

After reviewing the Handbook with your child(ren), please complete, sign and return this form to your youngest child's homeroom teacher by Friday, August 28, 2015.

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# St. James Cathedral School

Pre K through 8<sup>th</sup>



# 2015 – 2016 Parent / Student Handbook

Dear Parent:

It is vital that all the information in this **Parent / Student Handbook** and **Network Acceptable Use Policy** is read carefully and thoroughly and discussed with your child(ren). There are new policies and procedures in effect and it is vital that you familiarize yourself with them.

■ ■ ■

I have read the St. James Cathedral School 2015 -2016 Parent / Student Handbook & Network Acceptable Use Policy and have discussed them with my child(ren). Our entire family pledges to abide by these policies and procedures.

_____	_____	_____
Child's Name (Please Print)	Child's Signature	Grade
_____	_____	_____
Child's Name (Please Print)	Child's Signature	Grade
_____	_____	_____
Child's Name (Please Print)	Child's Signature	Grade
_____	_____	_____
Child's Name (Please Print)	Child's Signature	Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Mission

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

## Belief Statements



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



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



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



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

**PLEASE NOTE: THIS ENTIRE HANDBOOK IS AVAILABLE ON OUR WEBSITE: [www.stjcs.com](http://www.stjcs.com)**

### **ACCREDITATION**

St. James Cathedral School is accredited by: The State of Florida Department of Education and by The Florida Catholic Conference. We are also a member of the National Catholic Education Association. All teachers hold current teaching certification from the State of Florida Department of Education.

### **ACCEPTABLE USE POLICY**

By signing this agreement, parents/guardians give their permission for their children to use various forms of technology at St. James Cathedral School. See: [Acceptable Use Policy Agreement](#) (last page)

### **AFTER SCHOOL PROGRAM**

A child care program is available to supervise children before and after school operating hours. The AM Program (7:00am -7:30am) provides a safe and peaceful environment in which to prepare for the school day. The PM Program (3:15pm – 6:00pm) provides children a “home-like” environment where children have time to unwind and relax after a rigorous day of study. Snacks, homework assistance, and recreational time are afforded the children in this program. All children who are not picked up by **3:30pm (2:30 on early dismissal days)** ***will be escorted*** to the After School Program and appropriate charges will be assessed.

### **ADMISSIONS**

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

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

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

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

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

### **ADMISSIONS OF FOREIGN STUDENTS**

The Diocese of Orlando encourages schools to participate in approved and creditable foreign exchange student programs. These programs benefit all students to better understand the diversity of the peoples of the world.

In accordance with the USCCB (United States Conference of Catholic Bishops) Committee on Migration, Catholic Legal Immigration Network, all foreign undocumented (no visa status) students as well as students with B1/B2 Visitor Visa status are allowed to attend the Catholic Schools of the Diocese of Orlando without having to seek an F1 Student Visa.

It is recommended that the percentage of school-sponsored international students (excluding those students sponsored by or living with family members) shall not exceed 20% of the school’s student body.

## **ANIMALS**

There will be no animals (such as hamsters, gerbils, guinea pigs or birds) in classrooms without prior approval. Fish are permitted but they may not be left in the classroom during extended holidays. Family pets are NOT allowed unless they are brought in to enhance a particular curriculum program. After the approval is given to the teacher by the administration, the pet will be accompanied by the adult owner who verifies their gentle nature for the special classroom activity and must then be removed from the school premises. Pets are never allowed on campus for any other reason.

## **ARRIVAL & DISMISSAL**

The importance of coming to school on time cannot be overemphasized. School is open at 7:00am. If students are dropped off before 7:40am, **they are to go directly to the cafeteria**. At 7:40am they will be dismissed to their respective classes. Morning Prayer and announcements will begin promptly at 7:50am in the classroom. **Parents will not be admitted to the building until 8:15a.m.** Students will be considered tardy if they arrive during or after the conclusion of Morning Prayer and announcements.

**School Begins at 7:50am** -- School Dismisses at 3:15pm (2:15pm Early Dismissal Days).

Students in K-8 are to be in their seats, ready for the day, by 7:50am. Teachers are responsible for students entrusted to their care during the normal school day. **Students arriving at 7:55am** must go directly to the front office for their tardy slip. This will be recorded and kept on file in the office and by their teacher. Parents should not pick-up children from the school before regular dismissal except in rare emergency situations. Early dismissal of students causes disruption in the classroom. Please do not sign out your child between 2:30pm and 3:15pm (or 1:30pm and 2:15pm on early dismissal days). To enforce these rules, our front office will not interrupt classes during these times. If your children have doctor appointments earlier in the day, a parent must come into the school and sign them out. If someone other than a parent is going to sign out children, the homeroom teacher and the school office must be notified in advance. The person picking up your children will be required to show a photo ID.

**Re-entry of the school building(s) after dismissal is NOT permitted.** Parents, please help to teach your children to be independent and responsible. Remind them once school has been dismissed they are not allowed to come back into the school buildings because they forgot something either in their locker or classroom. ***The custodians and staff will not allow anyone into classrooms after dismissal.***

Once your children leave the school grounds, they are officially out of school supervision and may not return to the campus unless they are coming to participate in a sport/school sponsored event. At that time, they must report directly to the Coach. If they wish to return to watch a game, they must be accompanied by a parent or other adult. If your children have **permission to walk off school property at dismissal, a signed parental note must be submitted to the homeroom teacher stipulating the following:**

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

- **ARRIVAL & DISMISSAL PROCEDURES FOR:**

- **RAIN DISMISSAL**

We will follow our standard “Pick-Up” procedures. Please purchase an umbrella for your child to keep in his/her backpack. Students will be escorted to their pick-up lane with their umbrellas. If there is lightening within a 5 mile radius of the school, we will hold students indoors until it is clear to move outdoors. We ask that you please remain in your vehicle during inclement weather. **Remember-On rain days we will bring your child(ren) to you.**

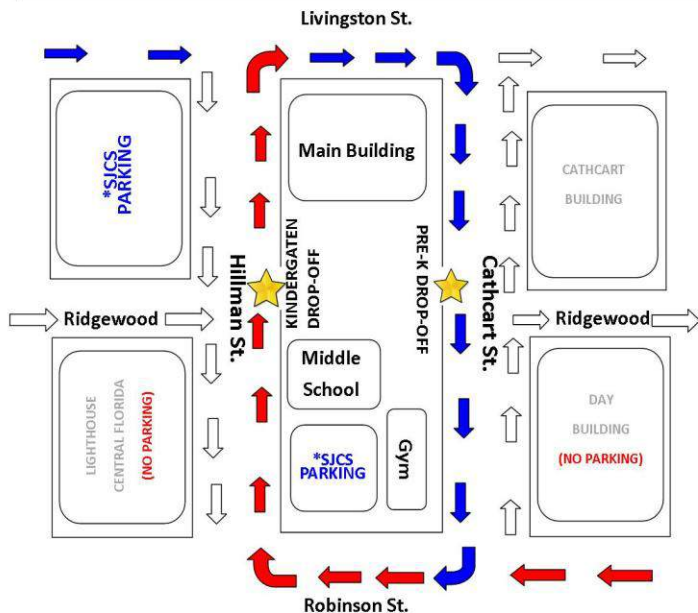
- **DROP-OFF**

In order to better secure our campus, we ask that you use the drop-off lanes to deliver your child to the school rather than walking them to the front door. If you would still like to park, then we ask that you park in our (2) designated SJCS parking lots. If those lots are full, you will need to find street parking that does not inhibit the drop-off lanes on both Cathcart Street and Hillman Street. You may then walk your child to one of the designated areas of the school where they will be greeted by their teacher or another member of the Administration or Staff. Please note that all curbs should be clear or parked cars so that the drop-off traffic may flow smoothly. Please see map below.

- **PICK-UP**

Please use the car lane for pick-up and do not enter the campus during this time. Please DO NOT park your vehicle in the pick-up area which is designated on the following maps. Our school police officer will assist in the flow of this traffic and if cars are parked, they will be ticketed or towed. Please see map below.

