

MISSION STATEMENT

Saint Brendan School provides a quality Catholic elementary education to the community of the Ormond Beach area. We achieve this in an atmosphere rooted in the Gospel values. We stress academic excellence, and also athletic, cultural, and social development. We accomplish this by developing a sense of personal responsibility, respect, and self-discipline. We create a positive and caring environment by cooperation and participation of both home and school.

SCHOOL PHILOSOPHY

Saint Brendan School is a Catholic elementary school, grades Pre-K to 8, affiliated with the Diocese of Orlando, and fully accredited by the Florida Catholic Conference. We are a community of faith, committed to carrying out the fourfold purpose of Catholic education; proclaiming the message of God revealed by Jesus Christ, building fellowship in the life of the Spirit, providing service to the Christian community, and worshiping God in public and private prayer. We use our human and material resources to establish and maintain a school climate conducive to the spiritual, moral, intellectual, emotional, physical and social development of each student. Our curriculum is challenging and broad in scope, and places emphasis upon the development of the attitudes, values, and skills. This enables the student to think clearly, act purposefully, and deal effectively with their interpersonal relationships and with the scholastic and cultural challenges they face every day. We affirm the role of parents as the primary educators of their children; and, as partners in parenting, we encourage parental involvement. We believe in the dignity of each child; therefore, we emphasize through word and example the absolute necessity for respect of self, of others, and of property. This acknowledgement of the sacredness of each person's dignity, we believe, leads to a greater mutual respect for one another in our community of faith as we proclaim and live the Good News of Jesus Christ.

RELIGIOUS EXERCISES

The development of each child's faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services and the study of scriptures, thereby providing a Christian foundation and climate of faith to mature. Non-Catholic students are expected to participate in all religious activities and classes, except the Sacramental Life of the Catholic Church.

Children in Grade 2 will be prepared to receive the Sacraments of Penance and Eucharist. Students in Grades 7 & 8 will be prepared to receive the Sacrament of Confirmation.

WORSHIP

Saint Brendan School exists as a vital part of the worshiping community of Saint Brendan Parish. The children's presence at Mass manifests their faith life and the commitment of the school to witness the sacramental life of the Church by participating in the celebration of the Eucharist.

SCHOOL HOURS PK- 8

7:45 AM – Homeroom/ Prayers

8:00 AM – Classes begin

3:10 PM – Dismissal M, T, Th, F and 2:10pm W

The school will not accept responsibility for students dropped off before 7:40 AM. Students may enter their classroom at 7:45 AM.

When waiting for activities (athletic, social, etc.), the students must be supervised by an authorized adult. **Any student not picked up by 3:25 p.m. will be placed in the After School Program and charged the hourly fee.**

Students may not be in the buildings at any other time unless they are supervised by an authorized adult.

ACADEMIC REQUIREMENTS

Each student's progress and effort is unique to the individual. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified in March. Any student in grades 4-8 who fails two major subjects for the year will not be promoted. Primary students (K-3) must pass Religion, Reading, and Mathematics. Summer school or tutoring may be accepted in order to make up these failures. Approval must be given by the principal.

All students in Eighth Grade must pass all major subjects in order to be eligible for graduation. Tests will be administered periodically throughout the marking period. Exams will be given at mid-year and also at the end of the year for students in Grades Six through Eight in Religion, Reading, English, Mathematics, Social Studies, and Science.

Parents are asked to be vigilant regarding student progress by checking progress reports and report cards, which are issued every 4.5 weeks.

ATTENDANCE AND ABSENCE FROM SCHOOL

A student must be present at least 40 of 45 classes **each marking period. If a student misses more than five days not related to a health problem, the teacher may drop the student one letter grade.** Excessive absence during any one marking period may result in no-credit reporting which would hinder advancement to the next grade the following year.

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. Illness of the pupil, death in the family, and exceptional instances that affect the child are the only legitimate excuses for absence from school. Oversleeping is not an excuse for absence because it is better to be late than absent.

A parent is requested to call and leave a message with the office between 8:30 AM and 9:30 AM to report a student absent. **A written note must be presented upon the child's return to school with the following information: Child's Name, Grade, Date of Absence, Reason, and Signature by a Parent or Guardian.** If any student is absent for four or more days, a Doctor's note must be presented to the office. All contagious disease must be reported as soon as diagnosed. A parent will be notified if the child becomes ill or is injured while at school. Emergency numbers for parents and two other people responsible for the child must be kept on file in the Health Room and must be kept current.

When a student has been absent from school for any reason, it is her/his responsibility to personally check with the teacher or teachers to determine the work that has been missed during her/his absence and the possibility of make-up work where the teacher feels it is necessary.

Homework will not be sent home until the second day of illness. Excuses from Physical Education on short-term illness will be granted only upon a written statement from the parent or guardian. Extended illness requires a doctor's note in order to be excused and a note to return to full activity.

