school visitors, including parents, guardians, grandparents, and volunteers, sign in at the School Office and obtain a visitor's pass before proceeding anywhere in the building. Additionally, all visitors must sign-out at the School Office before leaving campus. This protocol must be followed unless advised of an exception from administration.

## **No Smoking on School Grounds**

San Jose Catholic School grounds are smoke free areas.

## ACADEMICS

### CORE CURRICULUM

San Jose Catholic School meets all the requirements of the State Department of Education and is accredited by the Florida Catholic Conference. The school also meets the guidelines of the Diocese of St. Augustine and offers a rigorous academic curriculum that exceeds Florida Standards.

San Jose Catholic School's academic curriculum is designed at each grade level to prepare students for their future educational experience and studies. Our faculty is adept at utilizing new methods and resources to ensure that the State and Diocesan curricula are applied with updated methods and techniques. Curriculum includes both cognitive and affective aspects of academic growth at every grade level.

**Pre-K3:** Age appropriate curriculum includes religion, math, language, fine and gross motor skill development, spatial relations, and social skills through whole group instruction, classroom centers, hands-on activities, and exploration.

**Pre-K4:** The Pre-Kindergarten program is developed using age appropriate practices to teach religion, language arts, math, science, and social skills. Directed and creative experiences provide opportunities for the student to "learn how to learn."

**Kindergarten:** The Kindergarten program is carefully planned to establish the building blocks for academic success. This covers all academic disciplines, religion, math, science, language arts, and social studies. Our program is rigorous and is designed for the youngest learners.

**Primary/Intermediate:** Grades 1, 2, 3, 4, 5

The main emphasis of the primary and intermediate grades is religion, reading, English, spelling, mathematics, science, and social studies. Students continue to learn through whole group, small group, and independent learning instruction and activities.

**Middle School:** Grades 6, 7, 8

The core curriculum for middle school consists of religion, literature, English, math, science, and history. Some subjects may be leveled, such as math and literature, and are done so after careful assessment by the school in order to further challenge each student at his/her own level.

### RESOURCE CURRICULUM

In addition to the core curriculum, students have numerous resource classes added to their schedule. Resources include: music, art, technology, media research (library/computer), Spanish, physical education, and guidance.

### GUIDANCE SERVICES

San Jose Catholic School employs a school counselor. The Guidance program is intended for all students. Guidance services provide education and intervention of academic, behavioral, and personal/social issues. The school counselor conducts regularly scheduled classroom lessons. When needed, the school counselor meets with students, parents, or teachers individually or in small groups. Requests to see the counselor may come from students, teachers, administrators, or parents. When necessary, referrals to outside sources are made for on-going counseling.

## **LEARNING SUPPORT SERVICES**

San Jose Catholic School employs certified teachers to aid with students needing remediation in the primary grades. Remediation is provided on a priority basis and not intended for long-term assistance. When necessary, referrals for testing and or other services are made.

## **SACRAMENT PREPARATION**

### **Religious Education**

Religion is the cornerstone of the students' education at San Jose Catholic School. Both Catholic and non-Catholic students participate in daily religion class. Second and eighth graders will also receive sacrament preparation during their religion classes. Attendance for all diocesan workshops related to these sacraments is mandatory.

### **First Reconciliation and First Eucharist**

Catholic students who have been baptized will prepare to receive the Sacraments of Reconciliation and First Communion during 2nd grade.

### **Confirmation**

Catholic students may receive the Sacrament of Confirmation during their 8th grade school year. In addition to the school's religion curriculum, parish sponsored programs help prepare students for reception of this sacrament.

## **COMMUNITY SERVICE – STUDENT REQUIREMENT**

### **School-Wide Community Service**

The faculty promotes social justice by focusing on community service and environmental awareness in every grade level. The school participates in at least two community service projects that require active student participation.

### **Mandatory Middle School Student Community Service Policy**

**8<sup>th</sup> Grade:** As part of the religion grade and confirmation requirements, 8th grade students are to complete a total of 20 hours of community service.

**7<sup>th</sup> Grade:** As part of the religion grade, 7<sup>th</sup> grade students are to complete a total of 10 hours of community service.

**6<sup>th</sup> Grade:** As part of the religion grade, 6<sup>th</sup> grade students are to complete a total of 5 hours of community service.

Middle School students may begin to earn required service hours during the summer prior to starting the new grade.

Middle School students not completing their community service hours prior to the special end-of-year field trip will not be permitted to attend.

## **SCHOOL LITURGIES**

Faculty, staff, and students attend mass on **Friday mornings at 8:00 a.m.** School wide prayer services are held on a quarterly basis.

## HOMEWORK

Homework is assigned to support the learning that takes place in the classroom. It is designed to practice and reinforce a skill or increase knowledge in a subject through advanced preparation or an extension of learning.

**Excused Absences & Homework:** Absences due to illness, accident, or death in the immediate family are excused with a parent or doctor's note upon the student's return.

- Students are responsible to find out what work was missed during their absence and create a plan with the teacher for make-up work and missed tests, quizzes, or projects.
- If a student is absent due to illness, assignments may be picked up at the School Office after dismissal.
- Students will have one day for every day missed to make up work.
- Missed tests will be made up when the student returns and alternative tests may be given. Semester exams may not be made up unless the student has a written note from his/her doctor.