**DROP-OFF PROCEDURE:**  
 DROP-OFF procedure for St. James Cathedral School  
 Pre-K Drop Off from Livingston St. Kindergarten Drop Off from Robinson St.  
 \*Please note: ALL OTHER STUDENTS w/o a Pre-K or K sibling drop-off in either starred Zone

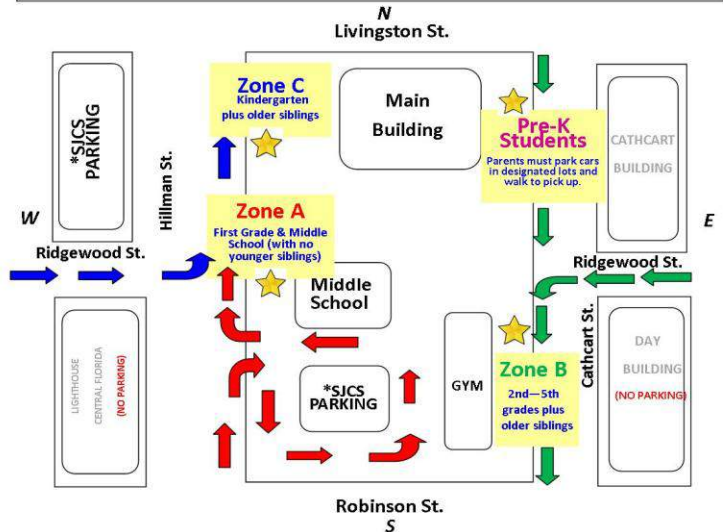


★ DROP-OFF ZONES ONLY—DO NOT LEAVE CAR UNATTENDED  
 ➡ PRE-K w/ Siblings  
 ➡ Kindergarteners w/ Siblings

All Students without a Pre-K or K sibling you should be Dropped Off on either designated areas.

\*Students exit RIGHT SIDE of car ONLY  
 NO PARKING ON STREETS SURROUNDING SCHOOL  
 \*USE DESIGNATED SJCS LOTS ONLY

**PICK-UP Procedure**  
 Kindergarten (with Older siblings): should head East on Ridgewood Street, turn left on Hillman and pull up to pick up at the Kindergarten Pick-up point Zone C.  
 Second / Third / Fourth / Fifth Grades (with older siblings): head South on Cathcart, pull up to pick up point Zone B. Heading west on Ridgewood, merge left and alternate with existing traffic and pull up to pick up point Zone A.  
 First Grade / Sixth / Seventh / Eighth Grades (with no younger siblings): heading North on Hillman, pull up to pick up point Zone A.  
 Pre-K students are to be pick up by a walking parent ( after parking in designated areas) in front of the Pre-K Zone.



★ PICK-UP ZONES ONLY—DO NOT LEAVE CAR UNATTENDED

**RAIN DISMISSAL PROCEDURE**  
 OUR PRIMARY CONCERN DURING RAIN DISMISSAL IS THE SAFETY AND WELL BEING OF OUR STUDENTS. Procedures are as follows:  
 Students will be escorted to their pick-up lane with their umbrellas. If there is lightening within a 5 mile radius of the school, we will hold students indoors until it is clear to move outdoors. We ask that you please remain in your vehicle during inclement weather. Remember—On rain days we will bring your child(ren) to you.

## **ASBESTOS REPORT**

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

## **ASSEMBLIES / LITURGIES**

Students are to file in and out of school assemblies in an orderly, peaceful, and respectful fashion. Proper behavior during assemblies is expected of all students. Misbehavior or talking during a program will not be tolerated. During times of worship, students are expected to show respect for the Blessed Sacrament by refraining from talking. Our students attend Masses, Catholic Custom & Traditions, or Prayer Services, on Mondays during the school year and on scheduled Saturday and Sunday Masses. Attention, devotion, and respect are attributes and attitudes each student should bring to Mass and to all other liturgical celebrations. All students are expected to attend school liturgies regardless of their religious affiliation. On school Mass days, all students are to be in complete school uniforms (not PE clothes).

## **ASSIGNMENT BOOKS**

Parents should check students' assignment books each evening for homework and important communications from teachers. Assignment books must be checked and/or signed when requested by teachers. Assignment books are distributed by homeroom teachers during the first week of school. If lost, students have a three (3) day period to purchase another one for \$5.00 from the school office.

## **ATTENDANCE & ABSENTEEISM**

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly and conform to the attendance policies of the school, Diocese of Orlando, and the laws of the State of Florida, as applicable. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be provided in person, by telephone, or in writing.

**Absence:** If student is to be **absent**, a parent is required to email the child's Homeroom Teacher with an explanation prior to 9:00am to report the absence.

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

**Make-up Assignments for Excused Absence:** **Make-up assignments will be given upon return to school. Please do not call the office and ask for make-up work to be assigned before the students return to school. This policy will be strictly enforced.** Extended absence due to illness may be afforded a different arrangement by the teachers involved. Assignments must be completed within a time agreed upon with the teacher. Typically, time allowed for make-up work is equivalent to the number of days absent.

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

**Tardiness:** Tardiness places a burden on teachers. They cannot re-teach important materials to individual students who miss class time. It also sends a negative message to students that school and punctuality are not important. Such behavior is disrespectful to the school community. Students who continually abuse this rule will be placed on **probationary status**. In extreme cases where a student has excessive tardiness/absence per trimester, the administration may suspend the student or the parents may be asked to seek an alternative educational setting for their child. Routine medical, dental, and other appointments should be scheduled for after school hours. Early dismissal and Teacher Professional Days are excellent opportunities for such appointments. An absence or tardy means that the student, although marked absent or tardy, will have an opportunity to make up the lessons or assignment missed. Five (5) tardies equals one (1) unexcused absent. A student will only be allowed seven (7) unexcused absences per trimester (twenty-one (21) per year).

Removing children from class before dismissal is strongly discouraged. If it is necessary to pick-up children from class before dismissal, a parent must notify the Front Office as soon as possible. A note should also be given to the homeroom teacher in the morning of that same day. Before leaving the building, the student must be signed out by the parent. Irregular attendance is a detriment to students' interest in school, to their scholastic achievement, and to spiritual formation. Children must be in school at least 5 hours in order to participate in any after school extra-curricular activities that day.

### **BOOKS**

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

### **BOOKBAGS/BACKPACKS**

Book bags/backpacks required for all students First through Eighth grade. Book bags should be kept in an orderly manner in the classroom or locker. Students should clean out book bags regularly at home. Key chains on backpacks are not allowed. Book bags on wheels are allowed as long as they are book bags and not travel luggage. Travel bags/suitcases are not acceptable because they are too large.

### **CAFETERIA**

A lunch program is available daily. SLA Management provides services for many schools in the southeast including seven other Catholic Schools in the Orlando Diocese. SLA utilizes an on-line management system that will allow you to set up your account and pay for lunch services for your child(ren). They will be at several of our upcoming events, including Meet the Teacher, to provide more information. Students may bring their own lunch (to include utensils) and beverage from home. Carbonated, canned, or bottled soft drinks are prohibited. Cafeteria staff cannot make up special orders for students. There will be no charging of lunch. No student will be denied lunch. Delivering lunches purchased out of school is strongly discouraged.

### **CATHOLIC CUSTOMS AND TRADITIONS**

The Catholic Customs and Traditions program is geared to enhance knowledge of Church related topics. Topics consist of feast days, sacraments, Church seasons, and Church celebrations. Students are educated based on the tradition and custom of the particular assigned topic. Presentations last thirty minutes and encourage the participation of the entire school community.

### **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is an annual event. During this week, school spirit is promoted through a prayer service, and various activities. This is a wonderful week and a time for all of us to be proud to attend or work in a Catholic school. A special calendar of events will be published on our website that week

### **CELEBRATIONS**

Simplicity and dignity is encouraged in celebrating birthdays

Birthdays: Children may bring a treat (cookies, cake, and cupcakes) to share with classmates during their lunch time. Such treats are to be dropped off at the front office, clearly labeled with child's and homeroom teacher's names. Birthday/Party Invitations: In an effort to be Christian in our approach to extending birthday and/or party invitations and in avoiding hurt feelings, the following policy is enforced: The school is unable to provide telephone numbers or addresses of students. The school directory is on Rediker. Invitations may be distributed in school only if the entire class is invited; or only if all boys or all girls are invited. **The sending of birthday bouquets, balloons, and other surprises to a student during school hours is not permitted.**

**CHANGE OF INFORMATION STATUS ... (i.e., Home Address; Work Number; Emails .....etc....)**

If your address, telephone number or email address changes, we ask that you make necessary updates directly on Rediker or you may call the front office and give your changes to the receptionist.