If an extended absence for illness from school is necessary, please contact the school for arrangements for necessary class work assignments, or home tutoring. **Absence from school excludes attendance at ANY extra-curricular activities held that day.**

VACATION ABSENCES

Family vacations should be planned to coincide with school holiday periods whenever possible. Children need the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences.

If for some unavoidable reason, a family needs to remove a child from school for a vacation, we ask that you notify the office in writing regarding the number of days that your child will not be in school. **Missed assignments should be discussed with the teacher after the student returns to school. NO ASSIGNMENT WILL BE GIVEN DURING VACATION ABSENCES.**

EARLY DISMISSAL

Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. **A written request from the parent or guardian must be submitted to the principal on or before the requested day of early dismissal stating the reason for this request.** The note should clearly state who is calling for the student. The parent, or proxy, should go to the office to sign out the student who will be summoned to the office for dismissal.

Telephone requests will be honored only in cases of at emergency and upon satisfactory identification of the caller.

TARDY AND TRUANT

Punctuality is very important in the education of a student. A student who is late must report to the office to obtain an admittance slip to class. **Students must be in their homeroom by 7:45 AM bell.**

Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense. The Principal will note any incidence of frequent tardiness and discuss the reasons for it with the parents. Students are expected to be punctual to school and classes.

HEALTH

If a child has a special medical condition, this information must be filed with the office with instructions on how to dispense medication. Please help your child to practice good health habits that we will enforce at school. The main phases of our Health Program are as follows:

1. Pre- K, K, and students new to Florida Schools must have a physical exam before coming to school. It is the parent's responsibility to provide for such an exam and return a doctor's certificate to the school.
2. Hearing tests are given each year to grades K, 1, & 7. In addition, any pupil referred to the nurse for a hearing problem will be tested.
3. Vision tests are given to grades K, 1, & 7. Notices are sent home only to those who need attention. Please return these completed papers
4. Scoliosis screening is done on every pupil in Grade 7. Any pupil shall be exempt from examination upon written request of a parent or guardian. Parents may be present for the examination.

5. First aid, if needed, is given by the Health Tech during the school day. The usual antiseptics used are hydrogen peroxide, Bacitracin-Neomycin-Polymyxin-B, Calamine lotion, and soap. If your child is allergic to these or any particular substance, please let the Health Tech know so that we may avoid unnecessary problems. When an ace bandage is used please return it to the nurse after use.
 6. **Medications, both prescription and non-prescription, will be given by the Health Tech to students during the day only if the permission to administer it is given in writing by the doctor and parent or guardian. Medication must be in a labeled prescription bottle with the student's name and required dosage. This permission must be updated yearly.**
 7. Students are not permitted to carry medications, not even aspirin.
 8. Injuries occurring at home will not be treated in the Health Room.
 9. If your child contracts a communicable disease, do not send the child to school until your physician gives you permission. Please notify the school immediately. State law requires a doctor's certificate if a communicable disease is the cause of an absence.
 10. Tetanus shots required at beginning of 7th grade
- LICE POLICY: St Brendan School has a "no nit policy". Students with active lice or nits will be sent home upon discovery. The student will be readmitted with a doctor's note and must check in at the school office before entering their classroom.

MEDICATION

Students needing medication prescribed by a doctor while at school must have a **statement of permission signed by the doctor and parent.**

A labeled prescription bottle with the student's name and dosage is required and must be left in the Health Room.

No staff member, OR VOLUNTEER NURSE, may issue aspirin or any medication to any student at any time, IF NOT DOCTOR PRESCRIBED. THIS INCLUDES OVER THE COUNTER MEDICATION.

AFTER SCHOOL PROGRAM

The program operates from Dismissal until 6:00 PM. Information regarding the program is sent home in August.

LEAVING SCHOOL CAMPUS

For the protection of all, students are not permitted to leave the school grounds during school hours or during after-school activities. Students are required to remain "in sight" of teachers and supervisors at all times.

EMERGENCY CLOSINGS

In the event of emergency closings or delayed opening, announcements will be made over local Radio and TV Stations. We will follow **Volusia County's lead in closings.** If school is closed or dismissed early due to inclement weather, parents will be notified via the automated calling system or the classroom parent. Closing information also will be available on the school webpage and announced over radio and TV stations. Please instruct your child where to go if you are working and no one is home. **Be sure that your emergency numbers are kept current.**

DRESS CODE

A clean and neat appearance enhances a child's dignity and helps to promote proper behaviour. The school uniform achieves these purposes.

All uniforms must be purchased through Risse Brothers Apparel Co. All students must be in the complete required school uniform unless a free dress day has been designated.

