

San Juan del Rio Catholic School

2017 – 2018

Parent–Student Handbook



*“A place for children to journey in faith,
grow in learning and
develop their relationship with Jesus.”*

Mission and Philosophy of San Juan del Rio Catholic School

San Juan del Rio Catholic School, a ministry of the parish community, walks with children and their families, providing them sound faith formation and a challenging academic program, as they journey in faith, grow in learning, and develop their relationship with Jesus.

We believe	that the purpose of Catholic education as defined in the Pastoral Letter of Catholic Bishops is to evangelize the gospel message, to foster growth of our faith, to worship as a community of believers, and to be of service to the church and all of humankind.
We believe	that San Juan del Rio Catholic School is a ministry of the parish, and provides children the fullest and best opportunity to learn about Jesus and to be formed in their Catholic faith.
We believe	in ministering to the whole family and providing support to the parents who are the primary educators of their children.
We believe	that every person is created in the image and likeness of God, therefore every child is entitled to respect, care and compassion as a unique child of God.
We believe	that as ministers, it is our responsibility to uphold and model Catholic traditions to assist our students in developing a personal relationship with Jesus.
We believe	that we are called to educate the whole child (spiritual, emotional, intellectual, physical and social) based on Gospel values and Catholic faith traditions.
We believe	that every child has unique learning needs and should be afforded the same opportunities of academic excellence in order to be challenged to achieve his/her potential.
We believe	that we should serve as catalysts to position children in expanding their abilities to solve a broad array of challenges, by using higher level thinking, considering various perspectives, and utilizing current technology.



San Juan del Rio Catholic School 2017-2018

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Learning Support (PT)	Mrs. Cathy Thompson	cthompson@sjdrschoo.org
P.E.	Mr. Peter Wolf	pwolf@sjdrschoo.org

Teacher Aides:

PK3B	Mrs. Kari Stisser
PK3D	Mrs. Joann Dietz
PK4G	Ms. Maureen Trovato
PK4R	Mrs. Aimee Miles
Kindergarten K:	Mrs. Jackie Solis and Mrs. Elizabeth McEnaney
1 st Grade and 2 nd Grade:	Mrs. Christian Rogero
3 rd Grade and 4 th Grade:	Mrs. Nardine Himes
5 th Grade - 8 th Grade:	Mrs. Suzanne Lehmann and Mrs. Suzy McDonald

Home & School Association

Executive Board Officers

President	Mrs. Nicole Patin	716-6911	napatin5@yahoo.com
Vice President	Mrs. Carla Clark		carlaclarkp@gmail.com
Treasurer	Mrs. Donna Hanania	230-1346	donnahanania@gmail.com
Secretary	Mrs. Jennifer Criscuolo	403-2125	tomjencris@aol.com
At-large	Mrs. Maureen Morales		mmorales@sjdrschoo.org

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ADMISSION

Admission Policy

San Juan del Rio Catholic School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national, or ethnic origin in administration of educational or admission policies, scholarship or loan programs, athletic, or other school-administered programs.

Pre-Kindergarten students must be three or four years old on or before September 1st of the school year in which they are enrolling. Kindergarten students must be five years of age by September 1st. A physical examination is required when a student enters school for the first time. Age must be verified by an original birth certificate and immunization records must be complete.

All students must provide proof of a Florida physical exam and Florida proof of immunization. The diocese requires immunizations to be up-to-date. Students entering grades one and higher must bring a copy of their most recent report card upon registration. All Catholic students are to provide a copy of their baptismal certificates.

Children entering the seventh grade are required to complete vaccinations against hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster. Proper proof of immunizations will be required for children to attend San Juan del Rio.

The academic progress and behavior of each new student is subject to periodic review by the principal. Students not demonstrating acceptable progress/conduct may be asked to leave the school.

Admission Priority Policy

Families seeking admission to San Juan del Rio Catholic School will be accepted into the school having met all other admissions requirements based on the following:

- I. Siblings of currently enrolled student(s)
- II. Registered, active members of the parish for at least six months (includes those transferring from other parishes who have recently registered at SJDR)
- III. Catholics registered in another local parish
- IV. Non-Catholics

Families in the process of relocating to the Jacksonville area will be required to pay all applicable fees/tuition in order to secure their child's place in the class until their arrival at the school.

New students will be accepted into Grade 8 at the discretion of the Principal. Preference will be given to transfers from other Catholic Schools.

FINANCIAL

Financial Policy

All parents are to fulfill these obligations to San Juan del Rio:

- payment of a **non-refundable regular** Registration Fee by January 31. After January 31, a \$50 late fee will be assessed.
- payment of all **non-refundable regular** Instructional Fees by March 31. After March 31, a \$50 late fee will be assessed.

****Registration fees and Instructional fees will be offered at regular prices and late prices. There will be a deadline for each. The difference between the regular and late fee shall be \$50.****

- payment of tuition needs to be paid in full by July 1, or pay 10 monthly payments through FACTS Automatic Tuition Payment. Registration is not complete until FACTS is completed.
- support of the parish at the rate of \$25 per week, year round, in order to have classification as an SJDR parishioner; envelopes are to be used so that accurate records can be maintained; families must be registered members of SJDR parish for six months prior to the beginning of school in order to be considered for in-parish rates. Those families who have recently relocated to the area may obtain a letter from their former pastor in order to qualify for in-parish rates.
- support as fully as possible any parish/school fund-raisers (i.e. SCRIP gift certificates)
- volunteer 20 hours per year (Pre-K 10 hrs.), or payment of \$10 per missing hour by May 13.
Parent accounts will be charged for volunteer hours not recorded after this date.
 - o Note: Parents are to log their hours using the honor system. All logs are to be submitted to the HSA committee for review prior to Christmas and Easter vacation.
- **It is the policy of the Diocese of St. Augustine that no student may transfer to another Catholic school in the Diocese unless all financial matters have been resolved at SJDR. Currently enrolled families may not re-register until accounts are current. Student records will not be transferred at the end of the school year unless all financial obligations have been met. Students with outstanding accounts will not be allowed to start school in August.** The school may utilize FACTS to bill for incidentals such as extended day, athletic fees, etc.

OPERATING POLICIES

Allergies

It is the responsibility of the parent to provide an appropriate birthday/special event treat for a child with allergies. Turning in a bag of acceptable snacks to your child's teacher will ensure that your child will be included in the celebration. The teacher will do his/her best to inform you of an upcoming special event or birthday.

Should your child require the use of medication to counteract an allergic reaction, an Allergy Poster is required. See school personnel for the poster requirements.

Attendance

Children are not to be on the school property before 7:25a.m., with the exception of Safety Patrols who need to report at 7:20 a.m. Children are to be picked up immediately at dismissal time. Any student still on the campus after the regular dismissal will be placed in the Extended Care program and the parents will be billed.

Students are admitted to the school classrooms at 7:40 a.m. The tardy bell rings at 7:55 a.m. Any students arriving to school after the tardy bell rings are to go to the office first in order to obtain a tardy slip. Habitual tardiness will result in a parent conference with the principal.

Parents are primarily responsible for ensuring that their children attend school. Therefore, parents are to provide a written note or e-mail to the teacher explaining the reason for each day of absenteeism. According to Diocesan policy, a minimum attendance requirement of 38 days per grading period must be maintained to qualify a student for a passing grade that quarter. The principal will make efforts to work with chronically ill students. A student must be in attendance for at least four class periods in order to be able to participate in any extracurricular activity (i.e. sports, dances, etc.) that day. Extraordinary circumstances will be considered by the principal.

Because regular school attendance is critical to a child's success in school, families who are habitually tardy or excessively absent may be asked to leave the school.

Doctor and dentist appointments should be scheduled for non-school hours. Please check the school calendar for days off and early dismissal dates, as these would be good days for making these appointments.

If you need to pick up your child before dismissal time, please send a note or email to the teacher in advance, preferably the day before. **Teachers will not be expected to stop instruction to provide work that will be missed as a result of leaving early.** Students leaving early can meet with a teacher before school starts to collect work that may be missed as a result of leaving early. **Emergencies should be the only reason for you to pick up your child before dismissal time.** Any students leaving school early must be picked up and signed out at the office **before 2:40 p.m.**

Students who miss two or more days of school as a result of illness may contact that office to arrange make-up work. Students who miss as a result of family vacation will be given makeup work **when they return.** Students will have one day for every day missed to make up work.