**CELL PHONE USE**

If students need to make a phone call during school hours, they are expected to use the School/Clinic office phone. Students may not use cell phones for any non-academic purpose during school hours without the permission of the school administration. If a student brings a cell phone to school, the cell phone must be turned off during the school day and kept in the student's locker or book bag, unless being used for an academic purpose. Absolutely No CELL PHONE usages while in car-pool line. Please understand - - our campus is a cell-free zone while students are present.

**CHILD ABUSE REPORTING**

All school personnel, including administrators and both certified and non-certified staff, are "mandated reporters" and are required to report suspected child abuse and neglect to the Department of Child and Family Services, in accordance with Florida law and Diocesan Policy. All school personnel shall follow all state laws and Diocesan policies pertaining to the protection of children. The school is responsible to inform all school employees of their obligation to report suspected child abuse and the procedures to be used when child abuse is suspected.

School personnel are required to contact the Department of Child and Family Services (DCF) when they have reasonable cause to believe that a child who is 17 years of age or younger has been harmed, or is in danger of being harmed, either physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to protect the child from harm.

1. A call must be made immediately. No one in the workplace is permitted to interfere with or prevent the call.
2. The mandated reporter is obligated to make the report to DCF and may not relinquish that responsibility to the administrator or other school representative.
3. After contacting the DCF the mandated reporter shall notify the principal who must then notify the Office of Schools.
4. An incident report shall be provided to the Office of Schools within 24 hours.

LINKS AND SUPPORTING DOCUMENTS can be found on the Diocesan website [www.orlandodiocese.org](http://www.orlandodiocese.org) : Brochure on Child Sexual Abuse and Prevention; Florida Statutes Pertaining Child Sexual Abuse; Protecting our Children Video; Department of Children and Families (DCF) Abuse Hotline; Federal Child Abuse Prevention and Treatment Act (CAPTA).

**CODE OF CONDUCT POLICY FROM THE DIOCESE OF ORLANDO / OFFICE OF SCHOOLS**

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of our children. We continually review the measures we have in place to protect children, and we oftentimes ask for parental support in implementing new measures and procedures designed to make our schools a safe haven for our children. To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our school, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- ◆ Threatening or causing personal harm or injury.
- ◆ Threatening or causing damage to school or Diocesan property.
- ◆ Providing medical advice.
- ◆ Conducting physical examinations of, or providing shots to, students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian).
- ◆ Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy.



- ◆ Providing massages or other physical therapy.
- ◆ Taking blood samples or performing any other medical procedure.
- ◆ Examining the genitalia of any student, for any reason.
- ◆ Touching an individual inappropriately.
- ◆ Smoking, or encouraging smoking, on school property.
- ◆ Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area.
- ◆ Denigrating or abusing any child, volunteer, or employee.

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the administration or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the administration, or Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

#### CODE OF CONDUCT for Parent/Guardian

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.

#### CLINIC / MEDICATIONS

If a child has a special medical condition, detailed information should be filed in the Clinic, together with explicit instructions on how to proceed. Medications that are prescribed by a physician may be administered in school only in cases where failure to take prescribed medication during school hours could jeopardize a student's health. Any medication to be administered in school must have a pharmacy label that includes the student's name, directions for administration, and the physician's name and phone number. **Prior to the administration of any medication in school the parent / guardian must sign a designated Authorization for Medication form.** This form may be obtained from the Clinic. The same rule applies to the dispensing of over the counter medications: Ex. Tylenol, ibuprofen, cough/cold medications and sore throat/cough lozenges. Any such medication must be brought to the school by the parent or legal guardian. For the safety and well being of all students we ask that students never transport medications. Serious consequences will follow with students who do not follow this rule.

## **COMMUNICATIONS**

- ◆ Monday Memo – a weekly newsletter containing timely school information which is available on our website each Monday. If you have school related information you'd like to see in the Monday Memo, send an email to: [MondayMemo@stjcs.com](mailto:MondayMemo@stjcs.com) -Information received by noon on Thursday will appear in the following issue.
- ◆ School Website – [www.stjcs.com](http://www.stjcs.com) – has a wealth of school information and is our main medium of communication with the St. James Community. It is updated regularly
- ◆ REDIKER – Email blast
- ◆ Revelation and Church Bulletin – Cathedral publications
- ◆ Fliers - At times, the school gives permission to certain community agencies or groups to distribute fliers to the students. The distribution of these fliers does not, in any way, indicate that the school authorizes or takes responsibility for the activity announced. All such fliers must be approved by Administration prior to distribution.
- ◆ Social Media – Facebook, Blog, Twitter, LinkedIn, App.

## **CONFERENCES**

Parents may make an appointment for a conference with a teacher, by calling 407-841-4432. Refer to website for individual extensions. Please refrain from interrupting teachers during morning classroom preparations or in carpool line. Administration and/or the guidance counselor will gladly join a parent/teacher conference at the request of the teacher or parent. Teachers will share information with a parent only about their child. In discussing disciplinary situations with parents, teachers will not relay the names of other students involved in an incident. Parents are not allowed, by law, to discuss disciplinary issues on campus with students who are not their own children.

## **CURRICULUM**

St. James Cathedral School follows the curriculum as outlined by the Diocese of Orlando Office of Schools, which is closely aligned with the Common Core Standards as set forth by the Florida Department of Education. For information about the curriculum, visit the Diocesan website at [www.doschool.org](http://www.doschool.org).

## **DIOCESAN STRUCTURE**

St. James Cathedral School is part of the Diocese of Orlando and is under the direction of the Office of Catholic Schools. They may be reached at 407-246-4900 or visit their website at [www.orlandodiocese.org](http://www.orlandodiocese.org).

## **DISCIPLINE POLICY**

In order to uphold the dignity of each child and the sanctity of our school's Mission Statement and Beliefs, the following codes, policies, and procedures have been put in place to ensure that each and every child learns in a safe, Christ-centered environment. All school rules and expectations will be modeled in an age-appropriate manner throughout the school year, and students will be provided an opportunity to practice the expectations. All staff members and PAC/CYL coaches are responsible for enforcing, documenting, and recording discipline and/or behavioral matters. The following codes, policies, and procedures apply to After School, PAC, CYL, and all school-related activities (including, but not limited to the Field Trips, Variety Show, Middle School Dance, sports games, etc.). The administration retains the final say in any and all situations.

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

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

1. We will be respectful to all adults, fellow students, our environment, and ourselves. We will show respect by using appropriate body language, manners, and listening and speaking skills.
2. We will be silent in the hallway during school hours.
3. We will not chew gum on campus.
4. We will be prepared and on time for all class and school activities.
5. We will follow the uniform codes and guidelines. **Parents of students who arrive out of uniform will be notified immediately to correct the situation in order for the student to remain in school.**
6. We will not tolerate bullying, fighting, stealing, cheating, lying, plagiarism, profanity, or vandalism with/against/from/among any individual(s) in our school.
7. We will stand up for what is morally right and protect those who cannot protect themselves. We will follow the Bullying Prevention Guidelines and report misconduct *of any kind* to a teacher, staff member, or administrator.
8. We will bring only academic materials to school. *(We will not bring toys, trading cards, game devices, etc. to school).* *\*Recess equipment will be provided.*
9. We will not possess or use any weapons, alcohol, tobacco, or illegal drugs.
10. We will keep all cellular phones in our backpacks and turned “off” while on campus. We will have access to a telephone at anytime during the day by simply asking a teacher or administrator. Any cell phones that are seen by a teacher (or possessed by a student on campus) will be confiscated by the teacher/staff member/administrator and given to the administration. Parents must come to school, in person, to pick up any confiscated cell phones.