Dress Uniforms will be required on designated special days and occasions. If a student is not in the proper school uniform, the parent must send a note to the Principal explaining the reason.

BOYS: Grades K- 8

DRESS UNIFORM

Shorts/Slacks — Khaki

Belt — Khaki or brown or black leather

Maroon School Shirt

SOCKS — WHITE-CREW MUST COVER ANKLE
SHOES — ALL BLACK OR ALL WHITE SNEAKERS

GIRLS:

Grades K-5 DRESS UNIFORM

Maroon Plaid school jumper

Short sleeved white blouse (must be worn with jumper)

Khaki walking shorts/slacks/skort with brown, black or khaki belt

Maroon School Shirt (worn with khaki shorts only)

SOCKS — WHITE-CREW MUST COVER ANKLE
SHOES — ALL BLACK OR ALL WHITE SNEAKERS

GRADES 6 –8 DRESS UNIFORM

Maroon plaid school skirt / skort

Maroon school shirt

Khaki walking shorts/slacks/SKORT with brown, black or khaki belt

SOCKS — WHITE-CREW MUST COVER ANKLE
SHOES — ALL BLACK OR ALL WHITE SNEAKERS

Grey sweatshirts, maroon hoodies, maroon sweaters and maroon jackets by Risse may be worn in classrooms during cold weather. All other outerwear must be placed in lockers or cubbies during the school day. Children may remove and wear these items during recess.

SHOES

Uniform: ALL STUDENTS MUST WEAR ALL BLACK OR ALL WHITE SNEAKERS and WHITE SOCKS THAT COVER THE ANKLE.

PHYSICAL EDUCATION UNIFORM

Regulation uniforms are to be worn by all students in grades PK-8 for physical education classes. **These uniforms must be purchased through Risse Bros.**

Apparel. The uniform consists of maroon/black school shorts, grey/maroon school shirts, white socks and ALL BLACK OR ALL WHITE ATHLETIC SHOES / SNEAKERS

Students in grades 6-8 will purchase St. Brendan solid black shorts for class. All Students will wear their PE uniform to school on the days they have PE. During cold weather, students may also wear grey/maroon school sweatshirts and grey/black sweatpants for PE All students may wear school sweatshirts when the weather requires it. **No other sweatshirts are permitted.**

Students may wear their own jackets/coats to school, but must be left in their locker or cubby during the school day.

OTHER:

- **Uniform school shorts and slacks must be worn at the waist. Shorts and skirts must not be more than 2 inches above the knee and they must not be rolled up. Uniform shirts and PE shirts must be worn tucked in at all times.**
- EXCESSIVE JEWELRY, NAIL POLISH AND MAKE-UP ARE NOT PERMITTED FOR ANY STUDENT.
- BOYS -- AAA haircut: Above the brow, Above the ear, Above the collar – no highlights or color.
- GIRLS – NO HIGHLIGHTS, STREAKS, FROSTING, HENNAS, FULL HEAD COLORING OR DYES – HAIR MUST BE NATURAL COLOR. NO WEAVES, EAVE WRAPS, JEWELRY WRAPS.
- Body decorations and piercing will not be permitted, except for girls' earrings. One simple post earring in each ear. Simple thin chain with cross or holy medal may be worn inside shirt. Students may not wear hats, bandanas, scarves, sunglasses, etc.
- **Parents must take responsibility for proper uniform attire every day. If a student is not in proper school uniform, the parent will be contacted, and if unable to bring in the proper uniform, the child will receive a consequence. If persistent uniform infractions occur it will be considered “insubordination”.**
- **Book bags – no wheeled book bags. Book bags will not be used in passing between classes. Students will carry books. There will be a “locker / passing period to in order to trade off folder for the next class. Girls in grades 6-8 may bring purses to school, but purses must be kept in lockers during the school day. Students may access their purses during locker changes throughout the school day.**

The Principal determines violations of the Dress Code as well as any teacher and staff member.

ALL ARTICLES OF CLOTHING MUST BE LABELED WITH THE NAME OF THE STUDENT. The school is not responsible for lost, misplaced or mis-appropriated clothing!

DRESS DOWN DAYS

Only dress shorts, walking shorts, jeans or dresses, are permitted. **NO jean shorts, baggy jeans, tight clothing, bicycle shorts, tank tops, halter tops, bare midriffs, sheer clothing, hats of any type, short skirts and short shorts are not permitted.**

Students may wear sneakers, or school shoes. Sayings and pictures must not contain inappropriate language or advertisements.

NON-DISCRIMINATION POLICY

Saint Brendan Catholic School does not discriminate against applicants or students on the basis of race, color, gender, or national and ethnic origin.

ADMISSION POLICY

The age requirement for Pre-Kindergarten is 4 years of age on or before September 1; for Kindergarten, 5 years of age on or before September 1; and for Grades 1, 6 years of age on or before September 1 providing the child has successfully completed Kindergarten.

