



# SAN JOSE

CATHOLIC SCHOOL

## Parent-Student Handbook 2017-2018

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## MISSION STATEMENT

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

## 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. Greg Fay

### Principal

Mr. Brian Wheeler

## 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-K2, Pre-K3, Pre-K4	7:45 am – 12:00 pm
K - 8th grade (Monday, Tuesday, Thursday, Friday)	7:45 am – 2:50 pm
<i>(every Wednesday)</i>	7:45 am – 1:40 pm
Special Early Dismissal Days (all grades)	7:45 am – 11:45 am
Preschool Extended School Care (added fee)	12:00 pm – 2:50 pm
Regular Extended School Care (added fee)	2:50 pm – 6:00 pm
Early Release Wednesday School Care (added fee)	1:40 pm – 6:00 pm

## FREQUENTLY DIALED TELEPHONE NUMBERS

School Office	733-2313, Ext. 201
Health Room	733-2313, Ext. 206
Extended School Care (ESC)	716-3990
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 31.

### 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.

## SMOKE FREE AREAS POLICY

### No Smoking on School Grounds

According to the Toxic Substances and Hazardous Materials rule 65C-22.022(1)(d)(f)(g)(i), F.A.C. all San Jose Catholic School grounds are smoke free areas.

## 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.

Grade Entering	Age or Placement Guidelines	Entrance Test Requirements
Pre-K 2	Must be 2 years old by Sept. 1 <sup>st</sup>	None
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.	Grade level entrance tests which may include STAR Reading and Math

### 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 sizes. 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.

FACTS Management Company will process annual fees and tuition payments electronically. FACTS will assess each family a \$36 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, field trips, technology (annual maintenance, scheduled replacements, and software), music, science, library/media services, periodicals, full-time clinic services, and insurance.

### TUITION

- Monthly tuition payments are due July – May.
- Families may select a monthly payment on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- A \$25 late fee will apply after the 5<sup>th</sup> or 20<sup>th</sup> of each month.

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**.
- For teacher email addresses and regularly updated news and information pertaining to grades and individual classes, parents may log-on to RenWeb ParentsWeb.
- 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.
- A "Friday Folder" is sent home on Fridays, which includes weekly information and notices.
- Written information may be delivered back to any teacher or staff member through the School Office, within the Friday Folder, or via a child.
- Weekly newsletters are distributed via email.
- E-mail blasts 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 CLOSING ANNOUNCEMENT

San Jose Catholic School follows the directive of the Duval County Public School System as to the emergency closing of schools.

### 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 (DOSA 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 particular 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.
- After three days of absences in a quarter, parents will receive a letter from SJCS reminding families of the attendance requirement. After six days of absence in a quarter, a conference will be required.

### 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](mailto: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 \$10 fine 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.

## **DISMISSAL**

To ensure the safety of all students and to facilitate dismissal procedures, 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 not picked up at regular dismissal will be taken to Extended School Care and the hourly rate will be charged. (See page 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.

## EXTENDED SCHOOL CARE (ESC)

Extended School Care (ESC) is operated for the convenience of parents of SJCS students.

- ESC is available every school day, except the last day of school.
- ESC is available after dismissal until 6:00 p.m.
- Students may attend ESC on a regular or occasional basis. Current fees are published on the Fee and Tuition Schedule and can be downloaded on the 'Helpful Links' page of the school website or you may contact the School Office for more information.
  - Occasional care students will pay an assessment fee based on hours of provided care monthly.
  - Students on contract for regular care will pay a published monthly rate.
- Students will be grouped according to grade levels.
- All students will be provided with an afternoon snack.
- Students will have an opportunity to begin homework at ESC.
- Parents, or adults listed on the school pick up list, will be required to sign out their child.

### EXTENDED SCHOOL CARE CONTACT INFORMATION

Phone number during ESC hours: 716-3990

For general information or other ESC questions or concerns please contact:

[ESC@sanjoseschool.com](mailto:ESC@sanjoseschool.com)

### EXTENDED SCHOOL CARE HOURS OF OPERATION

Preschool Extended School Care	12:00 pm	–	2:50 pm
Regular Extended School Care	2:50 pm	–	6:00 pm
Early Release Wednesday School Care	1:40 pm	–	6:00 pm

### EXTENDED SCHOOL CARE FEES

Students may attend ESC on a regular or occasional basis. Current fees are published on the Fee and Tuition Schedule and can be downloaded on the 'Helpful Links' page of the school website or you may contact the School Office for more information.