Backpack Policy

Classroom space is limited; therefore, students are to carry books and belongings in a regular backpack or messenger bag. Rolling backpacks are permitted with proper medical documentation.

Book Policy

All classroom books are the property of San Juan del Rio Catholic School and should be treated with respect. These books are to be covered appropriately and may be carried in a schoolbag. **Please do not cover books with contact paper. Textbooks are to be covered at all times.** If books are not covered, students will cover them before school or during recess. Students who lose or damage textbooks or library books will pay replacement costs or damage fees before report cards will be issued or records forwarded.

Classroom Parties/Birthdays

The classroom teacher will need to approve all party plans. Treats may be brought in for student birthdays after the date and time are cleared with the teacher and will be distributed by the teacher at a convenient time for students in grades PK3 through grade 4. Students in grades 5 through 8 will be permitted to distribute party treats at lunch. Please keep treats small. Drop all treats off at the front office. Parents may **not** attend these small birthday celebrations. Please refrain from goodie bags. Personal party invitations may be distributed at school only if there is one for each child in the class. NOTE: Gifts (i.e. birthday, Christmas, Christian Buddy, etc.) are to be exchanged off campus.

Class Size Policy

Target enrollment caps are as follows:

Pre-K3: 20 students per class

Pre-K4: 20 students per class (VPK)

K – 4th: 25 students per class

5th – 8th: 25 students per class

The principal reserves the right to make exceptions when necessary.

Conferences

Parent-Teacher conferences are a valuable asset in assisting the students' growth. These will be scheduled by the teachers whenever necessary, and may be initiated by the parent. The teacher will arrange a time that is mutually convenient. Parents are asked to refrain from approaching teachers during school hours or at dismissal. Out of respect for our teachers, please do not call them at home about school business, problems, etc. School personnel may also be contacted via email. Please refer to the front of this handbook for all email addresses.

Conferences with the principal may be scheduled by e-mailing the principal directly to request an appointment; however, if the conference concerns a child's work or behavior, the parents should discuss the issue with the teacher before requesting a meeting with the principal.

Divorce Parent Legal Issues

San Juan del Rio Catholic School respects and treats all parents equally. In the case of a separation or divorce, however, if there is a court order specifying that no information is to be given to one of the parents and/or providing specific instructions regarding the pick-up procedures of the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Extended Day

Extended Day is available from 3:00 p.m. to 6:00 p.m. on regular school days. On early release days, Extended Day is available from 1:00 p.m. to 6:00 p.m. As with all services provided, we request on-time pick-ups and payment of services within two weeks of billing. Noncompliance in these areas may result in dismissal from the Extended Day program.

Field Trips

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Such trips are considered privileges and may be withheld, as the school deems necessary. Field trips are not required by teachers every year. These are designed specially to support our academic and curricular goals.

Parents will receive notice of field trips well in advance and will be required to sign a diocesan form allowing their child to attend. Students may not attend field trips without the proper permission forms being submitted and necessary payments being made prior to the trip. Parents may **not** attend field trips if they have not been chosen as a designated chaperone. Only designated chaperones will be allowed to participate in the field trip activities (i.e. sit with, walk around with, supervise, etc.).

- **Chaperones**

Parents may be asked to attend field trips as chaperones. In accepting the responsibility of being a chaperone you also agree to the following:

- Maintenance of valid background checks, fingerprinting, and *Protecting God's Children* training
- chaperones will ride the bus with the class
- younger children are not permitted on the field trips
- chaperones will remain with their assigned students for the duration of the trip

Front Office

The only items that will be given to students via the front office during the school day are lunch and medications. All other items will be placed in the teacher's box and will be forwarded to the student by the end of the day. SJDR does not guarantee the delivery of these items.

Lost and Found

Personal belongings should be marked with the student's name. This includes uniforms, lunchboxes, clothing, backpacks, and any other personal articles. The school is not responsible for lost articles. Any lost items not claimed by the end of the quarter will be donated to a worthy cause. **Special attention should be paid to labeling uniforms, (including PE) as students in grades 3 – 8 will be changing for PE.**

Pre-K

Our pre-kindergarten program provides a developmentally appropriate curriculum for all areas of a child's development--physical, emotional, social, and cognitive--through an integrated approach.

- Pre-K3 students attend school three or five days per week from 7:55 a.m. to 11:30 a.m.
- Pre-K4 students attend school five days per week from 7:55 a.m. to 11:40 a.m.
- Pre-K3 and 4 students are required to wear the P.E. uniform and follow our school's uniform dress code.
- Good behavior is expected. A student who continually demonstrates inappropriate behavior may not be ready for pre-school and may be asked to leave the school.

*** For more information concerning Pre-K, refer to the Early Childhood Handbook Addendum.**

Snacks

Students are allowed to eat a healthy snack during the school day. Snacks should be small and easy to consume without creating a mess. **Please refrain from sending junk food or candy for daily snack.**

Tardy Policy

Families are encouraged to bring their students to school on-time every day. Should habitual tardiness impact students' academic progress, parents will be required to meet with the principal to discuss the circumstances and the practicality of continuing their attendance at San Juan del Rio.

Telephone Policy

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the telephone to make personal arrangements such as requesting permission to go to another student's home after school or to have parents bring forgotten items to school.

Valuables

Students should leave all valuables and unnecessary items at home. Non-approved electronic devices are not permitted at school. Any non-approved items will be held by the school until a parent claims them.

Visitors

Diocesan policy requires that all regular visitors on the school campus be fingerprinted and have a criminal background check on file in the school office. Additionally, any parents who wish to volunteer in the school must attend the diocesan-sponsored four-hour class called *Protecting God's Children*. Information about how to get fingerprinted and/or attend the required class is available in the school office. Parents register and pay for this service.

If a parent wishes to visit a classroom, prior permission must be obtained from the school principal. For such a visit, the parent is asked to submit the request in writing at least twenty-four hours in advance, detailing the reason for the visit. The principal will consider the appropriateness of such requests and give a timely response.

If a parent wishes to visit his/her child during his/her lunch period in order to share a lunch together, we again request twenty-four hour advance notice of the visit. The school reserves the right to limit the number of guest visitors per day, as well as the number of visits per parent. Parents who do come to school for lunch will be asked to wear a visitor badge, sit at the tables in the portico, and conclude the visit at the end of the lunch period. Parents will not be allowed in classrooms during birthday celebrations.

Reminder: Our school policy does not allow parents to bring "fast food" for a child's lunch, nor are carbonated drinks and glass containers allowed in the lunchroom. Because we have a daily hot lunch program, our visiting parents are welcome to pre-order a lunch for both themselves and their children on the day of the lunch-time visit.

Volunteering

There are many ways our parents can volunteer their time in support of our school and its activities. Numerous suggestions are offered on the reverse side of the orange volunteer card on which each school family logs its minimum of twenty (20) hours per year (Pre-K 10 hours). These cards are submitted to the HSA committee for review prior to Christmas vacation and again prior to Easter vacation.

Those families who do not volunteer a minimum of twenty (20) hours (Pre-K 10 hours) per year will be billed at the rate of \$10 per missing hour, and this shortfall is due no later than May 13 of the school year. If personal circumstances make it impossible for a family to volunteer at San Juan del Rio, that family has the option of paying a flat fee of \$200.00 (\$100.00 for PK) in lieu of volunteer hours.

ACADEMICS

Educational Needs Policy

The Catholic school community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Currently, the Diocese of St. Augustine does not offer a continuum of services for learning disabled students, as provided by the Public School System under the Individuals with Disabilities in Education Act (P. L. 105.17), due to significant environmental or programmatic changes. San Juan del Rio will determine the level of services received by students with physical disabilities as well as attention and learning differences.

Each applicant will be considered on an individual basis by the principal. Students with disabilities may be admitted if the principal determines that the school can adequately support their learning with available resources.

Homework

Homework is an important extension of the learning that takes place during the school day. Homework provides practice and drill that reinforces classroom learning and opportunities for independent study, research, and creative thinking.

Reading practice is essential to school success. Reading 20 minutes every night is encouraged.

Students are required to use the school issued planner beginning in grade 3 to record homework assignments, quizzes, tests, and other important assignment dates.