An original birth certificate is required as well as the Social Security number. A health record containing immunization information is required by the Florida Department of Health and Rehabilitative Services. For Catholic students, a certificate of Baptism is required. All registrations must be made in person with original certificates.

Admission is determined on a year-by-year basis with priority given to parishioners of Saint Brendan Church. As space is available, admission is extended to parishioners of Prince of Peace, of other Catholic parishes in the area, to transfer students from Catholic schools and to students of families of other Church affiliations. Having siblings previously enrolled will not be an automatic criterion for admittance. However, care will be taken to examine individually each request for admittance.

WAITING LIST PRIORITY

St. Brendan Catholic School adheres to the class size standards set forth by the Diocese of Orlando and the Florida Catholic Conference. Enrollment is limited to no more than 25 in Pre-Kindergarten, with a full-time teacher assistant, 30 in Kindergarten, with a full-time teacher assistant, and up to 30 in Grades 1-8. As space becomes available, consideration is given to those placed on an active waiting list. The following factors will be used to determine acceptance from the waiting list.

1. Parents who are registered, supporting, practicing Catholics of Saint Brendan Church
2. Registered supporting, practicing Catholics of other Catholic churches.
3. Having siblings currently in school.
4. Others interested in a Catholic Education

FINANCIAL COMMITMENTS: TUITION IS USED TO HELP DEFRAY THE COST OF EDUCATING A STUDENT AT ST. BRENDAN SCHOOL. NOTIFICATION OF TUITION IS GENERALLY ANNOUNCED BY JANUARY. THE TUITION PAY PLAN CONTAINS THREE OPTIONS:

1. pay in full by August 1.
2. half payment by August 1 and half paid by December 1 (late fee of 5% per month)
3. SMART TUITION 11 payments from July through May (using SMART, a family authorized automatic tuition payments from a bank account on either the 5th or the 20th of each month beginning in July. The contract contains a non-refundable enrollment fee of \$35 deducted from your account upon inception of the agreement).

All financial obligations must be current within each marking period. A parent who is having unexpected financial difficulties should inform the Principal immediately.

Since tuition, fees, and parish subsidy do not cover the cost of educating each child at St. Brendan School, supplemental fees are derived from each family's participation in the fund raisers sponsored by the school, H.S.A., and parish. Parents will also be required to give not less than 20 hours of volunteer service during the school year. Failure to do so will result in a service fee of \$300 due by May 1st. **Full cooperation by each family is expected in order to maintain the family tuition plan.**

SERVICE REQUIREMENT

It is the policy of Saint Brendan School to require parents to give not less than twenty (20) hours of volunteer service in the school year. **The failure to give the twenty hours of volunteer service will result in a \$300 assessment fee per family due by May 20th.**

The members of the executive board of the H.S.A., who manage the Volunteer Service Program, may be contacted for information about the service activities. A comprehensive list of such activities can be found in a ledger book kept in the school office. The recording of hours worked is to be entered into this book by each volunteer.

BIRTHDAYS

In Saint Brendan School, a student's birthday is honored by permission to be out of uniform on a designated day during their birthday month. Appropriate apparel for school must be chosen.

Parents are welcome to send goodies to school with their child on birthdays, but treats need to fall into the cookie/brownie/cupcake category to simplify the process of distributing the goodies to children.

Birthday invitations to parties outside of school must be mailed from home.

CARE OF SCHOOL PROPERTY

Reasonable care of the school buildings, furnishings, books, and instructional materials is emphasized at all times. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum. If any book is torn or defaced payment must be made for the replacement. Books must be covered at all times. Marking or in any way destroying school property or uniforms is inexcusable and subject to disciplinary action. This may include paying for repairs. **CHEWING GUM IS NOT ALLOWED IN THE CLASSROOM OR ON THE SCHOOL PREMISES IN ORDER TO MAINTAIN CLEANINESS AND HYGIENIC CONDITIONS.**

DESKS/STORAGE CUBES/LOCKERS

The school is the co-tenant of all storage areas and desks and reserves the right to search them at any time without notice. Defacing desks, chairs, "cubes" or lockers is strictly forbidden.

VISITORS

All visitors, including parent volunteers to the school, except at the times of public function, must sign in/out at the school office and receive a badge before going through the school.

Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class.

Students are not permitted to have visitors during the school day.

USE OF TELEPHONE

We make every effort to keep interruptions of the instructional program to a minimum. Therefore, teachers and students will not be called to the phone during the school day.