**Preplanned Extended Absences & Homework:** (Extended absences must be preapproved by administration.) Class materials and homework are not given before a preplanned absence occurs. Upon the student's return, a plan for make-up work and tests will be prepared by the teacher and student. Students will be given the same number of days to complete make-up assignments as the number of pre-approved days absent.

**Unexcused Absences & Homework:** In the case of an unexcused absence, a teacher is not required to give make up work. A grade of zero may be given for class work or tests missed.

### Printing of Homework

Under the supervision of faculty, printing of homework in the computer lab before 7:40 a.m. will be permitted at a cost of 10¢ per page. Payment, for all pages printed, including pages printed in error, is required at the time of printing. Students may not print in the computer lab/ classrooms at any other time unless instructed by their teacher.

## GRADING SCALE

Grades K-2		Grades 3-8	
<u>Achievement Grades</u>	<u>Skill Grades</u>	<u>Achievement Grades</u>	<u>Skill Grades</u>
S = Satisfactory	4 = Proficient	A = 90 – 100	4 = Exceeds Expectations
N = Needs improvement	3 = Developing	B = 80 – 89	3 = Meets Expectations
U = Unsatisfactory	2 = Emerging	C = 70 – 79	2 = Working Toward
	1 = Insufficient	D = 60 – 69	1 = Not Meeting
	N/A = Not Assessed	F = 0 – 59	* = Not Assessed

## REPORT CARDS

Report cards are to inform parents and present to them an assessment of their child's achievement and progress in his/her academic studies. Report cards are issued quarterly.

- Academic grades will be posted on a regular basis on the parent portal: FACTS SIS Parent Portal.
- Pre-K3 do not issue a formal report card but will send home a report of developmentally appropriate goals bi-annually.



**Withholding Report Cards:** If tuition, an Extended School Care fee, or other finances are not current, the school policy is to withhold a student’s report card and block access to grades on FACTS SIS until the outstanding bill has been paid.

**HONOR ROLL AND SPECIAL RECOGNITIONS**

Students in grades 3-8, who have attained substantial achievement on their report card and conduct grades of average or above, will be given recognition by being placed on the Honor Roll for each marking period.

- **A Honor Roll:** Grades must be at 90% or above.
- **A/B Honor Roll:** Grades must be at 80% or above.

**Honor Roll Award:** This award is given to 4<sup>th</sup> – 8<sup>th</sup> grade students who have at least A-B Honor Roll for all four quarters.

**Peace in Christ Award:** This very special award is given annually to only one graduating student from 8<sup>th</sup> grade who clearly exemplifies Bishop Snyder’s motto of Peace in Christ.

**Student Athlete Award:** This award is given annually to 6<sup>th</sup> – 8<sup>th</sup> grade students who have at least A-B Honor Roll all four quarters, have participated in at least 2 sports, and are approved by the principal.

**Superintendent’s Award:** This award is given annually to 4<sup>th</sup> – 8<sup>th</sup> grade students who have achieved the A Honor Roll throughout the academic school year.

**National Junior Honor Society (NJHS):** Eighth grade students with a 3.5 GPA or higher (90% average) in the core classes (religion, English, math, science, history, and literature) throughout seventh grade may be invited to apply for NJHS by the faculty and administrative advisory board. Candidates shall then be evaluated by the advisory board on the basis of service, leadership, character, and citizenship as well as disciplinary and attendance records.

**Core Value Awards:** Students in grades PK3-8<sup>th</sup> grade will be recognized quarterly for modeling our core values of Faith, Love, and Serve.

**RETENTION POLICY (DOSA Policy 400.6)**

Most students will be able to follow the school’s regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that some students cannot complete a year’s work in that time; therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel will follow the retention criteria.

- A student should not be retained more than once in the primary grades (K-3) and once in the other grades (4-8).
- An eighth grader who needs to be retained will not be able to return to SJCS.

<b>Retention Criteria (DOSA Policy 400.6)</b>	
Kindergarten	Lack of readiness in reading, math, and communication skills. At the primary level, especially Kindergarten, special consideration in a decision to promote a student will be given to social, emotional, and maturation levels.
Grades 1-3	Failure for the year in reading/language arts or math will result in retention.
Grades 4-8	For promotion in a Catholic school, a passing grade must be achieved in <u>all</u> major subjects: religion, reading, language arts, English, math, social studies, and science. Any student failing three or more subjects will be retained.

<b>Remediation Requirements in Regard to Retention (DOSA Policy 400.6)</b>	
Grades 1-3	<ul style="list-style-type: none"> <li>• Only one subject, reading or math, may be remediated.</li> <li>• The failed subject must be made up in a summer remedial program or by a state certified teacher, approved by the school's administration. At the completion of the summer remediation, documentation of attendance and student work must be provided to the principal. In addition, the student is required to successfully pass a predetermined assessment at a level communicated before the summer remediation began before being readmitted to San Jose.</li> </ul>
Grades 4-8	<ul style="list-style-type: none"> <li>• A maximum of two subjects (religion, reading, English, math, social studies, or science) may be remediated.</li> <li>• Any student failing one major subject must participate in a summer remedial program or be tutored for 30 hours by a state certified teacher approved by administration.</li> <li>• Any student failing two major subjects must receive a combined 50 hours of tutoring in those subject areas or attend two classes at an approved summer program.</li> <li>• At the completion of the summer remediation, documentation of attendance and student work must be provided to the principal. In addition, the student is required to successfully pass a predetermined assessment at a level communicated before the summer remediation began before being readmitted to San Jose.</li> <li>• If one of the failed subjects is religion, the student must make up the work if he/she wishes to return to the school or to enroll in any other Catholic school in the diocese.</li> </ul>

## **CELL PHONES AND ELECTRONIC DEVICES**

All electronic devices that are capable of receiving or sending information via wifi, cell-phone connectivity, or Bluetooth are not permitted unless issued by the school, or specific permission of the classroom teacher and then used only under the direct supervision of that teacher. These devices will include, but are not limited to, smart watches (Samsung, Applewatch, etc.) cell-phones, iPods, iPads, and laptops.