- Occasional care students will pay an assessment fee based on hours of provided care monthly.
- Students on contract for regular care will pay a published monthly rate.

### 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. E-readers are acceptable with teacher permission and a parent note and will be used specifically for reading.

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.

See the Cell Phone and Electronic Device Policy on page 22 for additional information. The school is not responsible for lost or stolen devices.

## HEALTH and SAFETY

### IMMUNIZATION REQUIREMENTS

State law requires that all children enrolled in school be immunized and that proof of the immunization be on file in the school office. Any student without proof of a student physical examination and/or required immunizations will be denied enrollment and/or removed from school.

**Students entering San Jose Catholic School for the first time must present the following documents before the start of school:**

1. Student **Physical Examination Form DH 3040** (original, no copies) signed by a Florida physician.
2. Florida law requires that all students must have on file a current **Florida Certificate of Immunization Form DH 680** (original, no copies).

**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 or 733-2313 ext. 206.

The school operates a staffed Health Room, open during regular school hours, for grades Pre-K through 8<sup>th</sup> grade. 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 flu symptoms (vomiting, diarrhea, fever) without medications, for a minimum of 24 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.

## **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.

## **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 and must remain in their car during drop-off and pick-up times.

## **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 monthly basis.

## **CHILD ABUSE POLICY**

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families (1-800-96 ABUSE).

Once a report has been made, official representatives of the Department of Children and Families have the right and may come to the school to interview the child. Parental permission need not be obtained by the department or school.

## **SMOKE-FREE AREAS POLICY**

According to the Toxic Substances and Hazardous Materials rule 65C-22.022(1)(d)(f)(g)(i), F.A.C. all 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 Sunshine 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-K2 and 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 provide assistance for students needing remediation. 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 Wednesday mornings at 8:00 a.m. Parents, grandparents, and guardians are invited, and encouraged, to attend these masses. Parents with more than one child are asked to sit with only one child's class during mass. Family members are also invited to our school wide rosaries, prayer services, and May crowning. If it is raining, a prayer service will be held in each classroom over the intercom.

## HOMEWORK

Homework is assigned as a reinforcement of the learning that takes place in the classroom. It is designed to improve a skill or increase knowledge in a subject.

**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 in the elementary grades is absent due to illness, assignments may be picked up at the School Office after dismissal. If the student is in middle school, the parent must sign in at the office following dismissal in order to pick up their child's work from the student locker. Parents may not enter classrooms during class hours to gather missed work.
- Missed tests will be made up when the student returns and alternative tests may be given. Final 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. and after 2:45 p.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: RenWeb ParentsWeb.
- Pre-K2 and 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 RenWeb 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.

**Perfect Attendance Award:** This award is given annually to students who have attended school every day 7:45 a.m. – 2:50 p.m.

**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 6<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.

## 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.

Retention Criteria (DOSA Policy 400.6)	
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 in basic skills in reading/language arts or math. Any failed subject must be made up in a summer program approved by the principal. Only one subject may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.
Grades 4-8	<ul style="list-style-type: none"> <li>• For promotion in a Catholic school, a passing grade must be achieved in <b>all</b> major subjects: religion, reading, language arts, English, math, social studies, and science.</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> <li>• Any failed subject must be made up in a summer remedial program approved by the principal. <u>A maximum of two subjects may be remediated. Any student failing three or more subjects will be retained.</u> The principal reserves the right to retest any student who wishes to return the following year.</li> </ul>

## **SUMMER REMEDIATION REQUIREMENTS IN REGARDS TO RETENTION**

Any student failing one major subject: religion, reading, English, math, social studies, or science must receive 30 hours of tutoring in that subject area, or attend an approved summer school class. Any student failing two subjects must receive a combined 50 hours of tutoring in those subject areas or attend two classes at an approved summer school.

The summer school teacher must be 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 may be required to successfully pass a predetermined assessment at a level communicated before the summer remediation began before being readmitted to San Jose.

## **STANDARDIZED TESTING**

The *Iowa Assessment* is given in the spring to students in grades 2-8. The results of these assessments provide feedback to the teachers and parents on student achievement. Parents will receive results of these tests.