## **Discipline Procedures & Consequences**

- All rules, expectations, and procedures are clearly stated in the Code of Conduct that is signed by every parent(s) and student prior to the beginning of each school year.
- Every staff member and coach will be responsible for documenting and reporting discipline matters.
- Poor choices and failure to follow the school Code of Conduct may cause a student to miss recess in order to think about his/her behavior.
- Some discipline matters, depending on the severity, regularity, and motive of a given offense, may cause the individual to move to a more severe consequence level, thus skipping some steps on the list.
- As a child progresses through the consequences, the school guidance counselor will be tracking and monitoring the student’s infractions. She will determine if and when she needs to speak to the individual to determine what, if any, outside or emotional factors are affecting the student’s behavior/choices.
- Terms of any probation vary with each specific incidence or offense.
- Consequences may be given in any order determined to be appropriate by the administration.
- The administration has the final say in all situations.
- Every student returns to the first consequence at the start of each quarter for most recorded discipline matters; however, the severity, regularity, and motive of a given offense may place a student on probation at the administration’s discretion. There-in, specific guidelines for that child are clearly stated in his/her signed agreement.

Kindergarten – 2 <sup>nd</sup> grade	3 <sup>rd</sup> – 6 <sup>th</sup> grades	7 <sup>th</sup> & 8 <sup>th</sup> grades
<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken</p> <p>1. A teacher's</p> <p><b>1<sup>st</sup> warning-</b> a verbal warning  <b>2<sup>nd</sup> warning-</b> student will change color on Daily Behavior Chart from green to yellow  <b>3<sup>rd</sup> warning-</b> student will change color on DBC from yellow to orange  <b>4<sup>th</sup> warning-</b> student will change color on DBC to red, and must be signed and returned the following day</p> <p>2. If a child receives two level reds on DBC, the parents will be called in for a conference with the teachers and the child.</p> <p>3. If a child receives a third level red on their DBC, he/she will be referred to the administration and/or the guidance counselor. The parents will be called in for a conference.</p>	<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken:</p> <p>1. A teacher's</p> <p><b>1<sup>st</sup> warning-</b> individual, private conversation after class/warning card  <b>2<sup>nd</sup> warning-</b> loss of entire recess, sit out with teacher (or in designated area outside.)  <b>3<sup>rd</sup> warning-</b> Wednesday Morning Detention at 7:15 a.m. with administration.</p> <p>2. <b>If a child receives a warning</b> an email will be sent to the child's parent notifying them of the situation. The parent will be prompted to discuss this occurrence with their child. An emailed response will be accepted from the parent acknowledging the email.</p> <p>3. <b>If a child has a detention</b>, the parent(s) will be called in for a conference/meeting with the teacher and guidance. The teacher will record notes from the conference for documentation and the parent(s) will be asked to sign off on meeting notes at the conclusion of conference. <b>The child will not be permitted to participate in school extracurricular activities for a period determined by administration.</b></p> <p>4. <b>If a child has a second detention</b>, the parent(s) are called in for a conference/meeting with guidance and administration. The child will be put on <b>probation for the remainder of the school year and will be subject to suspension.</b> Participation in school extracurricular activity will be suspended indefinitely upon the discretion of administration.  <b>Every student returns to the first consequence at the start of each trimester.</b>  <b>Note:</b> If a probationary agreement is in effect for a student a second warning will result in parent meeting with administration to discuss whether or not a student may be asked to seek an alternative educational setting. Administration reserves the right to make this determination.</p>	<p><b>Daily</b> – Frequent reminders of proper behavior choices/expectations are given via visual, proximity, and verbal cues.</p> <p>* During the course of a school day, if a student fails to follow the school Code of Conduct or if he/she repeatedly carries out the same or similar poor behavior/choice, the following steps will be taken:</p> <p>1. A teacher's</p> <p><b>1<sup>st</sup> warning-</b> The child is asked to stay inside from recess with the one of the middle school teachers or the middle school aide. Additionally, a form e-mail is sent to the parents notifying them that his/her child stayed in from recess. The parent will be prompted to ask his/her child what occurred during the school day and to discuss the situation with their child. An email response will be accepted from the parent acknowledging the email.</p> <p><b>2<sup>nd</sup> warning-</b> If a child stays in from recess 2 times, the parent(s) must have a phone conference with the teacher and/or the guidance counselor the student. The teacher will record notes from the conference and send a courtesy e-mail copy to the parent.</p> <p><b>3<sup>rd</sup> warning-</b>If a child stays in from recess three (3) times, the student is called in for a conference with administration and the guidance counselor. The child will not be permitted to participate in school extracurricular activities for a period determined by administration.</p> <p><b>4<sup>th</sup> warning-</b> If a child is asked to stay in from recess four (4) times or if the severity of the offense warrants, the child and his/her parents are called in for a conference with administration and placed on <b>probation.</b> The child will not be permitted to participate in school extracurricular activities for a period determined by administration.</p> <p><b>Every 7<sup>th</sup> or 8<sup>th</sup> grade student's behavior notices are cumulative for the entire school year.</b></p>

## Discipline Procedures for Bullying or Harassment:

These are very serious offenses that will not be tolerated. This includes any verbal, physical, or written communications that demonstrate threatening or hostile behaviors towards another student. These types of behavior can include:

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

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

**2<sup>nd</sup> warning-** the parent(s) will be called in for a conference/meeting with the teacher and guidance and/or administration. The child will serve Wednesday Morning Detention at 7:15 a.m. The teacher will record notes from the conference for documentation and the parent(s) will be asked to sign off on meeting notes at the conclusion of conference. Dependent on the severity of the situation administration may require probation, and or suspension, as well as professional counseling intervention. **The child will not be permitted to participate in school extracurricular activities for a period determined by administration.**

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

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

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

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

### **CHILD CUSTODY (DIVORCED AND SEPARATED PARENTS)**

The Diocesan schools shall respect the rights of parents and legal guardians and abide by all federal, state, and local laws regarding child custody. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. We may not release a child, student records, or confidential information to a noncustodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent. It is required that the custodial parent provide the School office with an official, updated copy of the custody order. If a school has on records a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. If the principal determines that such a parent is volunteering in order to increase contact with the child, the principal shall notify the custodial parent and have him/her settle the issue (if they can). If they cannot amicably settle the issue, volunteering may be denied. In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

### **DIRECTORY INFORMATION**

School directories are designed to communicate specific contact information about members of the school community. Parents/guardians have the right to request that some, or all, personal information not be included in the directory. This request must be put in writing and kept on file in the school. Without written notification, the school assumes that the parent/guardian does not object to the release of designated directory information. School directory information cannot be released by the school without the consent of the principal and parents.

### **DOCTOR APPOINTMENTS**

All doctor appointments, with the exception of emergencies, should be scheduled for **after school hours**. In the event of appointments that require early dismissal, a note signed by the parent or an appointment card from the doctor's office must be presented before the child is excused from school.

### **EMERGENCY DRILLS**

The school will conduct regular fire and tornado drills. Students are instructed by their teacher on the proper procedures to follow. **The safety of each person depends on the cooperation and understanding of procedures by all students for both drills.**

### **FIELD TRIPS**

Teachers plan educational field trips when the curriculum lends itself to out-of-class activities. Advance notice is given to parents regarding such outings. Release forms (required by the Orlando Diocese) are sent home and must be completed and returned to the teacher before the trip. **Students who do not return their release forms at least 24 hours before the scheduled trip will not be permitted to go on the field trip-but will remain in school and be given an assignment.** Only authorized (cleared fingerprint card on file) chaperones may accompany classes on trips. See: [Fingerprint & Background Check](#). Siblings may not accompany chaperones. Chaperones must give their undivided attention to the children in their care. Failure to adhere to this policy may bar the chaperone from future attendance.

### **FINANCIAL OBLIGATIONS**

Parents must remain current in their financial obligations to the school. Families are to take the initiative of contacting the administration to explain the reasons for any delinquency and the steps for the correction of any outstanding accounts. **Your access to report card grades and to REDIKER will be automatically blocked** until the unpaid financial or other obligations (PAC, Library, school forms...etc..) are met. Continued delinquency may result in dismissal from classes and school activities until financial obligations are satisfied.

## **FINGERPRINTING - see VOLUNTEERS**

## **FOOD – PRE K ONLY**

Lunches are provided for the children. Cookies, cakes and cupcakes may be brought for a birthday celebration. If your child is on a special diet and must bring lunch from home, please see your child's teacher.