Homework will vary from night to night, and is also impacted by the student's work habits. The following is an **approximate** homework guideline:

KDG – Grade 1	20 minutes per night	Grades 5 – 6	60 minutes per night
Grades 2 – 4	40 minutes per night	Grades 7 – 8	90 minutes per night

Grading practices of homework are left to the discretion of the individual teacher. Please refer to teachers' policies regarding grading for further specifications.

National Junior Honor Society

The National Junior Honor Society Chapter of San Juan del Rio is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation:

Scholarship, Leadership, Service, Citizenship, and Character.

Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected for membership by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year during Catholic Schools Week.

Students become eligible for membership in the second semester of seventh grade. A student must have a cumulative G.P.A. of 90% or better beginning first quarter of the sixth grade year. Applications are available to students in the fall each year. Students must give evidence of a history of leadership experiences and participation in school, church, or community service is required. Specifically, a minimum of 10 hours

of documented service is required from two of the three categories: school, church, and community. Applications must also give evidence of exceptional character through conduct at school and through letters of recommendation.

Once inducted, new members are required to maintain the same level of performance or better in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser..

Promotion and Retention

Most students will be able to follow the school's regular program of sequential learning. In some cases, however, tests, diagnosis, and classroom performance may indicate that some students cannot complete a year's work in that time. Therefore, it may be necessary to retain a student an additional year in a particular grade. Should that be the case, school personnel will follow the Diocesan Criteria for Retention.

The Diocesan Criteria for Retention: The student has failed to pass the major subjects at a grade level. The list below indicates the specific failure(s) on each grade level that could result in retention at that particular grade:

Kindergarten	lack of readiness in reading, math, and communication skills
Grades 1 – 3	failure in Reading/Language Arts and/or Math
Grades 4 – 8	failure in more than 2 major subjects (Religion, Reading, Language Arts, Math, Social Studies, and Science)

- If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in another Catholic school in the diocese.

Religious Education

San Juan del Rio's first mission is to assist parents in the Catholic-Christian development of their children. Parents are the primary educators of their children. The school's religious education program is most effective when families attend Sunday Mass on a regular basis and fully participate in the ministerial life of the parish.

Regardless of religious affiliation, all students are required to attend daily religion classes and are expected to participate in all religious activities. Parents are expected to participate in special programs designed for the sacramental preparation of their children, which are sponsored by the Parish Religious Education Ministry.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Grades will be posted to the RenWeb portal weekly in grades 3-8 and will be updated each week by Tuesday morning for parent review. It is the parents' responsibility to review schoolwork daily and to keep informed about their child(ren)'s academic progress.

The Diocese of St. Augustine uses the following grading system:

K-1 Grading Scale	
S	Student is proficient in meeting grade level skills.
N	Student shows a developing understanding of skills, assistance is required.
U	Student shows little understanding of the skills, cannot complete task independently

2 Grading Scale	
S+	Consistently meets grade level expectations with independence and accuracy.
S	Student is proficient in meeting grade level skills.
S-	Student is meeting the majority of grade level skills.
N	Student shows a developing understanding of skills, assistance is required.
U	Student shows little understanding of the skills, cannot complete task independently.

3-8 Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

K-2 Skills Scale	
4	Proficient: meets grade level expectations for this quarter with accuracy.
3	Developing Proficiency: does not consistently meet grade level expectations.
2	Emerging Proficiency: is <i>beginning</i> to show progress/understanding but not yet meeting grade level expectations.
1	Insufficient Proficiency: shows <i>insufficient</i> progress/understanding and is significantly below grade level.
N/A	Not taught OR not Assessed during this semester.

3-8 SKILLS SCALE	
4	Exceeds Expectations
3	Meets Expectations
2	Working Toward Expectations
1	Not Meeting Expectations
*	Not Assessed

Students in grades 4 – 8 are eligible for the quarterly “Principal’s Honor Roll” if they achieve all grades higher than 89.4. Students may achieve the “A/B Honor Roll” with all grades being higher than 79.4.

In grades K-8, all classes will be based on performance and practice. Performance grades will account for 70% of a student's average; and, practice grades will account for 30% of a student's average. All assignments and assessments will be out of 100 points. Major tests are limited to 2 per day.

Summer School Policy

Any student failing a core subject must receive 30 hours of tutoring in that subject area by a certified teacher or successfully complete a pre-approved summer school program. Any student failing two core subjects must receive 50 hours of tutoring in those subject areas by a certified teacher or successfully complete a pre-approved summer school program in both subject areas. At least 2 weeks prior to the start of school, parents must provide the school with written documentation of completed work. Students may not begin school in August until the documentation has been submitted. Students may be required to demonstrate proficiency.

The Principal may choose to require summer tutoring based on other criteria, such as overall poor academic performance.

CONDUCT & DISCIPLINE

San Juan del Rio Catholic School Behavior Expectations

As we journey in faith, grow in learning, and develop our relationship with Jesus, we, the members of San Juan del Rio Catholic School faith community, are called to live every day as followers of Jesus. We walk with Jesus and one another as...

Persons of Spirituality called to...

- Evangelize the Good News
- Welcome others to our community
- Live our Catholic beliefs
- Treat others with care and compassion
- Serve others with a cheerful heart
- Apologize to those we hurt and forgive those who hurt us
- Appreciate our blessings
- Demonstrate reverence for prayer

Persons of Respect called to...

- Value human life
- Honor our bodies
- Demonstrate self-control
- Honor the thoughts and ideas of others
- Lead others by example
- Treat property properly

Persons of Stewardship called to...

- Give generously of our time, talent, and treasure
- Respect the environment and conserve our resources
- Support others on their spiritual journey
- Nurture those around us
- Model Catholic/Christian values

Persons of Uniqueness called to...

- Embrace others and ourselves as unique children of God, created in His image
- Live each day with integrity
- Aspire to grow in self-confidence
- Practice self-discipline
- Hold ourselves responsible for our own choices
- Work to achieve our personal best
- Bring a positive attitude to every situation

The faculty and administration will work consistently and diligently toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

The mission of discipline at San Juan del Rio Catholic School remains the desire for all parties to act in a Christian manner characterized by fairness and compassion, with the achievement of pastoral reconciliation as the outcome.

Conduct Violations/Discipline

As disciples of Jesus we are expected to treat others with respect at all times. Actions that violate our Student Behavior Expectations will result in disciplinary action. Please note classroom consequences are outlined by each homeroom teacher. Examples of unacceptable behavior resulting in school-wide disciplinary consequences include, but are not limited to, the following:

Level I Violations

- Multiple violation of classroom rules (3 or more offenses per quarter)
- Nonconformity to the uniform
- Tardiness to class (grades 6-8)
- Violation of Cell Phone/Smart Watch Policy
- Eating in unauthorized places or at unauthorized times.
- Disruptive behavior
- Inappropriate lunchroom/playground behavior
- Gum chewing
- Separation from class
- Displays of public affection
- Disrespect of others' belongings

Consequences for Level I Violations

Level I violations are subject to one or more of the following developmental appropriate disciplinary actions.

Consequences for PreK – 2

- Removal from situation
- Student/teacher meeting
- Parental contact/notification

Consequences for grade 3 – 5

- Removal from situation
- Student/teacher meeting
- Lunchroom detail
- Loss of recess
- Parental contact/notification

Consequences for grade 6 – 8

- Removal from situation
- Student/teacher meeting
- Lunchroom detail
- Referral with detention
- Parental contact/notification

Level II Violations

- Repeated Level I violations (3 of the same violation, per quarter)
- Violation of Technology/Internet Use Policy
- Going into another's locker, desk or cubby
- Use of obscene or indecent language or gestures
- Use of racist or discriminatory language
- Inappropriate behavior in mass
- Bringing discredit upon San Juan del Rio Catholic School
- Disrespect to faculty, staff members, or substitutes
- Leaving school ground without adult supervision
- Fighting, encouraging others to fight, or roughhousing
- Vandalism/destruction of property
- Theft
- Malicious gossip/behavior

Consequences for Level II Violations

Level II violations are subject to one or more of the following developmental appropriate disciplinary actions.