If a student brings a cell phone or electronic device to school, it must be turned off and remain in his or her backpack until the student is off school property.

Misuse of cell phones and other electronics is disruptive to the academic environment. Devices with photographic, video, or text messaging capabilities present a danger of privacy violations as well as a serious threat to Conduct Code expectations.

If a student brings a cell phone or electronic device to school, it must be turned off and remain in his or her backpack until the student is off school property. If a student is found using his or her cell phone or electronic device without permission during the school day (7:00 – 3:05), during faculty/staff supervised after school activities, or at ESC, the device will be confiscated.

First offense: The device will be confiscated and held in the school office until the parent is able to pick it up.

Second offense: The device will be confiscated and held in the school office until the parent is able to pick it up, and the device may not be brought to school for the remainder of the quarter.

Third offense: The device will be confiscated and held in the school office until the parent is able to pick it up, and the device may not be brought to school for the remainder of the school year.

## **E-READER POLICY**

At the teacher and administration's discretion, various types of e-readers may be used at school for the sole purpose of reading books. The material must be downloaded to the device before arrival at school. The use of such devices is a privilege. Students who use the e-reader inappropriately will have the privilege revoked.

San Jose Catholic School is NOT responsible for lost, stolen or damaged devices. Prior to the device coming to school the parent and student MUST sign a release of liability form, which will be filed in the school office.

## **INTERNET POLICY**

By virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing. The following items are specific areas of responsibility:

- All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. A student may not use information in reports, etc. without properly citing the source. Use of another's work without a citation is plagiarism.
- Email, texting, and social media communication between teachers and students is not permitted.
- Personal contact information about yourself or other people may not be posted unless approved by the administration.
- Students may not attempt to access information that is profane or obscene, that advocates illegal acts or that advocates violence or discrimination toward other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If a student mistakenly accesses inappropriate information he/she should immediately tell the teacher. The information should not be shown to other users.

The following acts are **not** permitted:

- Using other's passwords, folders, work, or files.
- Posting words or images on any Internet site (i.e., Facebook, Twitter, texting, chat rooms, etc.) which would bring discredit to the Diocese of St. Augustine, San Jose Catholic School, its students, staff, faculty, or administrators. This includes material which is illegal, defamatory, abusive, threatening, harassing, derogatory, or demeaning.
- Posting photographs or making remarks pertaining to drugs, alcohol, racism, or references to sex through social networking sites or text messaging.
- Receiving or transmitting information pertaining to dangerous instruments such as bombs, automatic weapons, other illicit firearms, weaponry, or explosive devices.
- Receiving or sending e-mails and texts while at school.
- Accessing chat rooms and social media sites.
- Soliciting for products or services.
- Downloading software.

## FIELD TRIPS

- An official Diocesan permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A field trip fee will be assessed according to the cost of admission and transportation. All monies collected for the field trip are non-refundable.
- Students must ride the bus to and from the field trip with their class.
- If a parent chooses not to have their child participate on the class field trip, the student will be marked absent and may not attend school that day.
- A field trip is a privilege, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor conduct, and/or incomplete middle school student service hours.
- A child with a food allergy may be required to have a parent accompany his/her class on any field trip.
- A child with a medical condition (such as, but not limited to, diabetes or asthma) may be required to have a parent accompany his/her class on any field trip.

### Chaperones

- All school chaperones must have attended Protecting God's Children and have a current cleared background check and fingerprints on file in the School Office.
- Volunteers who chaperone may not bring siblings or other children.
- One field trip, up to **4 hours**, may be counted towards family service hours requirements.
- Family members wishing to chaperone a school sponsored field trip must sign a Chaperone Agreement delineating expectations and obligations outlined by the teacher sponsor before the event.
- Chaperones who do not successfully uphold the signed agreement will lose chaperone privileges for one calendar year.

## EXTRACURRICULAR ACTIVITY REQUIREMENTS

### PARTICIPATION

Participation in extracurricular activities is a privilege and an honor. Extracurricular activities include, but are not limited to, NJHS, Student Council, school sports teams, the school play, and cheerleading.

- Students trying out for sports teams must have a **current physical** (after June 1 for the upcoming school-year) and the ***Diocesan Student Athletic Participation Application*** on file with the school.
- A sports fee is due from each person who makes a team. The fee is per sport and is due before the first game. Fees are subject to change.
- Parents are reminded that sports teams are competitive. All students will be given an equal opportunity to compete for a spot on a team if conditions for eligibility are met. See academic and behavioral eligibility requirements below.
- Students must be in school the entire day in order to participate in after school sports or activities. The only exception will be an appointment excused by a physician/dentist note or permission from the principal.
- Participants should report immediately after school to their coach or activity supervisor. If the activity does not begin immediately after school, normal dismissal procedures apply.