## **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/history, 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 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, all grades must be at or above 70% or an additional probation is given. 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 fad hairstyles. No dyed or highlighted hair.
- Boys' hair must not touch eyes, ears, or collar. Hair must be tapered, neat, clean, and well groomed.
- 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 Reminders	Disciplinary Action
2 DC Reminders	One day of silent lunch/cafeteria clean-up Student will phone home from office with administration to rectify the dress code violation
3 DC Reminders	One day of silent lunch/cafeteria clean-up and a detention Student will phone home from office with administration to rectify the dress code violation
4 DC Reminders	One week of silent lunch/cafeteria clean-up and a detention Student will phone home from office with administration to rectify the dress code violation
5 DC Reminders	Student is not allowed to attend class until the dress code violation is rectified
<i>Uniform/Dress Code consequences will reset each quarter.</i>	

### UNIFORM DRESS CODE: GIRLS

#### Girls: Grades Pre-K4 and Kindergarten

Plaid shorts or skorts: These must be purchased from RC School Uniforms.

Plaid dresses: Dresses must be purchased from RC School Uniforms.

Shorts: Solid, dark shorts not extending below the hemline must be worn underneath the dress.

Shirts: Hunter green golf style, long or short sleeve shirts with school logo are required. Shirts must be purchased from RC School Uniforms. No long sleeve shirts may be worn underneath short sleeve shirts.

Pants or sweatpants (optional): Navy pants may be purchased from RC School Uniforms or a department store. Navy sweatpants may be purchased from any department store.

Sweatshirt/jacket: Navy blue sweatshirt or navy fleece San Jose Catholic School logo jacket is allowed. Both may be purchased at RC School Uniforms.

Shoes: Black, brown, navy, or white shoes are allowed. Non-marking athletic shoes are preferred. No light up shoes and no boots.

Socks: Solid white, navy blue, or black socks are allowed.

Tights: Solid white or navy-blue tights are allowed. Leggings are allowed for Pre-K 4 and Kindergarten girls.

## **Girls: Grades 1-8**

Plaid dress (Grades 1 – 3 only): Dresses must be purchased from RC School Uniforms. Dress length should be no more than 3 inches above the knee, measured while the student is kneeling, and worn with dark shorts underneath.

Plaid Skirt (Grades 1-8): Skirts must be purchased from RC School Uniforms. Skirt length should be no more than 3 inches above the knee, front and back, when measured while the student is kneeling, and worn with dark shorts underneath.

Shorts: Dark shorts, not extending below the hemline, must be worn under the dress or skirt.

Pants (optional for girls in grades 1-8): Navy colored pants are required. Pants may be purchased through RC School Uniforms or any department store. Pants must be worn with a plain black or brown belt.

Shirts (Grades 1-8): Hunter green golf style, long or short sleeve shirt with school logo is required. Shirts must be purchased from RC School Uniforms. No long sleeve shirts may be worn underneath short sleeve shirts.

Socks: Solid white, navy blue, or black socks are allowed.

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: 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 RC School 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 RC School Uniforms. Students may wear any other jacket outside if they are still cold.

## **UNIFORM DRESS CODE: BOYS**

### **Boys: Grades Pre-K 4 and Kindergarten**

Shorts: Navy shorts may be purchased from RC School Uniforms or a department store.

Shirt: Hunter green golf style, long or short sleeve shirt with school logo is required. Shirts must be purchased from RC School Uniforms. No long sleeve shirts may be worn underneath short sleeve shirts.

Pants or sweatpants: Navy pants may be purchased from RC School Uniforms or a department store. Navy sweat pants may be purchased from any department store.

Sweatshirt/jacket: Navy blue sweatshirt or navy fleece San Jose Catholic School logo jacket is allowed. Both may be purchased at RC School Uniforms.

Shoes: Black, brown, navy, or white shoes are allowed. Non-marking athletic shoes are preferred. No light-up shoes and no boots.

Socks: Solid white, navy blue, or black socks are allowed.

### **Boys: Grades 1-8**

Pants: Navy dress pants are required. No corduroy or cargo pants. Pants may be purchased at RC Uniforms or any department store.

Shorts (Grades 1-5): Navy blue walking shorts are allowed and may be purchased at RC 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.

Shirts (Grades 1-8): Hunter green golf style, long or short sleeve shirt with school logo is required. Shirts must be purchased from RC School 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.