## **“FORGOTTEN” ITEMS**

The office will **not** interrupt instruction to deliver “forgotten” items to students. Our office staff will use discretion when delivering items. Parents are asked to be prudent in dropping off “forgotten” items as it goes against our policy of teaching responsibility.

## **FUNDRAISING**

Fundraising is vital to our school. Your cooperation and participation are needed and greatly appreciated throughout the year. See: [Panther Parents Association](#)

## **GIFTED STUDENTS**

The State of Florida requires that gifted students demonstrate the following qualities:

- ◆ An I.Q. of two standard deviations above the mean on individually administered measure of intelligence.
- ◆ 130 on a Wechsler Intelligence Scale for Children or 132 on a Stanford Binet
- ◆ A majority of behavioral characteristics typical of gifted children.
  - Consistent high academic performance
  - Advanced development of language
  - Advanced comprehension
  - Early development of sophisticated thought processes
  - Unusual capacity to manipulate abstract ideas and to process information
  - Superior ability to find, solve, and act on problems
  - Advanced levels of moral judgment
  - Unusual retentiveness and the capacity to learn at faster rates
  - Idealism and strong sense of justice
- ◆ A need for the program

The **Gifted Program** is a **Public School Program**. Orange County and Seminole County place students in gifted resource classrooms in schools based on their home address. For public school students and their regular classroom teacher this causes minimal disruption to the regular classroom schedule (gifted students on each grade level would be out of the classroom on the same day, one day a week, second grade Monday, third grade, Tuesday, etc). However, students who attend St. James Cathedral School come from many different neighborhoods in both Orange and Seminole County. Consequently one classroom teacher could have three students attending the gifted program in the public schools and each of those children attending different days of the week, which makes it virtually impossible for the teacher to avoid teaching new skills, preparing for a test or giving a test when one of these three students are out of the building. Both student and the regular classroom teacher are responsible for skills or lessons missed. **Gifted students are given excused absences on days they attend their gifted classes.** The student is responsible for mastering basic skills and for completing long term assignments. The teacher is responsible for ensuring these necessary skills are presented. To avoid gaps in content learning or skill development, students are expected to demonstrate mastery of essential skills presented in their absence, but not to complete every lesson or assignment given during the day the child is attending gifted. All class assignments intended for completion after class should also be expected to be completed by the gifted student.

## **GRADING SYSTEM**

A grading policy is designed to guide the teacher in the assessment of student performance and to evaluate a student's academic progress as fairly as possible across the curriculum. All grading practices should be based upon current research and best practices.

The assessment and evaluation procedure is an important component of the teaching and learning process. Parents may set the system to automatically send them a message at their e-mail when a grade has been changed and/or updated. Formal parent/teacher conferences are scheduled for grades Pre K-8<sup>th</sup> throughout the year. Informal conferences between parents and teachers may take place at any time during the school year and are encouraged.

Students must have a passing grade in all of the core subjects (Math, Language Arts, Social Studies, and Science) and an overall academic average of at least "C" in order to be eligible for promotion. Students failing to meet this requirement will be placed on **academic probation** at the close of the next grading period. In order for academic probation to be removed, the student must achieve an overall academic of at least a "C" by the end of that grading period. If not, a conference will be held with the student and parents and the parents may be asked to seek an alternative educational facility where their child will be able to experience greater success.

Report Cards: Report Cards will no longer be distributed in school, but will be accessible on REDIKER. All school accounts must be current to have access to the REDIKER program or report cards. Final Report Cards will be email to parent(s) by the second week in June. Parents wishing to receive the final copy by mail – will need to leave a self-addressed stamped envelope at the front office.

Incomplete Grades will be issued to students who missed work due to illness or other extenuating circumstances. The incomplete work must then be completed within the time assigned by the teacher. If not, the incomplete work will be recorded as an "F". This practice is not to be interpreted as a "grace period" to make up late or misplaced work.

## **GUIDANCE SERVICES**

Guidance Services are provided to all students in grades Pre-K 3 through 8<sup>th</sup>. Appointments with the guidance counselor are scheduled through the classroom teacher or by parental request. Services provided are individual, group, crisis, consultation and guidance lessons. Guidance lessons are based on academic, personal/social and career development. Outside referrals are recommended when necessary. Students who have been identified through the county system as qualified participants of certain special education services such as gifted program and/or speech may receive services while continuing enrollment at St. James Cathedral School. The guidance counselor and resource teacher will assist parents of children attending St. James Cathedral School to obtain, if necessary, special services through the county in which they reside. Each situation will be assessed individually as our goal is to help each child achieve success.

## **HARRASSMENT**

Harassment is contrary to Gospel values and has no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of fear. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment, of any type, will not be tolerated and appropriate disciplinary action will be taken immediately.

The following examples are a non-exhaustive list of possible forms of harassment:

- Verbal or written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication
- Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.
- Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);
- Physical includes: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling



- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulation, isolating, ostracizing, and peer pressure
- Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sexting, unwanted touching, inappropriate social networking
- Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group

Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students.

We will include instructional programs and lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students.

We will be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

## **HEALTH REQUIREMENTS**

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

Quality education occurs best when students and teachers are healthy. Maintaining the health and well-being of students, faculty and staff is paramount in Diocesan schools. Every reasonable effort shall be made to assure that school facilities are maintained in a clean and orderly fashion to prevent the spread of germs and disease. Health care is the primary responsibility of the parents/guardians. Parents must comply with applicable local and State of Florida health requirements for students. We shall comply with the local and State of Florida regulations regarding physical examinations, immunizations, and contagious diseases of students. The principal is responsible for ensuring that the state prescribed immunization program is implemented in each school and that student health screenings are conducted in accordance with current guidelines.

All children in Florida shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be in the students records before the first day of school.

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the parent presents proof of their child having had the health examination and presents proof of required immunizations.

## **HOMEWORK**

Homework should deepen students' understanding and skills relative to content that has been initially presented, or prepare students for new content. Homework should give students the opportunity to practice and reinforce skills. Homework is a learning activity which should increase in complexity according to the maturity and capability of the student and should reinforce instruction. Homework should not be used as a form of punishment. Schools shall establish and communicate a homework policy that details homework expectations. Teachers at each grade level should communicate, in writing, homework expectations to students and to parents/guardians. There should be a direct correlation between what is taught in the classroom and what is to be reinforced through homework activities. Teachers should design homework assignments that articulate the purpose and outcome of the homework tasks. The result of a student's homework should inform the student and teacher of the level of student understanding, thereby providing the opportunity for intervention strategies if needed. In departmentalized programs, middle school, and high school, homework assignments should be within the expected probability for accomplishment by students.

Homework assignments should exhibit four characteristics: 1) The task should have a clear academic purpose; 2) The task should efficiently demonstrate student learning; 3) The task should promote the principles of differentiated learning; and 4) The task should instill a sense of competence such that the student can successfully complete it without help.

## **ILLNESS**

Children who are ill must remain at home. A written parental note explaining the absence is required, upon the child's return to school. If a student is obviously ill in class, the teacher will write a pass for the student to go to the Clinic. Parents will be notified if a student is not well enough to complete the school day.

## **IMPORTANT TELEPHONE NUMBERS**

**School:** 407-841-4432 / **Fax:** 407-648-4603 / **After School Program & Clinic:** Extension 107 / **Admissions/Registrar:** Extension 116 / **Director of Advancement:** Extension 151 / **Risse Brothers:** 407-339-1486/ **St. James Cathedral Church:** 407-422-2005

## **INSURANCE**

All students at St. James Cathedral School are covered by the Diocesan insurance plan for the hours they are under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

## **LEARNING DIFFERENCES**

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

## **LOST AND FOUND**

Items are turned in constantly. Clothing, books, backpacks and other items can often be located in the lost and found designated lockers, while more valuable items such as jewelry and wallets are kept in the School Office. Please check the lost and found lockers or check with the School Office if your children are missing items. Returns would be facilitated if such items were marked with student's name. Please mark all children's clothes and belongings with full names in permanent marker. Lost items of value are announced on the day they are found. If they are not claimed within two weeks time, they will be donated to the St. Vincent de Paul Thrift Shop or given to the finder. Unclaimed school uniforms are forwarded for recycling.