## **ACADEMIC ELIGIBILITY**

- To be eligible for tryouts, a student must qualify in six out of seven major subjects with a 70% or above on his/her most recent report card and must exhibit satisfactory behavior in conduct. Major subjects are: religion, social studies, math, science, English, reading/literature, and spelling.
- Diocesan guidelines state that grades will be checked at the mid-term point of the quarter and when report cards are issued. For any grade below 60% or two (or more) grades below 70%, a student loses the privilege to participate. The probationary period is 5 school days for a mid-term and 10 school days for a report card.
- After the probation period, grades will be rechecked. Students who meet the grade criteria will become eligible. Students whose grades have not improved, will be given an additional probation period. For a probation period longer than 20 days, the student will be removed from the activity for the remainder of the season. The principal reserves the right to check grades/behavior at any time during the season and make decisions as to eligibility to continue to participate.

## **BEHAVIORAL ELIGIBILITY**

- Students are representing our school; therefore, their disciplinary record must be satisfactory in order to participate.
- Eligibility will be determined by a review of the following: number of reminders, types of reminders, and prior discipline record.

## **SPECTATORS ATTENDING EXTRACURRICULAR ACTIVITIES**

- Students staying to attend after school games or other activities must be supervised by a parent or designated adult. The school will not be responsible for unsupervised students.
- The supervision of student conduct at extracurricular activities is the responsibility of the parent/guardian in attendance. Children are not allowed to run freely in the gym, throughout the campus, or on the field.
- The coaches, staff, and personnel at the activities are engaged in their roles; they should not be subject to conduct that distracts them from their jobs.
- If a child does not follow school rules, the student will face a consequence. The administrator and/or attending coach will determine consequences.

## **UNIFORM/DRESS CODE POLICY**

### **UNIFORM POLICY FOR ALL GRADES**

- No make-up or nail polish, of any kind, is permitted.
- One simple stud earring on each earlobe is allowed for girls only.
- One simple chain necklace, with a cross or religious medal is allowed.
- One simple bracelet and one ring that will not cause a disruption to class are allowed. These items must be removed during PE class.
- Hair accessories must be simple and not over 3" in length and/or diameter- no adornments are permitted.
- No dyed or highlighted hair of an unnatural color.
- Boys' hair must not touch eyes, ears, or collar. Hair must be tapered, neat, clean, and well groomed. Fad hairstyles are not permitted.
- No long hair slicked back. Sideburns may not extend below mid-ear.

- Boys must be clean-shaven.
- No fake tattoos or ink on skin or uniform.

## DISCIPLINARY ACTION FOR UNIFORM/DRESS CODE (DC) VIOLATIONS, GRADES 6-8

# of Offenses	Disciplinary Action
1 <sup>st</sup> Offense	Written reminder of dress code violation.
2 <sup>nd</sup> Offense	Student will phone home from office with administration to rectify the dress code violation
3 <sup>rd</sup> Offense	Student is not allowed to attend class until the dress code violation is rectified
<i>Uniform/Dress Code consequences will reset each quarter.</i>	

### PreK 3 & 4 Dress Code: BOYS & GIRLS

#### PE Uniform:

Shirts\*: Red school logo t-shirt is required. Shirts must be purchased through the school.

Shorts\*: Black, mesh school logo shorts are required. Shorts must be purchased through the school.

Shoes: Non-marking athletic shoes are required. Shoes must be designed for sport activities such as running, basketball, or tennis.

Sweatshirts and sweatpants: On cold days solid navy-blue sweatshirts and sweatpants may be worn.

\*Order forms are available in the school office for PE uniforms.

### UNIFORM DRESS CODE: GIRLS

#### Girls: Grades K-8

Polo dress (Grades K - 3): Dresses may be purchased from Poindexter's Uniforms. Dress length should be no more than 2 inches above the knee and worn with dark shorts underneath.

Shirts (Grades K - 8): Hunter green golf style, long or short sleeve shirt with school logo is required. Shirts may be purchased from Poindexter's Uniforms. No long sleeve shirts may be worn underneath short sleeve shirts.

Plaid Skorts (Grade K-5): Skorts may be purchased from Poindexter's Uniforms. Skort length should be no more than 2 inches above the knee.

Plaid Skirt (Grades 6-8): Skirts may be purchased from Poindexter's Uniforms. Skirt length should be no more than 2 inches above the knee, front and back, and worn with dark shorts underneath. Dark shorts, not extending below the hemline, must be worn under the dress or skirt.

Pants (optional for girls in grades K - 8): Navy colored pants are required. Pants may be purchased through Poindexter's Uniforms or any department store. Pants must be worn with a plain black or brown belt.

Socks: Solid white, navy blue, or black socks are allowed. Socks are to be visible at all times. Designs and large logos are not permitted.

Tights: Solid white, navy blue, or black tights are allowed. Leggings are allowed only if the sock (which must be the same color as legging) covers the bottom of the legging. The same color rules apply.

Shoes (Grades K): Non-marking athletic shoes are required. Shoes must be designed for sport activities such as running, basketball, or tennis.

Shoes (Grades 1-8): Black, brown, or navy shoes are allowed. No boots. Athletic shoes are to be worn only with the PE uniform and on Spirit Days. Shoes should be worn as intended.

Sweatshirts: Navy, crew neck sweatshirt with school logo, purchased from Poindexter's Uniforms may be worn inside or outside. Team sweatshirts are not considered a part of the school uniform. They may only be worn outside of normal school hours.

Jacket: San Jose Catholic School fleece logo jacket may be worn inside or outside. Fleece jackets may be purchased from Poindexter's Uniforms. Students may wear any other jacket outside if they are still cold.