Consequences for PreK – 2

- Referral to Principal
- Teacher/Parent/Student Conference
- Removal from school for the remainder of the day
- Financial restitution for damaged property

Consequences for grade 3 – 5

- Referral to Principal with detention
- Teacher/Parent/Student Conference
- Removal from school for remainder of day
- Financial restitution for damaged property

Consequences for grade 6 – 8

- Referral for Saturday school (cost of \$50)
- Suspension from sporting or extracurricular activities
- Removal from school for remainder of day
- Financial restitution for damaged property

Level III Violations

- Repeated Level II offenses
- Possession, use or transfer of prescription drugs, over the counter medications, vitamins or pill-like substances without proper authorization
- Possession, use, or transfer of controlled substances, tobacco products, alcohol, knives, firearms, and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products, and pornography or indecent materials.
- Violation of the Sexual Harassment Policy/ Harassment, Threats & Violence Policy
- Any inappropriate conduct, whether inside or outside of school or on the internet that is detrimental to the reputation of the school, its students, faculty or staff (see Internet Use/ Blogging Policy)
- Any conduct that would violate a local, state, or federal law

Consequences for Level III Violations

Level III violations are subject to one or more of the following developmental appropriate disciplinary actions.

Consequences for PreK – grade 3

- Referral with immediate parent notification. Student will be sent home for remainder of school day.
- Student must write description identifying misbehavior, apologizing for action, and identifying what should have been done.
- The Principal shall decide further consequences depending on severity of the incident.

Consequences for grade 4 – 8

- Referral written with immediate parent notification. Student will be sent home for remainder of school day.
- Student will serve an in-school suspension on a day assigned by the Principal. The fee will be \$75 to cover the cost of supervision.
- A behavior contract between the student, parents, and administration will be written at the Principal's request.
- The Principal shall decide further consequences depending on severity of the incident, which may include additional suspension, expulsion, and/or informing authorities.

A \$50 supervision fee must be paid in advance for those students who are assigned Saturday School.

NOTE: The school is not at liberty to discuss disciplinary actions or consequences with anyone other than the child's parents/legal guardians.

Before/After School Detention

A consequence for inappropriate behavior is before or after school detention. Before and after school detention is a 30 minute period held before school (7:00 a.m.-7:30 a.m.) after school (3:30 p.m.-4:00 p.m.) as assigned by the principal. Parents will be notified by a referral form indicating that their student has received an after school detention. Tardiness or failure to report to after school detention will result in further disciplinary action, which may include Saturday School at a cost of \$50..

Dispute Resolution

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules, which have been violated and of the specific grounds for disciplinary action. The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary:

1. When there is a major violation or multiple infractions of the student code of conduct, which the handbook states result in suspension or expulsion, the student's parents/guardian will be called and informed of the violation. The parent may be required to immediately pick up the student from school. The student will thereafter be suspended from school until a decision is reached on the violation and the disciplinary action.

2. A review board will be convened within 72 hours after the suspension, excluding weekends and holidays, to consider the violations and the consequences. The review board will consist of the principal, other appropriate persons chosen by the principal and a teacher chosen by the parents/guardians of the student.
3. The student and at least one parent/guardian will be present during the board hearing and will be given the opportunity to present matters relevant to the issues, including matters in extenuating circumstances of the offenses. If the violation is alleged to have caused personal injury, property loss, or property damage, the purported victim(s) of the personal injury, property loss, or property damage, parties will be given an opportunity to submit matters to the review board in person or in writing as the review board deems necessary and fit. There is no right to attorney representation at the hearing. In determining whether a violation of the Student Code of Conduct is substantiated, the review board will apply a preponderance of the evidence standard.
4. The review board will issue a written decision concerning the student's culpability and disciplinary or corrective measures as soon as reasonably practicable (normally within 48 hours of the termination of the hearing). The decision of the review board will be enforced by the school administration.
5. Parents/Guardians may appeal the decision within 24 hours of the decision to the pastor for further review. At which time, the pastor may consult the review board.
6. The decision of the pastor will be carried out and upheld by the school administration.
7. The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution procedure. However, failure of the school to follow its discipline procedure as outlined in the handbook is appealable. If the school has followed its procedures as outlined in the handbook, there will be no appeal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status.

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

***VERBAL HARASSMENT**: derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, explicit/offensive references.

***VISUAL HARASSMENT**: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

***SEXUAL HARASSMENT**: unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

***PHYSICAL HARASSMENT**: unwelcome contact or intimidating acts.

***HAZING**: any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action and referral to law enforcement. Students found to have filed false or frivolous charges against an employee or student will also be subject to serious disciplinary action.

Lockers and Desks

Lockers and desks are the property of the school and may be opened or searched without the presence or permission of the students who use them. Students are assigned a locker at the beginning of each school year. Disrespecting another child's assigned space or personal belongings will result in disciplinary consequences.

Lunchroom Behavior

The same general rules for behavior apply in the lunchroom as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the table. In all cases, students are to show respect to the adults who are assisting with the operation and supervision of the lunch program. Please be aware of the following:

- No carbonated drinks, water enhancers, glass containers, or gum is allowed anywhere on campus
- Students are expected to sit at assigned tables and remain seated during lunch, pick up after themselves, use good manners and a quiet voice.

EACH STUDENT . . .

- Is to sit appropriately at the table.
- Is to use an inside voice.
- Is to request permission to leave his/her seat.
- Will eat only the food he or she has brought or purchased.
- Is to clean up his or her own trash.
- Will not throw any items.

**As people of stewardship and respect,
we will model Christ-like behavior to our classmates and adults.**

Plagiarism/Academic Dishonesty

Because we are people of integrity and honesty, all student work submitted for assessment must be created and recorded by the student submitting it. Copying the work of another student, or allowing a student to copy one's work is not allowed. Any student found guilty of presenting the work of another, published or unpublished, as his/her own work may result in a grade reduction, notification of parents/guardians and disciplinary consequences.

Playground Rules

Students are to remain in the play area during outdoor recess. Playground equipment must be used as intended and treated with respect. No rough play, horseplay, or tackling is allowed.

1. Mulch areas are for play equipment only. No balls, jump ropes, running, chasing or playing tag are allowed in the mulch areas.
2. Mulch is to remain in the playground area. No throwing of mulch.
3. Students will take turns on the rock-climbing wall. Only 1 student at a time may be on each end of the rock wall.
4. Students may not sit on top of, or hang by their legs on the monkey bars and chin-up bars.
5. Students may not enter an area without a teacher presence.

Saturday School

A possible consequence for a Level II or higher offense is Saturday School. A \$50 supervisory fee must be paid to the school office prior to the student attending the assigned Saturday School. Saturday School dates are to be announced as needed and will be supervised by SJDR school personnel. The hours for Saturday School are 8:30-10:30. Tardiness or failure to report to Saturday School will result in further disciplinary action(s).

Suspension

Suspension is the removal or separation of the student from school for a period of time. In the event that a suspension is required as a consequence for a major violation (Level II or III offense) or, multiple or repeated minor violations of the student code of conduct, the student and parent will be informed of the offense. The parent may be required to pick up the student from school immediately. The school will follow the Diocesan Policy on Suspensions for Elementary Schools as warranted..

TECHNOLOGY

Cell Phone/Smart Watch Policy

Students are not to be in possession of cell phones and Smartwatches during school hours (7:25 a.m. to 3:30 p.m.), including the hours of Extended Day (3:30 p.m. to 6:00 p.m.).

Any student found in possession of a cell phone during school hours (7:25 a.m. to 3:30 p.m.) will have it confiscated and turned in to the school office. Parents will be notified and the cell phone must be picked up in the school office by the parent. Any student found in possession of a cell phone during Extended Day hours (3:30 p.m. to 6:00 p.m.) will have it confiscated and turned into the Extended Day Director. Parents will be notified and the cell phone must be picked up by the parent in the Extended Day room (cafeteria). The Extended Day Director will notify the principal. Disciplinary action will also be taken:

- a first offense will result in a detention
- a second offense will result in Saturday School
- a third offense will result in a 1-day suspension

If a student uses a cell phone inappropriately during the hours of 7:25 a.m. and 6:00 p.m. (text messaging, taking photographs, taking videos, etc.), he or she will be suspended. Expulsion may result depending on the severity.

Should it be necessary for your child to bring his/her cell phone to school, please notify the homeroom teacher. Your child will be required to turn off the cell phone and turn it in to his/her homeroom teacher before school and will not be permitted to obtain it until he/she is called at dismissal, at which point the student must put the cell phone in his/her backpack. NOTE: Students are not permitted to turn on their cell phones until they have left the school campus.

During extracurricular events that occur on campus after 3:30 p.m., students are allowed to use their phones under parental supervision.