1. Messages to students from parents will be taken and delivered by the School Secretary.
2. Parents are encouraged to e-mail teachers @ www.stbrendanormond.org

ELECTRONIC DEVICES

Electronic Devices are not allowed on campus: CD players, MP3 players, games, etc. will be confiscated and held for parent to pick up after school hours. Cell phones must be turned off and placed in lockers or backpacks during the school day. Students found with cell phones during the school day will have them confiscated and held for parent pick up after school hours. Repeated violations will result in further disciplinary measures.

LOST AND FOUND

Toys, pagers, disc players, MP3 players, laser pointers etc, **may not** be brought to school. Articles, which have been found, other than textbooks and library books, should be taken to Lost and Found. Library books and textbooks should be taken to the library.

Lost articles can be claimed by proper identification. The school is not responsible for any items that are lost or missing.

PROGRESS REPORTS

Progress Reports are issued mid-way between the marking periods to keep parents informed of the student's progress. Cooperation between the school and home is absolutely essential for a child's successful academic achievement.

REPORT CARDS

Report Cards are issued at the end of each quarter and are an indication of a student's achievement in various academic areas along with their effort and conduct. Parents are asked to sign and comment on each report and then return the card promptly to the school. Formal parent/teacher conferences will be held annually, usually at the end of the first marking period. Individual conferences may be made with specific teachers. In Kindergarten and First grade, specific, detailed report cards are issued tailored to the needs of that age group. They are distinguishable and unique for those grades and St. Brendan School.

In Grades 1-8, students are graded quarterly in each subject area with a letter grade for achievement and students in grade 1-8 will also be graded on conduct. Students in Pre-K and Kindergarten are issued reports at mid-year and the end of the year. Mandatory exams are given in all major subjects in grades 6-8, for the mid-year and the end of the year. Any student not taking any of these exams will receive an F for each exam missed.

Grades 6-8:

Grade	Percent Range	Grade Point Equivalent
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 & below	(not passing)

SPECIALS: **S – Satisfactory** **N - Needs Improvement**

CONDUCT: (1) – Satisfactory **(2) - Needs Improvement**

Grades 1 – 5

- A Outstanding
- B Above Standard
- C Meets Standard
- D Below Standard
- F Failing

CONDUCT

- (1) Satisfactory
- (2) Needs Improvement

HONOR ROLL

The following criteria have been established for grades 6-8 for the Honor Roll:

Academic Excellence: 4.0

High Honors: 3.5 – 3.9

Honors: 3.0 – 3.4

Students must also have Satisfactory in all Specials.

PARENTS' RIGHT TO REVIEW RECORDS

Parents may have access to review their child's records. This request must be made in writing to the principal and the school will respond to the request within twenty-four hours. In the absence of a court order, a non-custodial parent has access to the academic records and to other school related information regarding the child. If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the Court Order.

APPOINTMENTS—COMMUNICATION

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious teacher-parent relationship and a level of understanding that is essential.

1. When in doubt regarding some school regulation, please contact the school office to clarify your question.

2. Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements may be made through the office or by a note or e-mail to the teacher.
3. Parents may not disturb a member of the teaching staff or a student, before school, in the morning, during the school day or during dismissal. Items that students forget may be left at the office.
4. Appointments with the Principal may be made by calling the office.
5. You are encouraged to communicate with your child's teacher when and if difficulties arise, whether they are academic or disciplinary in nature, before contacting the principal.

STUDENT ACTIVITIES CONTESTS

SCIENCE FAIR, SOCIAL STUDIES FAIR, SPELLING BEE, POETRY AND VARIOUS ESSAY AND POSTER CONTESTS

STUDENT COUNCIL

The Student Council provides the leadership in promoting the goals of Saint Brendan School. It is responsible for organizing spiritual, educational, and social activities. Student Council is a main channel of communication between students and administration. It is open to all students in the school who qualify for membership. The Student Council is advisory in nature and all procedures and activities must meet with the approval of the faculty advisor and Principal. To be eligible for and to maintain the status of this office, a student must meet the following requirements:

1. Must have a current G.P.A. of 2.0;
3. Must not have a grade in **conduct** lower than an "S" (1).
4. Must fulfill the eligibility requirements as set forth by the Student Council Constitution.

NATIONAL JUNIOR HONOR SOCIETY

Like the Student Council, the NJHS provides the leadership in promoting the goals of Saint Brendan School. It is limited to Grade 8 students with induction of new members taking place for 7th graders during Catholic Schools Week.. The following is the established criteria for selection to the Saint Brendan National Junior Honor Society based on the guidelines issued by the National Council of the NJHS:

1. Membership is an honor bestowed upon a student in grade 7 or 8.
2. Candidates must have been in attendance in Saint Brendan School the equivalent of one semester.
3. Candidates must have a cumulative scholastic average of at least 3.5 and an "S" (1) in **school conduct**. Candidates will then be evaluated on the basis of service, leadership, character, and leadership.
4. Selection for membership is by a faculty council.
5. Once selected, members have the responsibility to continue to demonstrate the above five qualities necessary for membership. Failure to do so may result in the student being placed on probation.