## **UNIFORM DRESS CODE: BOYS**

### **Boys: Grades K-8**

Shirts (Grades K-8): Hunter green golf style, long or short sleeve shirt with school logo is required. Shirts may be purchased from Poindexter's Uniforms. A plain white, short sleeve, cotton, crew t-shirt may be worn under the uniform shirt. No long sleeve shirts may be worn underneath the short sleeve shirts.

Pants (Grades K-8): Navy dress pants are required and must be worn during cold weather months of **December- February**. No corduroy or cargo pants. Pants may be purchased at Poindexter's Uniforms or any department store.

Shorts (Grades K-8): Navy blue uniform shorts are allowed during the warm weather months of **August-November and March-June**. They may be purchased at Poindexter's Uniforms or any department store.

Belt: Pants and shorts must be worn with a plain brown or black belt, fitted at the waist. Oversized belt buckles are not permitted.

Socks: Solid white, navy blue, or black socks are allowed. Socks are to be visible at all times. Designs and large logos are not permitted.

Shoes: Black, brown, or navy shoes are allowed. No boots. Athletic shoes are to be worn only with the PE uniform and on spirit days. Shoes should be worn as intended.

Sweatshirts: Navy, crew neck sweatshirt with school logo, purchased from Poindexter's Uniforms may be worn inside or outside. Team sweatshirts are not considered a part of the school uniform. They may only be worn outside of normal school hours.

Jacket: San Jose Catholic School fleece logo jacket may be worn inside or outside. Jackets may be purchased from Poindexter's Uniforms. Students may wear any other jacket outside if they are still cold.

### **PE DRESS CODE Grades K-8: BOYS & GIRLS**

Shirts\*: Red school logo t-shirt is required. Shirts must be purchased through the school.

Shorts\*: Black, mesh school logo shorts are required. Shorts must be purchased through the school.

Shoes: Non-marking athletic shoes are required. Shoes must be designed for sport activities such as running, basketball, or tennis.

Sweatshirts and sweatpants: The navy-blue school logo sweatshirt may be purchased from Poindexter's Uniforms. On cold days plain navy-blue sweatpants may be worn.

\*Order forms are available in the school office for PE uniforms.

\*Students in grades K-8 will wear their PE uniform to school on designated PE days.

### **PICTURE DAY DRESS CODE**

Grades Pre-K 4 through 7<sup>th</sup> grade will wear the school uniform for class portraits and individual pictures. Eighth grade students will be notified separately of the dress code for the 8<sup>th</sup> grade portrait and other special events.

### **SPIRIT DAY DRESS CODE**

Blue jeans, blue jean capri pants, uniform bottoms, or PE shorts with San Jose School T-shirts or jerseys, are the appropriate attire for this day. Uniform shoes, athletic shoes, or boots are the only acceptable shoes. Jewelry guidelines still apply. Please note, a student may opt out of a Spirit Day and wear his/her school uniform.

- No colored, **sequin**, torn, or ripped jeans; No sweatpants, shorts, jeggings, or cargo pants.
- No tank tops or spaghetti straps.
- No part of the midriff may show at any time.
- No cleavage can be showing.
- No tight or clinging apparel.
- No baseball caps or other hats and headwear.
- T-shirts worn for special holidays may not have inappropriate logos, sayings, or graphics.

When in doubt about a clothing item, please check with a teacher or the administration. Students who fail to dress appropriately for 2 Spirit Days will lose the privilege for the remainder of the year.

### **DRESS DOWN DAY DRESS CODE**

There will be special days where the students may wear other apparel to school. On these days all garments must be appropriate for a student enrolled in Catholic school. Shirts with questionable messages, shorts and shirts that are too tight or too revealing are unacceptable. Hats and open-toed shoes are unacceptable. Students who arrive to school with inappropriate attire will be sent to the office to call home. The student will be required to change into a school uniform for the remainder of the school day.

## **CONDUCT**

The **Conduct Code** and disciplinary actions apply whenever a student is on school property or at any school related event where the student is representing the school.

Each student is expected to be a RESPECTFUL and RESPONSIBLE citizen that models our core values of FAITH, LOVE, and SERVE.

- Students should display a RESPECTFUL attitude toward God and our Faith.
- Students should be RESPECTFUL and RESPONSIBLE by obeying school rules and procedures.
- Students should be RESPECTFUL of the learning environment throughout the school.
- Students should maintain a RESPECTFUL relationship with all adults within the school and church community.
- Students should be RESPECTFUL of peers and their supplies/property.
- Students should be RESPONSIBLE with their own school supplies and school owned property.
- Students should be RESPECTFUL by using proper manners and showing courtesy at all times.
- Students should be RESPONSIBLE in maintaining a drug and weapon free campus.

### **SEXUAL HARASSMENT (DOSA Policy 800.7)**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment may include but is not limited to the following:

- Verbal or written harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher, or school counselor.

Students who engage in such conduct shall be subject to discipline. A substantiated charge against a student will result in disciplinary action, including but not limited to, suspension or expulsion.



## **HARRASSMENT**

San Jose Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **THREATS AND VIOLENCE (DOSa Policy 800.8)**

If a student makes a threat, the principal, at his/her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference will take place with the administration, parent and student.

## **WEAPONS POLICY**

It is a violation of the school's policies for a student to possess a weapon on the school premises, or at any time in connection with school-related activities. Included in this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade, or use of any firearm, knife, martial arts device, or other object which, in the administration's discretion, may reasonably be considered to constitute a weapon. Violations of this policy will result, at the administration's discretion, in disciplinary action up to and including expulsion from school.