If your child will be attending Extended Day, then the homeroom teacher will bring the cell phone to the Extended Day Director. When students are picked up from Extended Day, parents/guardian can obtain cell phones from the Extended Day Director.

Faculty and staff are not responsible for reminding students and parents/guardians to obtain cell phones before leaving campus. The school will not be held liable for any cell phone that is lost, stolen, or damaged.

In the event of a serious emergency (i.e. lock down, bomb threat, fire), students will not be permitted to use their cell phones to call parents/guardians.

Computer Usage

All students and staff will comply with the Acceptable Use Policy of San Juan del Rio Catholic School. Lack of compliance with this policy will result in a student being suspended from use of all school computers. Further infractions will warrant disciplinary action.

E-Reader Policy

At the principal's discretion, various types of e-readers may be used while at school for the sole purpose of reading books. The use of such devices is a privilege. These devices may only be used to access the internet through the SJDR wireless network upon approval of the administration. Unauthorized use which disrupts the learning environment, will result in school officials taking the device away from the student and said privilege being revoked.

Use of this device at school puts the device at great risk of being lost, stolen or damaged. A release of liability form, signed by both student and parent, must be on file in the school office before the device is brought to school. San Juan del Rio School and its employees are not responsible for the expense arising out of any liability or claim of liability for damage, theft, or loss to such equipment or property.

Internet Use/Blogging Policy

Any student who makes negative or inappropriate comments via text, the internet, a blogging site, or social networking site, including threats or defamatory statements about others, could be held accountable. San Juan del Rio School reserves the right to discipline students for off-campus conduct; however not all instances necessitate disciplinary action.

****SJDR follows the Diocese of St. Augustine Internet Policy. (See attached)***

DRESS CODE

San Juan Del Rio Catholic School Uniform Dress Code 2017-2018

Wearing the SJDR School uniform is a matter of pride. The San Juan del Rio uniform can be purchased at the North Florida Uniform Store at 11481 Old St. Augustine Road, Ste. 301, Jacksonville, Florida 32258. (904) 288-8839. The school uniform code regulations are to be adhered to daily and the students should observe the uniform code at all times when on school grounds. Shirts are to be tucked in and shoes tied at all times. A note from the parent and/or child's physician is to be sent in to the school if any exceptions are to be given to the school uniform policy. Please label all clothing, lunchboxes, and water bottles. Parents will be contacted if students are not in proper uniform.

The following is the San Juan del Rio's uniform; anything that does not conform to these standards is not acceptable. If any item is not listed it may not be worn.

Pre-K 3 and 4**Description**

Uniform	SJDR School P.E. uniform should be worn every day. The P.E. uniform consists of the SJDR logo red shorts – either mesh or cotton – and the SJDR logo navy tee shirt. These items are to be purchased at North Florida Uniform.
Shoes	Athletic sneakers ONLY are to be worn with the P.E. uniform. Velcro is permitted – no Sperry, canvas, flashing lights, character shoes, or sneakers with wheels may be worn.
Socks	Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. There may not be lace on the socks. Designs, logos, or emblems on socks are not allowed. Socks are to be visible at all times. Girls may wear solid white or navy tights when it is cold outside. White athletic socks can be purchased from North Florida Uniform.
Outerwear	The SJDR logo sweatshirt and sweatpants may be worn on cold days. If it is cold outside, an outer jacket or coat may be worn over the SJDR sweatshirt. It will then be removed upon entering the school building, church, or classroom.
Accessories (girls)	Hair accessories: White, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn – no adornments are permitted. False nails, makeup, gloss, perfume and nail polish are not permitted. No jewelry may be worn except for a watch; a single stud earring in each ear lobe, no larger than 1/4 inch; and a religious medal or scapular that may be worn under the shirt. Piercings other than in the ear lobe are not permitted. No necklaces, rings, bracelets, body piercings, or tattoos are permitted. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.
Hair (girls)	Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting is allowed.
Accessories (boys)	No jewelry may be worn except for a watch. No necklaces, rings, earrings, bracelets, body piercings, or tattoos. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.
Hair (boys)	Hair is to be above the eyes and off the ears and collar. Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting allowed.
P.E.	n/a
Dress Down Days	There may be special days when other apparel may be worn to school. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Always unacceptable, for example, are shirts with questionable messages, and jeans/pants, shorts or shirts that are too short or too tight and are revealing. Hats are not permitted. During some themed dress down days, the school will determine the guidelines for dress.
Mission T-shirt or Spirit Wear Days	The dress code for Mission T-shirt or Spirit Wear days includes: SJDR Mission T-shirt or Spirit Wear shirt, jeans, capris, or shorts that are not too short, tight, or revealing. Socks are required and may be worn with sneakers or school shoes. Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. Hats and open-toed shoes are not allowed.

Grades K-4

Description

Uniform (girls)	Girls in grades K-4 may wear the uniform jumper and white collared blouse OR the uniform skort and the SJDR white or red polo. Please note: if your child's choice is the jumper, a white peter pan collared blouse is to accompany the jumper and navy blue undershorts are to be worn under the jumper. Uniform polo shirts may not be worn with jumpers. Skort or jumper length may be no shorter than 2 inches above the knee. Shirts are to be tucked in at all times.
Shoes (girls)	Kindergarten – may wear athletic sneakers every day – Velcro is okay. Grades 1-4 – Solid black, brown or tan enclosed leather shoes cut below the ankle are allowed. For example, loafers, docksiders, topsiders - matching mesh only, oxfords, or Mary Jane's with buckle or tie and heel of the sole no more than 1 ½ inch are permitted. No platforms, wedges, canvas, moccasins, Sketchers, Vans, athletic shoes, dress slippers, sandals, boots, or fad styles are allowed.
Accessories (girls)	Hair accessories: White, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn – no adornments are permitted. False nails, makeup, gloss, perfume, and nail polish are not permitted. No jewelry may be worn except for a watch; a single stud earring in each earlobe, no larger than 1/4 inch; and a religious medal or scapular that may be worn under the shirt. Piercings other than in the earlobe are not permitted. No necklaces, rings, bracelets, body piercings or tattoos are allowed. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.
Hair (girls)	Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting allowed.
Uniform (boys)	Navy dress pants and shorts; corduroy, topstitching, baggy looks, cargo styles, tapered at the ankle, or tight-fitting pants/shorts are not permitted. Pants and shorts are to be worn at the waist. A red or white long or short sleeve polo with the SJDR school logo is to be worn. Shirts are to be tucked in at all times.
Shoes (boys)	Kindergarten – students may wear athletic sneakers every day. Velcro is okay. Grades 1-4 – Solid black, brown, or tan enclosed leather shoes cut below the ankle are allowed (e.g. loafers, docksiders, topsiders - matching mesh only, or oxfords). No canvas, moccasins, Sketchers, Vans, athletic shoes, sandals, boots, or fad styles are allowed.
Accessories (boys)	A black, brown, or navy leather belt is to be worn at all times. No jewelry may be worn except for a watch. Necklaces, rings, earrings, bracelets, body piercings, or tattoos are not allowed. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.
Hair (boys)	Hair is to be above the eyes and off the ears and collar. Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting is allowed.
Socks	Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. There may not be lace on the socks. Designs, logos, or emblems on socks are not allowed. Socks are to be visible at all times. Girls may wear solid white or navy tights when it is cold outside. White athletic socks can be purchased from North Florida Uniform.
Outerwear	The SJDR school sweater, fleece, or jacket may be worn over the school uniform. An outer jacket or coat may be worn over the SJDR uniform; however, it will be removed upon entering the school building, church, or classroom. Students are only allowed to wear a SJDR sweater or fleece in the classroom. Spirit Wear is not an

official part of the school uniform; therefore, students may wear Spirit Wear sweatshirts to and from school, but not in the classroom.

P.E.

The P.E. uniform consists of red SJDR logo P.E. shorts – either mesh or cotton – and a blue SJDR logo P.E. shirt. Athletic sneakers must be worn with the P.E. uniform in order to participate in class. The shorts and shirt may be purchased at North Florida Uniform. Only solid plain white, navy, or black above-the-ankle or crew socks may be worn; designs, logos, or emblems on socks are not allowed. Girls may wear white or navy knee socks. No dress school shoes, canvas, flashing lights, or sneakers with wheels may be worn. On cold days, the SJDR sweatshirt and/or sweatpants may be worn over the P.E. uniform. On dress down days, students must be wearing sneakers to participate in class. If students are wearing boots, sandals, etc., please bring a pair of sneakers to change into. It is highly recommended that students wear shorts or sweatpants for class on dress down days. There are 2 choices for P.E. bags and both can be purchased at North Florida Uniform. It is encouraged that a full water bottle be brought to P.E. class.