GUIDANCE SERVICES

Students may be referred to the Guidance Counselor by the administration or Faculty for academic or social problems. The student may also request to Guidance Services.

The Guidance Counselor will determine if the parent needs to be notified of the problem.

SCHOOL YEARBOOK AND NEWSPAPER

Students who are interested may participate in activities, which will result in a school yearbook and also a school newspaper. Both of these activities are moderated by faculty members.

EXTRA-CURRICULAR ACTIVITIES

Saint Brendan School offers several activities in which the students may participate if they meet the academic and physical requirements. Some sports activities are cheerleading, basketball, golf, tennis, volleyball. We do not intend to place total emphasis on these activities, and we ask you to follow the same practice.

However, for a well-rounded education, we offer a balance between academic studies and extracurricular activities so that one has the opportunity to develop intellectually, morally, emotionally, physically and culturally. Parental permission is required for students who participate in these programs.

A student who participates in any school or sport activity must maintain passing grades in all subject areas and also in conduct. Students who do not maintain a 2.0 may not participate in the activity until progress reports are sent. Students who participate in sports activities must maintain a yearly physical examination by a physician. **Students who are absent from school may not participate or be present at any activity after school or be present on school property. Students who miss excessive amounts of practice without permission may not be able to participate in games.**

ASSEMBLIES

Assemblies are scheduled periodically for the students for educational enrichment. Assemblies provide an opportunity for children to personally experience public speaking, and they teach children proper audience behavior and appreciation.

Parents are invited and encouraged to attend any school assembly, function, Mass, etc., even if their child is not actively participating. Your presence gives support and at the same time, helps you keep in touch with the school.

Extra-Curricular Activities and assemblies are student privileges. Students who have less than satisfactory conduct/effort may lose some privileges during the school year.

CAFETERIA

Students may buy lunch daily in the cafeteria. Milk, juice or water may also be purchased. Menus will be issued at the beginning of each month, and lunches are paid for on a daily or weekly basis. Children may also bring lunch from home. In an emergency, students may charge lunch for the day and pay the following day. No further credit will be allowed until the original debt is paid.

CHANGE OF ADDRESS OR PHONE

Written notification of a change in address or telephone number is to be sent to the school office immediately when the change is made. This is necessary to keep our files as current as possible.

FIELD TRIPS

Periodically, students are taken on field trips as a part of their educational program. These trips are considered a privilege and a student may be denied participation if

he/she fails to meet academic or behavioral requirements. When such trips are being planned, permission forms will be sent home to be signed and returned to school. Forms, other than the school form, will not be accepted. **Any student who fails to submit the Diocese of Orlando Permission Form signed by a parent will not be allowed to participate. Telephone calls will not be accepted in lieu of the proper form being completed.** A parent has the right to refuse to allow the child to participate in the field trip.

Any student who does not participate in the field trip must report to school. All trips are supervised by the classroom teacher and other adults. Students must remain for the entire class trip and be dismissed from school. The school is not liable for any accidents occurring during the class trip. When participating in a field trip, all school rules and sanctions apply.

FIRE/TORNADO DRILLS/LOCKDOWN DRILLS

In compliance with State Law regarding fire and tornado regulations, drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. Lockdown drills are scheduled at different times during the year.

HOMEWORK GUIDELINES

Homework may be either a written assignment or a study assignment. The homework policy for St. Brendan's is:

Grades 1 and 2	20 – 30 minutes
Grades 3, 4 and 5	45 – 60 minutes
Grades 6, 7 and 8	60 – 90 minutes

Parents should not do their child's homework, but parents should supervise home study and train the child to present her/his work to them for approval. Advice and direction are sometimes needed, but the child develops self-confidence and a sense of responsibility when working independently.

If definite study has not been assigned for the night, it is advisable for the student to review her/his work in preparation for the next day's classes. Saint Brendan Student Planners are given to students in grade 3-8 and are utilized in each grade based on the specific teacher guidelines. Additional planners used as replacements can be purchased in the school store. Also see attendance/absence policy re homework.

INSURANCE

Every student is covered by the Diocese of Orlando Insurance Plan during school hours. The cost of the coverage is included in the book fee. Optional 24-hour coverage is offered by requesting forms from the office. In the event of an injury, it is the responsibility of the parents to request a claim form from the office.

LIBRARY/MEDIA CENTER

The Saint Brendan School Library is staffed by a full-time librarian who manages the library, and provides a number of instructional services including library/study skills lessons, storytelling, audio-visual productions, computer lessons, and supervision of private group study.

The library and media center provides a variety of materials for teachers and students including books, pamphlets, periodicals, videotapes, DVDs, CDs and equipment.