## **MEDIA CENTER**

All students have access to the school library, and should welcome the library as a source of information and enjoyment. Library books may be checked out for a one (1) week period for grades K-5<sup>th</sup> and for two (2) weeks for Middle School grades 6<sup>th</sup>-8<sup>th</sup>. Any child who loses or destroys a book will pay the cost to replace the book. Report Card grades will not be accessible until outstanding books are returned and/or outstanding fees are satisfied. Parents are encouraged to also obtain an Orange County Public Library card for their children.

## **NON-DISCRIMINATORY POLICY ON ADMISSION AND HIRING FOR THE DIOCESE OF ORLANDO**

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

### **PANTHER ATHLETIC CLUB – PAC SPORTS**

The Panther Athletic Club (PAC) is a sports program for students in Middle School. All students who participate in PAC play in the Diocesan Sports League made up of the twelve (12) Catholic Schools in the greater Orlando area. Boys and girls may participate in basketball, volleyball, soccer, track, or cheerleading. A sports contract is signed by the player and parent and is kept on file in the Front Office. Students who do not display, or adhere to, standards of good sportsmanship as well as maintain appropriate grades (2.0 or above), behavior (refer to behavior policy on page 12), and attendance, will be unable to participate in the sport. St. James Cathedral School is a member of the Catholic Middle School Athletic Conference (CMAC).

Uniforms are provided for each sport. Any player who does not return his/her assigned uniform will be charged a replacement fee. Please “hang dry” all uniforms after washing (drying in a hot dryer will damage the uniform).

Registration for each sport takes place prior to the beginning of each season. Students are encouraged to join PAC regardless of playing experience; however, team commitment is expected.

Schedules are distributed at the beginning of each season and are subject to change at any given time. Copies of the game schedule are posted on the PAC board in the cafeteria. Practice schedules are determined by our coaches and athletic director and usually held between the hours of 3:00pm and 6:00pm. Most teams practice two (2) or three (3) days per week. There is no practice on days the school is closed. Practice may be cancelled due to inclement weather. On such days students will be allowed to call parents for pick-up. To be a volunteer team mom or dad or Coach, please see the Athletic Director for information.

### **PANTHER PARENT ASSOCIATION ( PPA )**

The purpose of the Panther Parent Association is to promote the welfare of children and youth in the home, school, church and community through volunteering and fundraising to enrich the programs of the school. All parents are encouraged to become active members and serve on any of the over 30 committees comprising Home & School. **All school volunteers must be fingerprinted and cleared** through the Diocese of Orlando.

See: VOLUNTEERS.

### **PANTHER PRIDE**

SCHOOL COLORS - **Blue** and **Yellow** SCHOOL MASCOT - Panther

Common courtesy and good sportsmanship are very important. Students should consider visiting teams, officials, and visiting team supporters as guests and treat them as such. Respect the rights of all spectators. Accept the officials' decisions as final. Boing and jeering are not allowed at school events **by anyone!** Be modest in victory and gracious in defeat.

### **PARENT WEEK – Pre K**

The St. James Cathedral Preschool hosts a Parent Week during the school year. This is a time when parents may come into the preschool environment to observe their children participating in the learning process. This is a very important time for the children; it builds their self-esteem and provides inner peace because they see that parents are interested in their environment. We, therefore, encourage all parents to attend. We ask, however, that you limit the number of people attending on any given day. We prefer that each parent come on a different day so as to give the child full and undivided attention. Also, due to limited physical space, we can no longer provide lunch for the visiting parents and/or other visiting relatives. For Parent Week, we ask that you come for only one of the 2½ hour sessions when instruction is taking place. Invitation letters with detailed information are sent to parents prior to Parent Week.

## **PHOTOGRAPHY AND PUBLICATIONS / DIOCESAN POLICY**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we) the parent(s) or legal guardians of a student enrolled at St. James Cathedral School, do hereby consent, authorize and grant permission to the Diocese of Orlando and St. James Cathedral School, Orlando, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In addition, we consent to St. James Cathedral School's use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including without limitation, pictures, sketches, essays, short stories, poems and projects) for inclusion and display on the school's website. As safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student.

We understand that St. James Cathedral School has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website. In granting, such permission (I) (we) hereby relinquish and give the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use.

*If you **DO NOT** give permission for your student to be photographed, interviewed, videotaped, or for your student's pictures or work to be displayed on the St. James Cathedral School website and other communication tools, please notify the administration in writing.*

## **PHYSICAL EDUCATION**

All students are scheduled for Physical Education classes. Students (Pre K4-8<sup>th</sup>) who are unable to participate in P.E. must present the teacher with a written note from a parent or doctor stating the reason. A note from a parent explaining why the student is not able to "dress out" will excuse the child for **that day** only. All students are required to wear a P.E. Uniform purchased from Risse Brothers 866-618-8338. It is highly recommended that you label your child's P.E. uniform. See: Uniforms

## **PLAYGROUND SAFETY RULES**

- ◆ Children must be supervised - by an adult - **at all times**.
- ◆ Playground must not be used when wet, during non-daylight hours, nor during inclement weather.
- ◆ Playground equipment is designed to be used by children ages 5 to 12.
- ◆ Damages are to be reported immediately to school office (407-841-4432).
- ◆ Swings: No standing, kneeling, twisting or jumping off.
- ◆ Slides: Use steps. Slide down feet first. Always begin from sitting position. One child at a time.
- ◆ Climbing Wall: Climb only on equipment made for climbing. Never use equipment when wet. Hold on tightly using a firm lock grip (fingers and thumbs together). Avoid having too many children on equipment at one time. Stay well behind person in front. No pushing, shoving, or kicking.

## **PRAYER**

Prayer is a natural part of the school day. Each day begins and ends with prayer. Each classroom has a prayer table. Encourage your child's prayer life by joining him/her in family prayer.

## **PUBLIC SCANDAL INVOLVING STUDENTS**

The Diocese considers it a privilege for a student to attend a Catholic School. The student should understand that he/she represents the school to the community in a very unique way. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

The Diocese of Orlando recognizes that the parents/guardians are the primary educators of their children. No member of the school staff may release a student to any person without written permission of the parent or guardian. No member of the school staff may release a student to any person without written permission of the parent or guardian. The written permission will be kept on file until the end of the school year.

### **RELEASE OF STUDENT TO A LAW ENFORCEMENT AGENCY**

The Diocesan schools shall provide a safe environment to support the teaching and learning programs and to protect students. We will comply with authorized local law enforcement and child protection agencies when they request protective custody of a student. In the absence of the parent or legal guardian, the following may take protective custody if urgent and immediate necessity exists regarding the safety and well-being of the student: Law enforcement (Police) and/or Department of Child and Family Services (DCFS). We will follow the direction of the law enforcement agency in regard to notifying the parent/guardian when a child is taken into protective custody. The police or DCFS agent is not required to wait for the arrival of the parent/guardian and may leave immediately with the child. Neither the police nor DCFS agent needs the other's presence to take protective custody. Either entity can do so independently of the other agency. In all such cases the school should inspect and document the identification of the individual taking protective custody of a student.

### **REDIKER**

REDIKER is an internet company that serves schools by providing a program to upload grades and other academic information. It is available to browse at your convenience. This service is password protected. You may go in and change it at anytime. Please note: your access to REDIKER will be denied if you are showing an outstanding tuition balance until all Financial / PAC / Library or other outstanding obligations are met.

### **RETURNED CHECKS**

When any checks are returned for insufficient funds, issuer will be notified that all future payments must be made with cash, money order, or certified funds for the remainder of the year. A \$40.00 penalty fee will also be assessed for each returned check. The check will not be re-submitted to the bank for collection and issuer will have fourteen (14) days from the day of notification by the school office to bring in cash payment. If payment is not made in the fourteen (14) day period, the Administration has the option to exclude your children from classes until payment is made or until a payment schedule has been arranged with the principal.

### **REVIEW OF RECORDS**

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

## **SCHOOL BUILDING ACCESS FOR PARENTS**

The school building will be closed to ALL except for faculty, staff and students to ensure safety from 7:00am. until 8:15am. Parents who have school business or are volunteering will be allowed to enter the building at 8:15am. At the end of the school day, the building will again be closed from 2:30pm.m until 3:30pm.