Dress Down Days

There may be special days when other apparel may be worn to school. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Always unacceptable, for example, are shirts with questionable messages, shorts or shirts that are too short or too tight and are revealing. Hats and open-toed shoes are not allowed. During some themed dress down days, the school will determine the guidelines for dress.

Mission T-shirt or Spirit Wear Days

The dress code for Mission T-shirt or Spirit Wear days includes: SJDR Mission T-shirt or Spirit Wear shirt, jeans, capris, or shorts that are not too short, tight, or revealing. Socks are required and may be worn with sneakers or school shoes. Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. Hats and open toed-shoes are not allowed.

Code for Dress Up Days

When asked to dress up for events such as the Christmas Program, Sacraments, or other celebrations, students are asked to wear their “Sunday Best.” Girls' clothing should be modest. No backless dresses or spaghetti straps may be worn. Dresses and skirts must be no more than 2 inches above the knee. T-shirts, jeans, shorts, tennis shoes and flip flops are not allowed. Students should wear their school shoes, or another shoe that is appropriate for the occasion.

Grades 5-8 **Description**

Uniform (girls)

Girls in grades 5-8 will wear the uniform skirt and the red or white long or short sleeve polo with the SJDR logo or the white button down oxford. Skirt length may be no shorter than two inches above the knee. Girls may not “roll” the waist on their skirts. Navy blue undershorts are to be worn under the skirt. Shirts are to be tucked in at all times.

Shoes (girls)

Solid black, brown, or tan enclosed leather shoes cut below the ankle are allowed. For example, loafers, docksiders, topsiders - matching mesh only, oxfords or Mary Jane’s with buckle or tie and heel of sole no more than 1 ½ inch are permitted. No platforms, wedges, canvas, moccasins, Sketchers, Vans, athletic shoes, dress slippers, sandals, boots, or fad styles are allowed.

Accessories (girls)

Hair accessories: White, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn – no large adornments are permitted. Girls may have no more than two ponytails or braids. False nails, makeup, gloss, perfume, and nail polish are not permitted. No jewelry may be worn except for a watch and a single

stud earring in each earlobe. Piercings other than in the earlobe are not permitted. The stud may not be larger than 1/4 inch. No necklaces, rings, bracelets, body piercings, or tattoos are allowed. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.

Hair (girls)

Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting is allowed.

Uniform (boys)

Navy dress pants and shorts – corduroy, topstitching, baggy looks, cargo styles, tapered at the ankle or tight fitting pants/shorts are not permitted. Pants and shorts are to be worn at the waist. A red or white long or short sleeve polo with the SJDR school logo is to be worn. **On Mass days**, boys will wear a white oxford short or long sleeve shirt and SJDR tie. Students in grades 5-7 are to wear a blue SJDR tie. Boys in grade 8 are to wear a red SJDR tie. The Home and School Association provides only 1 blue tie to rising 5th graders and 1 red tie to rising 8th graders. A new student will also be issued an appropriate tie. If a tie is lost or stolen, a new tie can be purchased in the front office for \$15. Shirts are to be tucked in at all times.

Shoes (boys)

Solid black, brown, or tan enclosed leather shoes cut below the ankle are allowed (e.g. loafers, docksiders, topsiders - matching mesh only, or oxfords). No canvas, moccasins, Sketchers, Vans, athletic shoes, sandals, boots, or fad styles are allowed.

Accessories (boys)

A black, brown, or navy leather belt is to be worn at all times. No jewelry may be worn except for a watch. Necklaces, rings, earrings, bracelets, body piercings or tattoos are not allowed. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform. No sunglasses are to be worn in school.

Hair (boys)

Hair is to be above the eyes and off the ears and collar. Hair is to be neat, clean, the natural color, and well groomed at all times. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable. No artificial bleaching or highlighting is allowed. Boys are to be clean-shaven with no side-burns.

Socks

Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. There may not be lace on the socks. Designs, logos, or emblems on socks are not allowed. Socks are to be visible at all times. Girls may wear solid white or navy tights when it is cold outside. White athletic socks can be purchased from North Florida Uniform.

Outerwear

The SJDR school sweater, fleece, or jacket may be worn over the school uniform. An outer jacket or coat may be worn over the SJDR uniform; however, it is to be removed upon entering the school building, church, or classroom. Students are only allowed to wear a SJDR sweater or fleece in the classroom. Spirit Wear is not an official part of the school uniform; therefore, students may wear Spirit Wear sweatshirts to and from school, but not in the classroom or in church.

P.E.

The P.E. uniform consists of red SJDR logo P.E. shorts – either mesh or cotton – and a blue SJDR logo P.E. shirt. Athletic sneakers must be worn with the P.E. uniform in order to participate in class. The shorts and shirt may be purchased at North Florida Uniform. Only solid plain white, navy, or black above-the-ankle or crew socks may be worn; designs, logos, or emblems on socks are not allowed. Girls may wear white or navy knee socks. No Sperry, dress school shoes, canvas, flashing lights, or sneakers with wheels may be worn. On cold days, the SJDR sweatshirt and/or sweatpants may be worn over the P.E. uniform. On dress down days, students must be wearing sneakers and shorts/ sweatpants to participate in class. There are 2 choices for P.E. bags and both can be purchased at North Florida Uniform. It is encouraged that a full water bottle be brought to P.E. class.

NOTE: Students will not be allowed to call home for forgotten P.E. uniforms. Should P.E. attire be dropped off during school hours (8am-3pm), the bag will remain in the school office until the end of the school day.

Dress Down Days

There may be special days when other apparel may be worn to school. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Always unacceptable, for example, are shirts with questionable messages, shorts or skirts that are too short or too tight and are revealing. Hats and open-toed shoes are not allowed. During some themed dress down days, the school will determine the guidelines for dress.

Mission T-shirt or Spirit Wear Days

The dress code for Mission T-shirt or Spirit Wear days includes: SJDR Mission T-shirt or Spirit Wear shirt, jeans, capris, or shorts that are not too short, tight, or revealing. Socks are required and may be worn with sneakers or school shoes. Boys may wear plain white, navy, or black above-the-ankle or crew socks. Girls may wear plain white or navy above-the-ankle, crew, or knee socks. Hats and open toed-shoes are not allowed.

Code for Dress Up Days

When asked to dress up for events such as the Christmas Program, Sacraments, or other celebrations, students are asked to wear their "Sunday Best." Girls' clothing should be modest. No backless dresses or spaghetti straps may be worn. Dresses and skirts must be no more than 2 inches above the knee. T-shirts, jeans, shorts, tennis shoes and flip flops are not allowed. Students should wear their school shoes, or another shoe that is appropriate for the occasion.

ATHLETICS

Athletic Rules of Eligibility (Academic)

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference.

- (a) A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives any one (1) 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
- (b) Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- (c) If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five (progress report) or ten (10) day suspension, if the grade(s) adhere to the rules of eligibility as stated in (a). Students must be academically eligible prior to tryouts according to existing criteria.
- (d) Ineligible players or coaches at games – Ineligible players or coaches are not allowed to sit on the bench during any athletic contest. This includes academically ineligible players.
- (e) The penalty for playing an ineligible player or for an ineligible player or coach sitting on the bench shall be the loss of any game or games in which that player or coach was involved while ineligible.
- (f) A student may not attend a practice or game the day of a school absence. A student missing 4 or more classes is considered absent for athletic competition.
- (g) Principals reserve the right to suspend a student from a team for unsatisfactory conduct.
- (h) All students shall be given equal opportunities to tryout for all teams and eligibility rules shall apply when a student is part of the team.
- (i) If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.

- (j) The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- (k) Grading Policy- Diocese of St. Augustine:
 - 100-90 A Passing
 - 89-80 B Passing
 - 79-70 C Passing
 - 69-60 D Passing
 - Below 60 F Failure

NOTE: Grade of “I” for “Incomplete” means failure unless completed in one week after evaluation report.

- (l) In accordance with FHSAA rules, any student who repeats 7th or 8th grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

Athletic Rules of Eligibility (Non-Academic)

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. The medical form (includes medical history, physician approved participation, and participation application) must be dated after June 1 of the previous school year.