Library materials may be borrowed for one (1) week. Fines for overdue materials will be charged for days school is in session. Report cards will be held at the end of each semester and the end of year until fines are paid or materials returned.

SCHOOL NEWS

Every week, information about school projects, important dates and happenings, etc, will be posted on our web page. Every effort will be made to have this to you every Wednesday. Please read what is emailed to you. Also remember to check our website www.stbrendanormond.org frequently. We are making every effort to be a paperless and green school in regard to our communication.

SCHOOL PICTURES

School pictures are taken yearly. The dates when the pictures will be taken will be announced at the beginning of the school year. The purchase of these pictures is optional.

TESTING PROGRAM

The IOWA Test of Basic Skills (ITBS) is conducted annually in Grades 2 through 8. This testing takes place in March for grades 2-8. It is designed primarily for following a student's growth from year to year within each subject area.

This testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of the student's educational progress.

Cognitive test are also administered to the students three times during their eight years of elementary school in Grades 3, 5 and 7. Skill Profile Sheets are distributed upon the return of the achievement tests to the parents.

Fifth and Eighth grade students also take a religious education test (ACRE) in February.

TRANSPORTATION- CARS

For the safety of our children, students being transported by car are to be discharged and picked up next to the curb by the school building. Students are reminded to watch out for all traffic, and no parent or child should walk between the cars at anytime. **All students should use the crosswalk when going to or from the parking lot.**

- **PRE-K AND KINDERGARTEN ARE TO BE DROPPED OFF AND PICKED UP IN THE EAST BEACHSIDE CIRCLE LOT.**
- **GRADES ONE THROUGH EIGHT ARE TO BE DROPPED OFF AND PICKED UP IN THE WEST PARKING LOT.**
- **ALL STUDENTS ARE RELEASED AT 3:10 PM on M, T, TH F AND 2:10 PM W.**
- **FOR THE SAFETY OF OUR CHILDREN, PARENTS SHOULD NOT WALK THROUGH OR LEAD THEIR CHILDREN THROUGH THE DISMISSAL CAR LINE, USE THE SAFETY CROSSWALK.**
- **FOR THE SAFETY OF OUR CHILDREN, PARENTS SHOULD NOT CONFERENCE WITH TEACHERS DURING DISMISSAL.**

There are only two drop off and pick up locations. For the safety of our children, please do not ask your child to meet you at any other location. In order

to insure proper supervision, students must be picked up or dropped off at one of the two sites.

FINGERPRINTING

The Diocese of Orlando is committed to doing everything in its power to ensure the safety of all those entrusted to its care. All employees and volunteers must complete an online safety quiz and digital fingerprint screening. There is a processing charge, which is approximately \$50.00 or more. Persons who have undergone a fingerprint screening within the past seven years and who provide proof of same need not be re-fingerprinted or undergo a criminal background investigation until the expiration of the seven-year period.

HOME SCHOOL ASSOCIATION

The education of the child involves a cooperative enterprise between home and school. You, as a parent, are urged to contribute your suggestions and viewpoints concerning the educational needs of your child. The most efficient means to carry out this privilege is to become an active member of the H.S.A. The objectives of this organization are as follows:

1. To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service, and worship.
2. To provide programs, opportunities, and funds that will:
 - a. Assist the children to develop a personal and community life-style grounded on Catholic teaching and Gospel Values.
 - b. Foster the religious, intellectual, physical, cultural and social development of each child.
 - c. Enhance the ability of parents to participate actively and effectively in their child's education.

All parents are members of the H.S.A. upon registration of their children. You are cordially invited to participate in all activities of the H.S.A. and attend the monthly meetings.

SCHOOL BOARD

The Saint Brendan School Board is a body whose members are selected and/or elected by the parish to participate in decision-making in designated areas of responsibility.

Usually these areas include planning, development, public relations and marketing.

In addition to the Board members, the Pastor and his Associates, the Principal, an H.S.A. representative, and a Parish Council representative serve on the School Board. The Board is advisory and meets monthly on the First Wednesday of the month.

THE ROLE OF THE PARENTS

To assist the school in maintaining quality education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, adults are obligated to teach and give good example. Parents need to develop in their children good habits of behavior as well as proper attitudes toward school. To help children, all parents should:

1. Recognize that the teacher takes the place of the parent while the child is in school.

2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.
3. Talk with children about school programs, activities, and share an interest in pupil progress. Praise improvement demonstrated by the child on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Be responsible for periodic health examinations for children.
6. Make every effort to attend individual and group parent-teacher conferences.
7. Arrange for a time and place for students to complete homework assignments.
8. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the child.
9. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action.
10. Explain and review periodically the Catholic-Christian behavior with the child.
11. Parents, who are Catholic, must be practicing Catholics; accept responsibility for their child/ren's Sunday Mass Attendance; and live the Catholic values in the home.