Socks: Solid white, navy blue, or black socks are allowed.

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 RC School 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 RC School Uniforms. Students may wear any other jacket outside if they are still cold.

## **PE DRESS CODE: BOYS & GIRLS**

### **Grades 1 – 8, only:**

Shirts\*: Red school logo t-shirt is required. Shirts must be purchased through the school. RED San Jose spirit shirts are acceptable for the 2017-2018 school-year.

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, the navy-blue school logo sweatshirt, purchased from RC School Uniforms, and plain navy sweatpants may be worn over the PE uniform.

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

## **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 jeans (other than normal *blue* jeans), 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.

## 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.

- 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 maintain a RESPECTFUL relationship with all adults within the school and church community.
- Students should be RESPECTFUL of peers.
- 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.

### **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 don't, 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.

## **CELL PHONES AND ELECTRONIC DEVICES**

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.

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. E-readers are acceptable with teacher permission and a parent note and will be used specifically for reading.

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 of school property. If a student is found using his or her cell phone or electronic device during the school day (between 7:00 – 3:05), during faculty/staff supervised after school activities, or at Extended School Care, the device will be confiscated immediately and will be held in the school office.

First offense: 5 reminders, which results in one week of silent lunch/cafeteria clean-up. The device will be confiscated for a minimum of one week.

Second offense: 5 reminders, which results in one week of silent lunch/cafeteria clean-up, a detention and the device will be held in the school office for the remainder of the school year.



## 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.

## 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

By acceptance of enrollment, students, their parents, and guardians consent to and authorize all reasonable action on the part of school authorities to inspect 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.

### REMINDER SYSTEM

A reminder system is used for the purpose of helping students understand the importance of developing RESPECTFUL and RESPONSIBLE behaviors. If needed, a 'reminder' is given to a student to remind them of their disrespectful and/or irresponsible behavior and to encourage improvement.

**Individual grade levels will determine the disciplinary action taken for accumulated reminders.**

### DISCIPLINARY DEFINITIONS

Disciplinary Action	Definition
Reminder	Documentation of student's disrespectful and /or irresponsible behavior.
Recess Time Out	Playtime will be withheld for a portion, or all, of recess time.
Silent Lunch/ Cafeteria Clean-up	Student assigned to a designated lunch area in which no talking is allowed.
Detention	An hour served after school.
Saturday Detention	7:30 – 10:30 a.m., students must wear their school uniform, a \$45 fee will be assessed
In-school Suspension	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.
Out-of-school Suspension	A 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	A student will be given a contract for which they must adhere to the guidelines set forth in order to remain enrolled at the school.
Expulsion	A student will be expelled from San Jose Catholic School and will not be allowed to return.

## GRADES 4-8 DISCIPLINARY ACTION FOR MISCONDUCT

Disciplinary Action	Misconduct
1 – 2 point reminder, at the teacher’s discretion	<ul style="list-style-type: none"> <li>· A disrespectful behavior (See Conduct Code)</li> <li>· An irresponsible behavior (See Conduct Code)</li> <li>· Chewing Gum (automatic 2 pt.)</li> <li>· Horseplay</li> <li>· Irreverence during church/adoration</li> </ul>
Automatic 5 point reminder	<ul style="list-style-type: none"> <li>· Intentional disobedience</li> <li>· Honor Code violation (See <b>Honor Code Policy</b> for additional disciplinary action)</li> <li>· Profanity</li> <li>· Lying</li> <li>· Bullying</li> <li>· Intentional physical contact</li> <li>· Destruction of school property</li> <li>· Disrespect to any adult on school grounds</li> <li>· Public display of affection on school grounds</li> <li>· Failure to comply with Internet policy</li> <li>· Possession of electronic devices or cell phones during the school day or at ESC</li> </ul>
Automatic referral to administration. Disciplinary action to be determined by teachers and administration. <b>Suspension, probation, or expulsion may occur.</b>	<ul style="list-style-type: none"> <li>· Continuous disruptive behavior</li> <li>· Bullying, cyberbullying, threatening, harassing, or injuring a student or teacher</li> <li>· Chronic, willful absence or tardiness</li> <li>· Leaving school grounds during regular school hours</li> <li>· Leaving Extended School Care without permission</li> <li>· Possession, use, or transfer of drugs, tobacco, alcohol or weapons on school/parish property or at a school sponsored function</li> <li>· Failure to attend detention or comply with other disciplinary action</li> <li>· Immoral conduct</li> <li>· Serious misbehavior that jeopardizes the reputation of the school</li> <li>· Theft and/or extensive destruction of school property</li> </ul>