- (a) Injury – Any student not allowed to play because of injury, must have a “clear to play” report from the physician before returning to play.
- (b) Transfers – Any student who transfers into a school after a sports season has begun is ineligible to play that sport.
- (c) Age Eligibility – If an athlete turns fifteen (15) before August 31 of the school year, he/she may not play any sport for that entire school year.
- (d) Unsportsmanlike Conduct for Athletes – Any athlete who strikes, curses, is removed from a game, threatens an official, or is guilty of any other related misconduct during a game, or at any other time due to resentment over occurrences or decisions during a game, shall SERVE A MANDATORY SUSPENSION FOR THE NEXT GAME AND MAY BE SUBJECT TO FURTHER SUSPENSION FOR A SPECIFIC TIME and therefore shall be ineligible to participate in interscholastic athletics for a period of no more than ten (10) academic days. The effect of a suspension shall be to prohibit an individual player from taking part in interscholastic activity for a specified length of time for violation of the rules of this Conference. An appropriate committee of league coaches and official(s) involved shall determine a sanction that shall require the advice and consent of the principal(s) and the Superintendent of Schools.

The Superintendent, Principal, and Commissioner will have the final decision-making authority over all issues of coach and athlete misconduct.

The Athletic Committee

The objective of the Athletic Program is to offer as much opportunity for participation in sports as practical for students in grades 5 – 8. The rules and regulations of the Catholic Grade School Conference are followed. The Athletic Director works closely with the Principal and coaches in an effort to create sports teams that develop skills and foster good sportsmanship. All diocesan athletic policies are followed, as well as the San Juan del Rio Athletic Guidelines.

MEDICAL & HEALTH

Allergies

Medication: Epinephrine Auto-Injector Pens

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization as designated under Florida statutes.

Medication: Emergency Epinephrine Use (effective August 2015)

The following Policy for Administering an Injection of Epinephrine otherwise known as the “Epinephrine Auto-Injector” for Adults and Students has been approved by the Diocese of St. Augustine in accordance with Florida statutes: All medical and trained school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction, such as anaphylaxis during the school day, including before and after-care school programs. Upon administering epinephrine, call 911. This policy does not extend to off-campus activities (including transportation to and from school, field trips, etc.) or outside of the academic day (athletic or extra-curricular activities, etc.).

San Juan del Rio maintains a supply of epinephrine auto-injectors for use if a student is having an anaphylactic reaction. We have also adopted a protocol developed by a licensed physician for the administration by private school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection. We conduct routine checks to determine stability and clarity of the epinephrine auto-injector and check expiration dates.

Health

If a child is absent from school, the school office and homeroom teacher are to be notified via an e-mail before 8:00 a.m. of that day. Current Florida proof of immunizations and physicals are to be on file in the office for each child prior to the start of the school year.

The school health room is not set up to care for sick children. Children who are too ill to attend class will be sent home.

All families must fill out an Emergency Information Card at the beginning of each school year. Should an emergency arise and a parent needs to be contacted, emergency numbers need to always be up-to-date. Whether a child is not feeling well or a serious accident has occurred, parents or other authorized persons should be able to be reached at all times. It is the responsibility of the parent to update their child(ren)’s emergency contacts throughout the year. Please inform the school office of any changes.

*** Please alert the office to any severe allergy.**

If your child has any type of disease or rash, please notify the school immediately. Following an incident of such disease or rash, students will need a release from their physician for re-admission to school. (For example: measles, mumps, chicken pox, etc.)

All students need to be fever free, without medication, as well as vomit free for 24 hours prior to returning to school.

Immunizations

Florida law requires all students enrolled in a Florida school to have a Florida Certificate of Immunization. This form may be secured from the St. Johns County Health Department or at the child's personal physician's office. The Diocese of St. Augustine requires that students are up-to-date on their immunizations. Religious exemptions are no longer accepted by the diocese or diocesan schools, while medical exemptions will continue to be accepted.

Lice

Upon determining that a student at school has a case of head lice, he/she will immediately be sent home. In order to be readmitted to school, the student is to be rechecked in the school office and determined to be lice and nit free. We adhere to the diocesan "no nit" policy.

Medication

Medication may be given by office personnel only if the following requirements are met. Medication must:

- be clearly identified with the name and type of medication
- be in original container sent from home
- carry a current prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date

A signed medication permission slip, available from the school office, must be on file in the school office. Medication cannot be kept in the classroom or distributed by a teacher. Students may not have medication of any sort (aspirin, Motrin, etc.) in their possession.

Medicine must be left in the front office and will be dispensed by office staff. Medicine that must be carried around by a student, such as an inhaler or Epi-Pens requires a separate diocesan form completed by parent and physician to be given to the office.

Over-the-counter medication is not to be sent to school without a doctor's note and the Administration of Medication form. The doctor's note is to specify dates medication is needed. Leftover medication will be sent home in two weeks.

SAFETY PROCEDURES

Emergency Situations

The faculty receives in-service training on how to handle emergency situations. If such a circumstance arises, parents will be notified as quickly as possible through the homeroom parent and given instructions for picking up their children. In the event of a school-wide emergency the RenWeb notification system which sends phone, email, and/or text messages will be utilized.

San Juan del Rio Catholic School will be closed when St. Johns County Schools are closed due to inclement weather, unless notified differently by the school as directed by the Diocese.

Safety

The principal, teachers, and parents are to jointly accept responsibility for the safety of our students. It is of great importance to follow established safety rules:

- 10 m.p.h. is the maximum speed allowed on SJDR grounds
- **no use of cell phones while driving on campus.** (i.e. talking/texting)
- always enter through the Marywood entrance for drop-off and dismissal (unless alternative routing has been directed)
- carpool line must be used during drop-off and dismissal; no walk ups.
- forgotten lunch or medication is to be brought to the office, not directly to the classroom
- visitors to the campus must make arrangements for these visits in advance, sign in at the office, and wear a visitor badge at all times while on campus. (The sign in book is on the counter to the right of the pens.)

Fire drills, lock down drills and severe weather drills are conducted regularly. Everyone participates in all drills as outlined in the Emergency Procedures Manual.

MISCELLANEOUS

Home and School Association

The Home and School Association (HSA) was established to support the school administration and help provide activities for the school.

General meetings of the HSA will be held monthly (except December and May). All parents are encouraged to attend. The most significant goal of this organization is to bring about a cooperative effort among faculty, staff, parents, and students in maintaining a healthy and happy school environment.

The principal and pastor choose the Executive Board members. Committees are established to further the good of the school.

HSA will have monthly evening meetings, which include reports from the Principal, HSA committee members, pastor and special guests.

The School Board

The School Board is comprised of both church members and school parents who have been chosen by the pastor and principal for the expertise they bring to this board. The School Board acts in an advisory capacity only in the areas of policy, finance, and long range planning. The board provides valuable support to the administration of the school and communicates directly with the parish council in order to maintain appropriate accountability to the parish community.

Handbook Amendments

The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students.

Early Childhood Handbook Addendum

This addendum applies to grades PK3, PK4 and Kindergarten.

Assessment Reports

A narrative observation form will be used to discuss the student's progress and achievements by the Early Childhood teachers during Parent/Teacher conferences at the end of the 1st quarter. In grades PK4 and Kindergarten a report card form will then be used to communicate progress for the remaining three school quarters. Additional conferences will be held on an as needed basis, and may be requested by the teacher or parent. PK3 will use a report card form for the 2nd and 4th quarters and a narrative form with a conference held at the end of the 3rd quarter. PK3, PK4 and Kindergarten fourth quarter report cards will be mailed home. Pupil progression for students entering San Juan del Rio's Kindergarten will be determined based on the standards mastered, teacher recommendation as well as principal approval.

Bathroom/Accident Policy

Each child is expected to be fully potty trained. This means that he/she is able to recognize when he/she needs to use the restroom in a timely manner and must also be able to use it independently.

As Early Childhood Educators, we understand that accidents can happen. In the case of a bathroom accident, we request that each child have a complete change of clothes, including socks, in a Ziploc bag, in their classroom at all times. PK3 students need to have an extra pair of tennis shoes, also. This does not have to be a uniform change of clothes; however it must be school and weather appropriate. If an accident occurs, we will accompany the child to the restroom and give them all the verbal guidance and support possible. We will coach them through the steps, if necessary. However, if the child is having difficulty properly cleaning him/herself, then the parent will be called to come and assist in the clean-up and possibly take the child home.