## **SCHOOL RULES**

The school rules are guidelines that should be discussed in conjunction with any classroom rules the teacher has established. The school-wide rules that address all areas of daily behavior are:

- ◆ Show respect for self and others, including belongings
- ◆ Be prepared for class
- ◆ Speak at appropriate times
- ◆ Remain on task
- ◆ Show self control with language and behavior

## **SEARCH OF STUDENTS AND THEIR PROPERTY**

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

## **SPIRIT WEAR**

Every Wednesday, students may wear a Spirit t-shirt that has been purchased from the PPA Spirit Wear Store. Class t-shirts and any other t-shirts are not permitted to be worn on Spirit Wear Wednesday. The Spirit t-shirt must be worn with school uniform PE shorts, pants, shorts, or skorts.

## **SPORTS PROGRAMS AND PARTICIPATION IN ALL CLUBS / ORGANIZATIONS**

Representing the school in the sports program of the Diocese and participation in other clubs and organizations is a privilege extended to students. There are certain academic and conduct requirements for students who wish to participate.

### **Absent – Must be in school all day:**

In order to participate in a game or practice for any sports event, students must be in school the entire day. If a student is absent on Friday, they may not participate in any weekend games or practices.

**Academic Requirements:** Students must maintain a combined average of 2.0 in major subjects (Science, Social Studies, Religion, Language Arts, and Mathematics) as well as maintaining a passing grade in Enrichment classes (Music, Spanish, and Art). Any student that has a failing grade in any area will not be allowed to participate in any extra curricular activities, sports, clubs, or organizations. This policy will be strictly enforced.

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

## **STANDARDIZED TESTING**

To ensure the overall quality of St. James Cathedral School's academic program and to monitor each individual student's progress, the Iowa Test of Basic Skills is administered to students in Grades 2-8 in the Spring. Parents will receive a parent copy of the test results. A school copy is also placed in the student's cumulative file. The Guidance Counselor will assist in interpretation of individual results if needed. Fifth and Seventh grade students take the Iowa Writing Test. Fifth and Eighth grade students take the Catholic Religious Education test (ACRE). Midterm and Final exams are given at the end of the semester to Middle School Students (6, 7 & 8) in all major subject areas.

## **STUDENT ARREST**

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

## **STUDENT INTERVIEWS BY OFFICIAL NON-SCHOOL PERSONNEL**

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

## **SUBPOENAS**

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

## **SUBSTANCE ABUSE BY STUDENT**

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

The definition of terms for this policy is as follows:

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

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

## **TECHNOLOGY and TECHNOLOGY EQUIPMENT USAGE**

A "Student/Parent Consent Form for Digital Resources" was given to all parents at the beginning of August. With your permission, your student will be assigned his or her own username and will be allowed to participate in the use of the online applications and resources. All Diocesan policies are still in effect, and apply, as indicated in the Student Technology Responsible Use Policy on pages 29 - 36.

Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

By signing, you are indicating once again that you understand and agree to follow the Diocesan and school policies and guidelines as detailed in the Student Technology Responsible Policy.

### **TECHNOLOGY EQUIPMENT**

Each student (grades 3 – 8) is assigned the following equipment for the entire school year for their usage:

- Headphones
- Netbook

The student is responsible for said items mentioned above if misused, broken or lost. Payment will be expected immediately if equipment is proven to be damaged or lost by student.

### **TELEPHONE**

We make every effort to keep interruptions of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day except in an emergency situation. Emergency messages to a student will be taken and delivered by the school receptionist. Cell phones and/or pagers may not be used during school hours by students. School phones are to be used for school business only. Student use of the phone will be at the Staff's discretion. In order to develop responsibility, students will not be permitted to make calls for last minute changes in dismissal arrangements, forgotten assignments or lunches, etc... except in rare emergencies, or when instructed to do so by a teacher.

### **TUITION**

Tuition rates are determined yearly. Supply list costs, materials fees and registration fees are not included in the tuition. Tuition payments are due on the first of every month and are considered late on the 11<sup>th</sup> of every month; a \$40.00 late payment fee will be charged. Tuition is collected through FACTS Tuition Management Company. Each family must set up an account with FACTS in order to make payments. In order for a child to re-register, all accounts must be current. Final grades will not be posted or released until all financial obligations are met. See our website [www.stjcs.com](http://www.stjcs.com) for Tuition & Fee Schedule.

### **UNIFORMS**

The faculty has formulated uniform guidelines in an effort to ensure an environment that is free from distractions and conducive to learning. Please comply with these requirements by respecting and supporting this environment. A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. Please make every effort to see that your child comes to school properly groomed and wearing the correct uniform. Label all clothing that will be worn to school. [Risse Brothers Uniforms](http://www.rissebrothers.com) 407-339-1486 is the official supplier of uniforms for our school. Uniforms may not be purchased from any other source.

- ◆ Uniforms must be complete, clean and neatly pressed. If it is necessary for a student to be out of uniform, a letter of explanation needs to be sent to the homeroom teacher.
- ◆ T-shirts may be worn under uniforms but must be solid white and without logos.
- ◆ Excessive uniform code violations will be reported to Administration.
- ◆ Attention should be given to personal hygiene.



- ◆ No acrylic nails or French manicures -clear nail polish only.
- ◆ No jewelry other than a small cross necklace is acceptable. Earrings should be small and no larger than the ear lobe and no more than one earring per ear. Dangling earrings are not allowed. Boys may not wear earrings. Make-up may not be worn. **Hair accessories must conform to uniform colors.** Hair wraps may not be worn.
- ◆ Fad hairstyles are not acceptable. Boys' hair must be cut short (above ears) and natural color. Girls' hair must be neatly groomed and natural color.
- ◆ **OUT OF UNIFORM DAY** – (Jeans with class T-Shirt) - The jeans must be clean, neat, proper size, no frayed edges, no rips/tears, no patches, no logos, no low cuts (with midriff showing) and no skinny jeans.. NO EXCEPTIONS! Administration has final say about what constitutes appropriate jeans. Students who fail to follow these guidelines will be asked to call a parent to bring them their school uniform which the student will then wear for the rest of that day.
- ◆ **WINTER WEAR FOR ALL STUDENTS** – Jeans or navy blue sweatpants with any St. James shirts, including uniform or t-shirts. The jeans must be neat and clean and proper size. You may choose to wear a long sleeve white or navy shirt under the uniform or t-shirt. School jackets and sweatshirts may be worn all day long. If you have misplaced your school jacket, solid white or navy sweatshirts or jackets which are free of logos are permitted. Heavy outerwear may be worn outdoors. All jackets, coats and non-uniform clothing will be stored in lockers when inside of the building. School shoes are the same as always. However boots are reserved for those days when it snows! Please do put names in your jackets as they are the first to be misplaced.

***The Administration reserves the right to judge the appropriateness of all hairstyles and apparel. Students must adhere to the uniform policy as outlined above. Any violation of this policy will be handled as follows:***

- 1<sup>st</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same (dependent upon severity of violation, parent may be asked to bring in appropriate uniform attire).
- 2<sup>nd</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same (dependent upon severity of violation, parent may be asked to bring in appropriate uniform attire), parent phone conference with teacher/and or guidance counselor.
- 3<sup>rd</sup> warning: Individual/private conversation with the student regarding violation, behavioral notice email sent home to parent notifying them of same. Parent phone conference with Administration. The student receives Wednesday Morning detention at 7:15am with a member of the Administration Team. The student may receive additional disciplinary action up to and including a probationary agreement.

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

- Parents will be called in for a conference with Administration; the students will be put on probation and will be subject to further disciplinary action up to and including suspension.

\*\*Warnings escalate based on any combination of uniform violations, not just like violations.

\*\* Every student returns to the first consequence at the start of each trimester.

## **PRE K**

Girls and Boys: Navy blue school logo P.E. shorts and yellow logo T-shirt with solid black or white leather tennis shoes (No canvas).

## **PRIMARY GRADES (K, 1 & 2)**

Girls: Plaid uniform walking shorts, culottes, or newly introduced "skort" with white "middy" blouse and navy blue tie.