## **BULLYING**

San Jose Catholic School does not tolerate bullying. It can distract from learning, lead to absenteeism, and result in emotional and/or physical injury. Bullying, of any type, has no place in or out of the school setting. San Jose Catholic School cannot address any bullying unless we are made aware that bullying is occurring.

**Bullying** is defined as one or more individuals inflicting verbal, physical, or emotional abuse on another person. Bullying is intentional, deliberate behavior that involves misuse of power and is typically repeated over time. Some examples of bullying include, but are not limited to, inappropriate physical contact, name-calling, unwanted teasing, humiliation, damaging or stealing property, threats, ostracism, rumors, harassment, retaliation, and racial, ethnic, religious, or sexual comments.

**Cyberbullying** is defined as the use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members. The school may impose disciplinary consequences for students who use technology, on or off school premises, in a way that threatens, harasses, or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

**Target of Bullying:** Victims, or targets, of bullying or harassment should tell the person being mean to them to stop and if they do not, report it immediately to a parent, teacher, counselor, or principal.

**Witness of Bullying:** Those witnessing bullying or harassment have a responsibility to take action by reporting it verbally or in writing. Reports need to be made to a parent, teacher, counselor, or principal. Those who do not report what they see or hear are contributing to the problem. Student and parent reports will remain confidential.

**DISCIPLINE AND BEHAVIOR**

San Jose Catholic School reserves the right to apply disciplinary action to any student who does not demonstrate respectful and responsible behavior. San Jose Catholic School reserves the right to discipline students for off-campus conduct which causes clear disruption to the school environment, has a negative impact on the school’s reputation, the educational program, or defamation to anyone in the school community.

**SEARCHES**

The health, safety and welfare of students, administration, faculty, staff, and parent volunteers are extremely important. Accordingly, there will be occasions when a student and their personal effects may need to be examined. The principal may direct non-discriminatory inspections of individual students, a grade level, or the entire school. The primary purpose of the inspection is to ensure that contraband items and materials detrimental to health, safety and welfare are not on school property. By acceptance of enrollment, students, their parents, and guardians’ consent to and authorize all reasonable action on the part of school authorities to inspect students and their lockers, desks and personal belongings at any time. Student or parent failure to comply or collaborate with this policy will result in an indefinite suspension of the student and a disciplinary meeting will be held to determine whether the student may remain enrolled at San Jose Catholic School.

**RESPONSIBILITY CENTERED DISCIPLINE**

The Responsibility Centered Discipline system is used for the purpose of helping students understand the importance of developing RESPECTFUL and RESPONSIBLE behaviors. We encourage improvement by having conversations that support our foundational guidelines of Persevere, Respectful, Integrity, Disciple, Empathy (PRIDE).

**DISCIPLINARY DEFINITIONS**

<b>Disciplinary Action</b>	<b>Definition</b>
After-school Solutions	An hour served after school. A fee of \$10.00 will be assessed to cover the cost of supervision for students with more than one detention.
In-school Solutions	A student will report to school but sit in a separate room, other than his/her classroom. The student will be required to complete work during the suspension. A fee of \$75.00 will be assessed to cover the cost of supervision.
Out-of-school Solutions	Student will not be allowed to report to school for a designated period of time. The student will be required to complete work during the suspension.
Probation	Student loses privilege to participate in extracurricular activities for a predetermined period of time.
Expulsion	Student is expelled from San Jose Catholic School and will not be allowed to return.
Contract	Student will be given a contract containing the guidelines they must meet in order to remain enrolled at the school. A contract can be written for academic, behavioral, or academic and behavioral purposes.

## RESPONSIBILITY CENTERED DISCIPLINE LEVELS

Levels	Misconduct
Level 1	<ul style="list-style-type: none"> <li>· Redirection of student behavior by teacher, use verbal/nonverbal cues for redirection of behavior, teacher coaching of behavior; no documentation required</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>· Redirection of student behavior of by teacher, teacher led coaching of behavior, student to document behavior and create a plan to teacher/parent, use five step process, teacher to document behavior in FACTS SIS without points</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>· Teacher led coaching of behavior, student to document behavior and create plan to teacher/parent, use five step process, individualize behavior plan, teacher to document behavior in FACTS SIS without points</li> <li>· Bullying</li> <li>· Destruction of school property</li> <li>· Disrespect to any adult on school grounds</li> <li>· Failure to comply with Internet policy</li> <li>· Honor Code violation</li> <li>· Intentional disobedience</li> <li>· Intentional physical contact</li> <li>· Lying</li> <li>· Profanity</li> <li>· Public display of affection on school grounds</li> </ul>
Level 4 Automatic referral to administration. Disciplinary action to be determined by teachers and administration. <b>After-School Solutions, In-School Solutions, Out-of-School Solutions, probation, or expulsion may occur.</b>	<ul style="list-style-type: none"> <li>· Teacher led coaching of behavior, student to document behavior and create plan to teacher/parent, use five step process, update individualize behavior plan, follow-up coaching with administration, administration to document behavior in FACTS SIS without points</li> <li>· Bullying, cyberbullying, threatening, harassing, or injuring a student or teacher</li> <li>· Chronic, willful absence or tardiness</li> <li>· Continuous disruptive behavior</li> <li>· Failure to attend detention or comply with other disciplinary action</li> <li>· Immoral conduct</li> <li>· Leaving classroom or other area without permission, including ESC</li> <li>· Possession, use, or transfer of drugs, tobacco, alcohol, or weapons on school/parish property or at a school sponsored function</li> <li>· Serious misbehavior that jeopardizes the reputation of the school</li> <li>· Theft and/or extensive destruction of school property</li> </ul>

## HONOR CODE POLICY

A San Jose Catholic School student is expected to be respectful, responsible, and honest.