If accidents continue, a conference will be held to discuss further actions and/or solutions to aid the child's independence in this area. However, in a case in which a child is unable to achieve independence, then he or she may be asked to leave the school.

Classroom Birthday/Holiday Celebrations

We love to celebrate birthdays and holidays with the children in a fun, exciting and educational way.

Birthday celebrations are a special time. A small snack may be sent in with your child during morning carline. The teacher will celebrate your child's birthday with the class during an appropriate time of their day. Please be sure to contact your child's teacher regarding what is appropriate for a birthday snack. No goodie bags or parents are necessary.

For holiday celebrations, all of the classes will hold holiday center-type celebrations in which the students will be actively engaged in projects and games that directly relate to the holiday and the curriculum. These celebrations are coordinated with/through the Homeroom Mom(s). We always need parent volunteers for these busy days, however, the volunteers MUST be fingerprinted, have attended the VIRTUS Training (Protecting God's Children) and be cleared with the office. Celebration days are extremely busy so we ask that younger siblings not attend. Goodie bags are not permitted for holiday parties.

Drop off/Dismissal Procedure

The teachers, teacher assistants and patrols will be present during carline to help the children safely to and from their cars. Please follow the school procedures for morning and afternoon carlines. During drop off, please stay in your car and the teacher, teacher assistant or patrol will help your child from the car. During pick up, a teacher or teacher assistant will bring your child to the car. From that point, it is your responsibility to safely secure your child into the vehicle.

At the 11:30 & 11:40 dismissals there will be a carline. Pre-K3 parents will line up in front of the school office in the carpool circle. Pre-K4 parents will begin to line up, facing the school, in the parking lot in the second aisle from the modular building. Once the Pre-K3 students are dismissed the Pre-K4 carline will be signaled forward to the front of the office area for pick up.

Extended Day

Extended Day is offered as a flexible service. There are three Extended Day options:

- Morning Care from 6:30 am – 7:30 am
- Mid-Extended from 11:30 am – 3:00 pm
- Late Extended from 3:00 – 6:00 pm

Each family is to fill out the Extended Day registration form whether you are planning to use it daily or just on occasion. If you are using it occasionally, please be sure to write a note to your child's teacher on the days they are staying for Extended Day. PK3 and PK4 parents, please be sure to include whether your child will be going home at the 3:00 carline or if they are staying later. You will be charged either monthly or hourly.

Morning Care begins at 6:30 am. You may bring your child to Morning Care at any time up until 7:30 a.m. Your child may bring their breakfast to eat at this time if they would like.

PK3 students who stay after 11:30 and PK4 students who stay after 11:40 am are considered part of Mid-Extended Day. The students will go out for recess, have lunch, take a nap, and be engaged in various activities. If your child is going home at the 3:00 carline, please follow the school dismissal policy. If your child is staying later they are considered part of the Late Extended. In order to pick up your child you must park in the church parking lot, not in the carpool circle, and walk into the school through the main gate. The PK3, PK4 and Kindergarten students will be located in the modular classrooms, or on the Early Childhood playground. All students will receive a snack in Late Extended.

Field Trips

Various on-campus field trips and enrichment activities will be offered throughout the school year. The Early Childhood children will not participate in any off-campus field trips.

Last Day of School

The students in PK3 and PK4 are dismissed one week prior to the rest of the school. The principal will determine the exact last day of school. There is NO EXTENDED DAY for PK3 or PK4 on this day. More details will be given at a later time. The Kindergarten students' last day is the same as the rest of the school. There is NO EXTENDED DAY for anyone on this day.

Lunch Time

The PK3 and PK4 students eat lunch in their classrooms. The hot lunches and drink orders are brought to the classroom. The Kindergarten students eat lunch in the school cafeteria. Please be sure to indicate your child's hot lunch order on the order form that is in your child's red folder. Please be sure to include plasticware and napkins in your child's lunch, if necessary.

Nap/Rest Time

For the purpose of Early Childhood, the definition of a nap is "a brief period of rest during daylight hours". Therefore, each child who is enrolled in an Early Childhood program for more than 4 hours per day must be provided an area in which he or she can rest quietly. We follow this guideline, in that a rest time is provided for all children who attend an all day program, (until 3:00) in grades PK3 through Kindergarten. It will immediately follow the lunch and recess periods. The time guidelines for each grade are:

PK3, at least an hour

PK4, at least 45 minutes in mid-extended

Kindergarten, at least 30 minutes

Each child in PK3 and PK4 Mid-Extended will be provided a nap mat. The Kindergarten parents will be asked to provide \$10 at the beginning of the year to cover the cost of the nap mats. They will be kept in the classroom and cleaned following the NAEYC guidelines. All children in PK3 through Kindergarten may bring in a small blanket or towel to lie on during rest time. Pillow Pets and pillows are NOT permitted in school.

Snack Policy

All of the students at San Juan del Rio Catholic School are allowed a snack break at a time that is determined by the teacher which is convenient for maintaining the momentum of instruction. Parents are responsible for supplying a nutritious snack, which includes a drink. Drinks must be in a reusable container or thermos. Please refer to the attached list for healthy snack ideas. If candy or soda is sent in for a snack, the child will not be allowed to consume it. The teacher will supply an alternate snack for that day and notify the parent. Parents may speak to the individual teachers regarding treats for student birthday celebrations.

Student Orientation

Prior to the start of school, parents and children are given the opportunity to get acquainted with each other at the New Family Picnic. Dates and times for the picnic can be found on the school's website.

The Early Childhood Students, (Pre-K3, Pre-K4 and Kindergarten), will begin the year with a Staggered Start schedule. Staggered Start means that a smaller group of children will be attending class each day. This will give the teachers and the smaller group of students an opportunity to get acquainted with each other. They will also have the opportunity to meet new friends in a smaller group setting and begin to learn routines and procedures. This gives the teachers an opportunity for more one on one time with the students. Half of the class will attend on the first official day of school and the other half of the class will attend on the second official day of school. The whole class will attend on the third official day of school. At the end of the school year, the children will spend some time visiting with the next grade's teachers in their classrooms to become familiar with their new setting.

All parents will be asked to fill out a Student Information Sheet in order to help us work together to improve the child's overall transition.

Diocese of St. Augustine

Office of Educational Services

Student Name _____

Homeroom _____

STUDENT AND PARENT/GUARDIAN AGREEMENT 2017-2018

INTERNET ACCEPTABLE USE POLICY

San Juan del Rio Catholic School

DIRECTIONS: In order for a student to use the school's Internet connection, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

In virtue to the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive internet access privileges is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of internet use, our school and the sponsor of this internet connection will not be liable for the actions of anyone connecting to the internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

1. All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to, or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

PLEASE SIGN ON REVERSE (ONE PER STUDENT)

PARENT: (For Pre-K thru 2nd grade, parent only must sign. Parents and students in 3rd grade thru 8th grade must sign)

As the **PARENT or LEGAL GUARDIAN** of this student, I have read the DIOCESE OF ST. AUGUSTINE INTERNET ACCEPTABLE USE AGREEMENT. I understand that this access is only for educational purposes. I also recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the Diocese of St. Augustine, the school or any employee responsible for materials acquired on the network. I hereby give permission to grant internet access privileges to my child and certify that the information contained on this form is correct.

Parent Signature

Date

Parent Name **(PRINT)**

STUDENT:

(Parents should ensure that the student understands his/her obligations prior to signing.)

I read, understand and will abide by the DIOCESE OF ST. AUGUSTINE INTERNET ACCEPTABLE USE AGREEMENT. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

Student Signature

Date

Student Name **(PRINT)**

Homeroom



Family Name: _____

San Juan del Rio Catholic School
2017-18

Please sign both portions and return to the school office. Thank you.

1. I have received the Parent – Student Handbook electronically. I have read and reviewed the information in this handbook with my child(ren).

Parent's Signature and Date

Student Names(s) and Homeroom(s)

2. The above listed children:

_____ has/have my permission for his/her picture to appear in local newspaper publications or brochures, promoting San Juan del Rio Catholic School.

_____ does not have my permission for his/her picture to appear in any publications.

Parent's Signature

Date

*“A place for children to journey in faith,
grow in learning and
develop their relationship with Jesus.”*

San Juan del Rio Catholic School