## GRADES 6 – 8 DISCIPLINARY ACTION FOR ACCUMULATED REMINDERS\*

#of Reminders	Disciplinary Action
5 Reminders	One week of silent lunch/cafeteria clean-up
10 Reminders	One week silent lunch/cafeteria clean-up and a detention
15 Reminders	One week silent lunch/cafeteria clean-up, detention, 1 additional pre-approved service hour Student will be required to meet with teacher and administration.
20 Reminders	One week silent lunch/cafeteria clean-up, 2 additional pre-approved service hours, and serve a Saturday detention Student will be required to meet with their parents, teachers, and administration.
25 Reminders	One week silent lunch/cafeteria clean-up, 2 additional pre-approved service hours, serve a Saturday detention, and an in-school suspension; Suspension of other privileges will be considered. Student will be required to meet with their parents, teachers, and administration.
30 Reminders	Disciplinary action will be decided at the discretion of the teachers and administration and may include continued suspension of privileges, in-school suspension, out-of-school suspension, probation, or expulsion. Student will be required to meet with their parents, teachers, and administration.

\* Reminders are cumulative, will accrue throughout the year, and will not be deleted following any quarter.

## HONOR CODE POLICY

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

Violations of Honor Code include:

- Dishonesty and lying
- Stealing
- Changing a grade
- Forgery
- Plagiarism
- Offering work to be copied by another student
- Copying work from another student
- Cheating (seeking unauthorized help in completing class work, homework, a composition or any test)
- 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 extracurricular activities including, but not limited to athletics, the school play, Student Council, NJHS, and Robotics.

### GRADES 4 – 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>• A 5-point reminder in which the student receives a silent lunch/cafeteria clean-up duty</li> <li>• Automatic after school detention</li> <li>• Off honor roll for the quarter in which the honor code offense occurred</li> <li>• No ‘All Conference’ participation.</li> <li>• Suspension from extracurricular activities</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>• Saturday Detention</li> <li>• Off honor roll for the quarter in which the honor code offense occurred</li> <li>• Behavior contract set up by the administration</li> <li>• No ‘All Conference’ participation</li> <li>• Suspension from extracurricular activities</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>• Saturday Detention</li> <li>• Off honor roll for the remainder of the year</li> <li>• Possibility of suspension or expulsion</li> <li>• No ‘All Conference’ participation</li> <li>• Suspension from extracurricular activities</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 gym's 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.

### PARTIES AND PARTY INVITATIONS

Parties that celebrate holidays and birthdays must be kept simple and may be planned only with the prior approval of the teacher.

- 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.

## 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. However, cafeteria and snack window volunteers are sometimes needed. Inquire with the Home & School Association for volunteer sign up.
- Parents are not allowed to deliver fast food lunches.

## 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 (See **VOLUNTEERING** and **FAMILY SERVICE HOURS REQUIREMENT** sections of the handbook.)
- Fosters communications between the school, parents, and community.

**Membership:** All families are members through registration. The membership fee is \$30.

### 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:

- Annual Auction
- Annual Fun Run
- Annual Golf Tournament
- Bridge the Gap
- Fall Festival
- Fund-A-Need

## 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, Friday Folders, Campus Clean-up, Drug Prevention Week, school programs, and the many fundraising events Home and School coordinates. Please note, only screened adults are allowed 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, 10 of them must be served working on a Home & School event(s). 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. Unmet volunteer hour fees will be billed by the School Office at 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.

## **DISCLAIMER**

**CIRCUMSTANCES NOT SPECIFICALLY COVERED  
IN THE HANDBOOK WILL BE HANDLED AT THE  
DISCRETION OF THE ADMINISTRATION.**





Student: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## **SJCS 2017-2018 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 Wednesday, August 16, 2017.

Failure to sign and return this form by Wednesday, August 16, 2017, will result in your child being unable to return to classes until the contract is signed and returned.

### **For students in grades 4 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: \_\_\_\_\_

### **For all parents/guardians:**

I have read through the San Jose Catholic School Parent-Student Handbook and 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: \_\_\_\_\_