Violations of Honor Code include, but are not limited to:

- Dishonesty and lying
- Stealing
- Changing a grade
- Forgery
- Plagiarism (copying work from another source)
- Offering work to be copied by another student
- Copying work from another student
- Cheating (help in completing school assignments)
- Withholding information from parents and teachers (such as progress reports and papers to be signed)
- Gross misconduct

Documentation of all honor code violations will be kept in the student’s file. Disciplinary action will apply for each calendar school year and encompass all activities including, but not limited to athletics and school sponsored extra-curricular activities.

**GRADES 3 – 8 DISCIPLINARY ACTION FOR HONOR CODE VIOLATIONS**

Violation	Disciplinary Action
First Violation	<ul style="list-style-type: none"> <li>· A grade of zero on the assignment or test</li> <li>· Written notification to parents requiring parent signature</li> <li>· Responsibility Centered Discipline Level 3</li> <li>· Off honor roll for the quarter in which the honor code offense occurred</li> <li>· No ‘All Conference’ participation</li> </ul>
Second Violation	<ul style="list-style-type: none"> <li>· A grade of zero on the assignment or test</li> <li>· Written notification to parents requiring parent signature</li> <li>· Responsibility Centered Discipline Level 3</li> <li>· After-School Solutions for 1 day</li> <li>· Off honor roll for the quarter in which the honor code offense occurred</li> <li>· No ‘All Conference’ participation</li> <li>· Probation from extracurricular activities for 5 school days</li> </ul>
Third Violation	<ul style="list-style-type: none"> <li>· A grade of zero on the assignment or test</li> <li>· Written notification to parents requiring parent signature</li> <li>· A 5-point reminder</li> <li>· Out-of-School Solutions for 1 day</li> <li>· Probation from extracurricular activities for 5 school days</li> <li>· Off honor roll for the remainder of the year</li> <li>· No ‘All Conference’ participation</li> </ul>

**STUDENT ITEMS**

**TEXTBOOKS/LIBRARY BOOKS**

Textbooks are the property of San Jose Catholic School and must be treated with respect. Students who lose, destroy, or damage textbooks, workbooks, library books, or Friday Folders, must pay replacement costs. Report cards and diplomas will be withheld if school property issues are not settled.

**PERSONAL ITEMS BROUGHT TO SCHOOL**

Students may not have toys or items that interfere with instruction or the daily educational atmosphere of the school. Toy look-a-like weapons are not allowed at school. Electronic devices are considered personal items; refer to **CELL PHONE AND ELECTRONIC DEVICES POLICY** for specific guidelines.

San Jose Catholic School or any staff member will not be liable for lost, stolen, or damaged items.

**LOST AND FOUND**

All articles of clothing, lunch boxes, and other personal items should be clearly marked with the student's name. The school will not be responsible for lost articles.

- Lost articles may be claimed in the Community Room (ESC), cafeteria, or School Office lost and found area.
- Lost articles that are not claimed will be given to the needy.

### **FORGOTTEN ITEMS FROM HOME**

Parents are to put any forgotten items (i.e.: lunches, PE clothes, homework, etc.) on the bookshelf in the School Office. Items may not be directly taken to the classroom as this may cause disruption to the class.

- If the item is for a student in grades Pre-K-3 through 2, please let the School Office know and someone will notify the classroom teacher.
- Students in grades 3 through 8 are instructed to look on the bookshelf in the School Office if they forget an item.

Forgotten items, such as homework, lunches, or PE clothes, do NOT constitute an emergency; therefore, students may not use the School Office or Health Room phone to call for these reasons.

### **BIRTHDAYS AND HOLIDAY CELEBRATIONS**

We love to celebrate birthdays! Once teacher approval is given, a small birthday snack may be sent in with your child. Invitations to private parties (i.e., birthday parties) may not be distributed at school unless the entire class is invited.

- Delivery of fast food lunches, flowers, balloons, or other gifts to students is not permitted.

Holiday celebrations for all classes will be centered-based celebrations in which the students are actively engaged in projects and games that are directly related to the holiday and the curriculum. These celebrations should be coordinated between the teachers and Homeroom Moms. We always need parent volunteers for these celebrations; however, the volunteers must be fingerprinted, have attended Protecting God's Children and be cleared with the office. Please do not bring younger siblings on celebration days. Goodie bags are NOT permitted for holiday celebrations.

## **LUNCH PROGRAM**

- San Jose Catholic School uses MY SCHOOL BUCKS, an online payment lunch program. Families may establish a prepaid lunch account through [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Students may bring their own lunch or purchase lunch from the school cafeteria.
- A lunch special is offered each day. In addition, a variety of salads and sandwiches are also available.
- A monthly calendar, with the daily menu choices, is posted on the school website.
- Milk, water, chips, ice cream, desserts, and a variety of side dishes and healthy snacks, may also be purchased.
- Students not purchasing lunch are encouraged to bring snacks, lunches, and drinks in reusable lunch boxes and drink containers, however, glass containers are not recommended.
- Carbonated drinks are not permitted.
- Designated "peanut free" tables are available in the lunchroom.
- Due to limited seating, parents are not permitted to eat lunch with students.