Boys: Navy blue uniform shorts or slacks with white uniform shirts (long or short sleeve). Shirts must be tucked in. A brown or black belt is required. Shorts must be at the knee cap, no lower.

Shoes: Solid black or white LEATHER tennis shoes (No canvas).

Socks: White socks ABOVE the ankle only (no knee socks). If your child arrives without the appropriate socks – the child will be sent to the Clinic to purchase a new pair of socks. Payment for the socks will be due the following morning.

P.E. Requirements: Navy blue school logo P.E. shorts and gold logo T-shirt. These uniforms must be purchased from Risse Brothers Uniforms (407-339-1486). On P.E. scheduled days, students may wear their P.E. uniform all day.

## **INTERMEDIATE GRADES (3, 4 & 5)**

Girls: Plaid uniform walking shorts, culottes, or newly introduced "skort" with white "middy" blouse and navy blue ties or white polo shirt (polo shirt must be tucked in).

Boys: Navy blue uniform shorts or slacks (worn at natural waistline, no lower) with white uniform shirt (long or short sleeve). Shirts must be tucked in. A brown or black belt is required. Shorts must be at the kneecap, no lower.

Shoes: Solid black or white LEATHER tennis shoes (No canvas).

Socks: White socks ABOVE the ankle only (no knee socks). If your child arrives without the appropriate socks – the child will be sent to the Clinic to purchase a new pair of socks. Payment for the socks will be due the following morning.

P.E. Requirements: Navy blue school logo P.E. shorts and gold logo T-shirt. These uniforms must be purchased from Risse Brothers Uniforms (407-339-1486).

## **MIDDLE SCHOOL (6, 7 & 8)**

Girls: Plaid uniform skort with yellow or navy polo shirt (with embroidered school logo). Shirts must be tucked in. Skorts must reach the top of the knee, no higher.

Boys: Navy blue uniform shorts or slacks (worn at natural waistline, no lower) with yellow polo shirt (with embroidered school logo). Shirts must be tucked in. A brown or black belt is required. Shorts must be at the kneecap, no lower.

Shoes: Solid black or white LEATHER tennis shoes (No canvas). In addition to wearing solid black or white tennis shoes, boys and girls may also wear black Doc Martins. These must be purchased through Risse Brothers Uniform Company only.

Socks: White socks ABOVE the ankle only (no knee socks). If your child arrives without the appropriate socks – the child will be sent to the Clinic to purchase a new pair of socks. Payment for the socks will be due the following morning.

P.E. Requirements: Navy blue school logo P.E. shorts (worn at natural waistline) and gray logo T-shirt. These uniforms must be purchased from Risse Brothers Uniforms 407-339-1486. On P.E. scheduled days, students may wear their P.E. uniform and athletic shoes all day. Note: 8th graders may wear class T-shirt.

**BOYS AND GIRLS:** - from November 1st until April 1st (**Winter Wear**) have the option to wear a navy polo, khaki pants, with a black belt and navy cardigan. All items must be purchased at Risse Brothers only.

### **USE OF SCHOOL NAME & LOGO**

St. James Cathedral School and Parish own the name of the school, its logos, and its programs – and as such, have the right to restrict its use. This holds true for all activities in and out of school, including the use of same on blogs, my space.com, facebook.com, etc. Abuse of this policy will result in serious consequences determined by Administration and/or Parish.

### **VISITORS/CLASS INTERRUPTIONS**

**All parents and visitors must check in at the Front Office and obtain a computerized visitor/volunteer badge.** Teachers are very busy during the school day. Parents, who wish to see a teacher, may call; send an e-mail, or a written note. An appointment may then be arranged. In order to respect their privacy, teachers should not be telephoned at home. Although it is discouraged, in the event a student “forgets” an item at home, it may be brought to the Front Office for delivery by office staff. It is important that these matters be attended to prior to school and that all reasonable measures are taken so that such personal deliveries do not become a habit. Keeping interruptions to a minimum is vital to ensure an orderly learning environment. Please respect this policy.

In order to sign-out a student during school hours, proper identification is required. The School Office must be notified if someone, other than a parent, will be signing out the student. In order to respect the privacy rights of individuals, the Parent/Student Directory is the only resource available with family addresses and telephone numbers. Please do not ask administration or faculty for addresses or telephone numbers of families not listed in the directory. **Please see “SCHOOL BUILDING ACCESS FOR PARENTS” for further details.**

### **VOLUNTEERS**

Volunteers are always welcomed and appreciated. However, cleared fingerprints/criminal background check records must be on file in the school office before volunteers are allowed to participate. The Diocesan fingerprinting procedure has been computerized. You may begin the process by:

- Logging on to [www.orlandodiocese.org](http://www.orlandodiocese.org). Click on EMPLOYMENT located on the left side of the page, a popup window will appear, click on Fingerprint/Background Screening and follow the prompts to the fingerprinting link
- Have your Social Security number, Government Issued ID and Credit / Debit card handy

The Diocese of Orlando has enacted the following policy in an effort to ensure the safety of those persons under the care of the Diocese: All employees, **volunteers**, chaperones, clergy, seminarians, religious brothers and sisters are required to submit an electronically completed Criminal Background Check Form as well as a complete set of fingerprints. This background investigation needs to be updated every five (5) years. Please plan accordingly. You will not be able to volunteer until the school office has received your clearance. This policy will apply to all employees, parents, chaperones, and volunteers of St. James Cathedral School. This includes any person who interacts with children at St. James Cathedral School. Volunteers may **not** bring siblings to the various events, (field trips, classrooms, activities, etc....). **All volunteers must check in at the Front Office and obtain a computerized visitors / volunteer badge. Please see “SCHOOL BUILDING ACCESS FOR PARENTS” for further details.**

### **WEAPONS**

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

### **WEATHER EMERGENCY**

The Diocese of Orlando policy states that when Orange County Public Schools are closed due to inclement weather, St. James Cathedral School will also be closed. Please note: our **reopening may occur sooner than the local public schools**. If in doubt about school openings or closings, listen for announcements on radio stations WDBO AM-580, WJYO FM-108, or call the school office (407-841-4432) for an updated phone message. Notification will also be placed on our school website [www.stjcs.com](http://www.stjcs.com) and/or Diocesan website ([www.orlandodiocese.org](http://www.orlandodiocese.org)). Also, a family telephone tree will go into effect and a REDIKER blast will be sent with updates. Please be advised that all of these methods are subject to the availability of phone service and power.

### **WITHDRAWAL FROM SCHOOL**

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

### **WRITTEN NOTES**

A written parental note to the homeroom teacher is required for any of the following reasons: permission to leave school early or permission to walk off campus; permission to miss PE due to illness or injury; permission to go home with someone other than parent.

# Diocese of Orlando / Office of Catholic Schools

## Student Technology Responsible Use Policy

### 1.0 Introduction

[St. James Cathedral School](#) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

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

## 2.0 Definition

### 2.1 Authorized Users:

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

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

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

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

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

## 3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, [St. James Cathedral School](#) will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

### **3.1 Web Access**

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

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

### **3.2 Email**

[St. James Cathedral School](#) may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

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

Recognizing the benefits collaboration brings to education, [St. James Cathedral School](#) may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

### **3.4 Mobile Devices Policy**

[St. James Cathedral School](#) may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

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

[St. James Cathedral School](#) may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, and cell phones) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from the Technology staff. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information. In some cases, a separate network may be provided for personally-owned devices.

Students are expected to follow the same code of conduct for use of personally owned devices on [St. James Cathedral School](#) campus or at other functions, whether on or off property, related to the [St. James Cathedral School](#)

### **3.6 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.



### **3.7 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **3.8 Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **3.9 Plagiarism**

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

### **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## 5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## 6.0 Examples of Acceptable Use

I will:

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

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

## 7.0 Examples of Unacceptable Use

I will **not**:

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

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

## 8.0 Internet Safety Plan

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

## 9.0 Limitation of Liability

- ✓ [St. James Cathedral School](#) will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While [St. James Cathedral School](#) employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ [St. James Cathedral School](#) will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## 10.0 Violations of this Acceptable Use Policy

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

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

## 11.0 References

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