- Cafeteria volunteers are always needed and appreciated. The Home & School Association recruits volunteers through Sign-up Genius.
- Fast food lunches may not be delivered for any student. If a student has forgotten their lunch at home, the school will ensure that food is provided.

## PARENT INVOLVEMENT

### HOME AND SCHOOL ASSOCIATION

**Purpose:** The Home and School Association seeks to support, enhance, and enrich the educational, spiritual, and social experiences of San Jose Catholic School students and families. The Home and School Association:

- Provides students, parents, and other interested persons the opportunity to participate in various school activities.
- Provides service and financial support for school projects, school improvements, events, and activities.
- Offers volunteer opportunities for family involvement and community building.
- Fosters communications between the school, parents, and community.

**Membership:** All families enroll at the time of registration for a \$35 fee.

### FUNDRAISING

San Jose Catholic School conducts fundraising events to support the school and its programs. Family participation is needed and appreciated. Major fundraising events include, but are not limited to:

- Annual Fun Run
- Annual Golf Tournament
- Bridge the Gap
- Fall Festival
- San Jose Fest- Annual School Auction

### VOLUNTEERING

Parent/guardian volunteers are an important part of the educational program at San Jose Catholic School. Parents/guardians are encouraged to volunteer for special classroom projects, room parent duties, cafeteria helpers, library/book fair events, field trips, athletic events, Campus Clean-up, Drug Prevention Week, school programs, and the many fundraising events Home and School coordinates. Please note, only screened adults are permitted to volunteer at school and on field trips; a student's siblings and other unscreened adults are not allowed to participate.

**To be a volunteer:** According to the Office of Youth Protection at the U.S. Conference of Catholic Bishops, any time a parent or other volunteer works, or volunteers, in any capacity in connection with the church, parish, or school —no matter how infrequently this occurs—safe environment training is essential, in addition to undergoing a background check. Thus, any parents who volunteer during the school year must be both **fingerprinted through Live Scan** and attend **Protecting God's Children**. Until both have been accomplished that parent may not be allowed to volunteer or work at the school.

- Parents should go to VIRTUS® Online, website <http://www.virtusonline.org>, for a schedule of Protecting God’s Children sessions.
- Background checks and Live Scan fingerprints forms can be obtained from the School Office.

**FAMILY SERVICE HOURS REQUIREMENT**

Each family with a child or children in grades K thru 8 is required to provide a minimum of 20 hours of service to San Jose Catholic School. If you are unable to fulfill these hours, families are required to pay \$20 per hour not served. Persons who qualify to serve are the parents, grandparents, or another adult family member. Of the 20 hours, 5 of them must be served working on a Home & School event(s) and no more than one fieldtrip (up to 4 hours) may be counted toward family volunteer hours. More information and available opportunities to serve can be found on the school website and through notices sent home throughout the year.

Volunteer hours are submitted by logging in to your RenWeb parent account and adding volunteer hours under the Family Information, Service Hours. Please be sure to enter your volunteer hours as you serve them. All volunteer hours are to be submitted in FACTS SIS no later than Friday April 24<sup>th</sup>. Unmet volunteer hour fees will be billed by the School Office prior to the end of the school year.

**GENERAL RELEASE OF LIABILITY**

Upon signing the General Release of Liability in the enrollment packet, this handbook reinforces the policy established by the Diocese of St. Augustine. As stated on the student enrollment form:

The undersigned hereby releases and forever discharges San Jose Catholic Grade School, their officers, agents, employees, Bishop Felipe J. Estévez, and the Diocese of St. Augustine, from any claims and demands, rights, and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damage resulting or that results from any occurrence which may happen to our child(ren) (or legal ward), during his/her stay at San Jose Catholic School.

**RETURN TO SCHOOL PLAN IN RESPONSE TO COVID-19**

Please refer to the 2020-2021 Return to School Plan for modifications to our school operations and handbook information. Important information can be found regarding the following:

- |                          |                                   |                    |
|--------------------------|-----------------------------------|--------------------|
| *Arrival procedures      | *COVID-19 Screenings and Forms    | *PPE requirements  |
| *Social Distancing       | *Health Checks and Isolation Room | *Campus procedures |
| *Visitors and Volunteers | *Distance Learning                |                    |



Family Name:	
Homeroom	Student Name

**SJCS 2020-2021 PARENT-STUDENT HANDBOOK AGREEMENT**

The San Jose Catholic School Parent-Student Handbook is an agreement (contract) between the student, parent, and school. This handbook must be read, and this sheet signed, removed from the handbook, and returned to school by **Friday, August 21, 2020**.

Failure to sign and return this form by **Friday, August 21, 2020** will result in your child being unable to return to classes until the contract is signed and returned.

**For parents/guardians:**

I have read through the San Jose Catholic School Parent-Student Handbook and the Return to School Plan. I agree to support the school and its faculty and staff as they provide my child with an education that supports Catholic identity and academic excellence through faith, love, and knowledge.

\_\_\_\_\_  
Parent Name (printed)                      Parent Signature                      Date

**For students in grades 3 through 8:**

I have read through the San Jose Catholic School Parent-Student Handbook with my parent(s)/guardian and agree to support the school and its faculty and staff as they provide me with an education that supports Catholic identity and academic excellence through faith, love, and knowledge.

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date