THE ROLE OF THE STUDENT

As a student, you attend school so that you develop your individual capabilities to their full potential. To accomplish this, you need to:

1. Make a sincere effort to do your best work.
2. Develop personal standards of conduct that are reflected in socially approved behavior.
3. Accept responsibility for your own actions.
4. Respect the rights of others.
5. Obey school rules and regulations.
6. Be regular and punctual in attending school and classes.
7. Observe the Dress Code, which is:
 - a. Neatness and cleanliness at all times
 - b. Your attire needs to be modest and in good taste and appropriate for the classroom at all times
 - c. The same good taste observed during school hours needs to be carried over in personal life.
8. Help maintain school property and keep the school environment free from damage and defacement.
9. Recognize that the teacher takes the place of your parent in school.
10. Pray, think and act as a Christian.

STUDENT BEHAVIOR

The ultimate objective of school discipline is student growth in abilities, attitudes, and habits, which are essential to acceptable standards of behavior. The immediate objective of school discipline is to maintain effective teaching/learning conditions. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place at any time. Hopefully, the occasion to invoke serious penalties will rarely occur.

However, if flagrant violations of school rules take place or repeated indifference to correction is demonstrated, appropriate disciplinary action must be taken.

BULLY BEHAVIOR

As a member of the Body of Christ and part of the community of St. Brendan Catholic School, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way, which will cause physical or emotional pain. Some, but not all, examples of this behavior are the following: name calling, put downs, starting or spreading rumors, lying about another person, physical threats, intimidation, insults, negative gestures, facial expressions and writing/drawing unkind notes or pictures, and cyberbullying. **Appropriate disciplinary measures will be taken for violations of this policy.**

DETENTION

Detention is the basic disciplinary sanction. Teachers may use detention at their own discretion. A detention slip is issued and must be signed and returned the next day. Failure to attend detention sessions as scheduled will result in the assignment of additional time or may result in suspension.

DISCIPLINE

In guiding the child's growth in Christian attitudes and in habits of virtue, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing people who possess strengths, hopes and expectations. These young people depend on the adults in their lives to model Christian values and conduct. Knowing their limits and school rules will help them in making choices. St. Brendan School is committed to fairness in dealing with any discipline problem, so in most cases, the Administration or disciplinarian will make every effort to tell the students what he/she did that was wrong. The students and teacher will both be given a chance to be heard.

Grades Pre-K – 5

Early childhood, primary and elementary teachers work with the children at various developmental stages that require individualized methods of discipline. At this level, any serious difficulties first would be brought to the attention of the parents by the classroom teacher. If the behavior continues, the Administration will be advised, and parents will be called in for a conference.

Grades 6 – 8

Most often, disciplinary measures will be handled by the classroom/special teachers using a step-by-step procedure. For example:

- Step one – Verbal warning
- Step two - Written warning – name placed on parental notification form
- Step three – Parent notification sent home and consequence assigned such as lunch detention, recess detention, cafeteria cleanup, loss of special area
- Step four – Parent notification sent home and consequence assigned such as before or after-school detention or in-school suspension
- Step five (severe clause) – Student is sent to principal, parents are called immediately

However, if the situation or behavior continues on a regular basis, then the parents will be notified and the student may be placed on a Behavior Contract.

All students need to be aware of the following rules and discipline procedures.

1. Respect for all authority is expected.
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted, under any circumstances.
7. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.
8. Any student, who for any reason, is found to have a weapon or any object deemed inappropriate by the principal will be subject to immediate expulsion.
9. Any student, who threatens another student/teacher either physically, verbally, written expression, by e-mail, or on profiles posted on a website will be subject to immediate suspension which may result in expulsion.
10. Cheating is a form of stealing, therefore; copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the Internet is not allowed.
11. Any student who displays inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.
12. Students who abuse their computer time will lose this privilege.

When students from the primary/elementary grades are responsible for more serious disciplinary infractions, the administration, after informing the parents involved, will look into the matter, will determine the severity of the misconduct and will take appropriate action.

The principal and/or pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

DISCIPLINE POLICY

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected for all students and consequences of choices made will be fairly treated. Please note that St. Brendan School is committed to act in a fair and moral manner regarding any disciplinary action. Students will be told the nature of the offense and will be given an opportunity to present their side of the story. At the first Parent Teacher Meeting, Teachers will discuss with the parents the school and classroom policies. Parents are expected to uphold and support these policies by their words and actions. **PLEASE NOTE:** A student accused of a serious wrong may be placed on a home-study program.

When a child is sent directly to the Principal/Assistant Principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit made by the Administration.

The following consequences will apply:

1. First Referral –an Administrator or guidance counselor will have a conference with the student to counsel about behavior.
2. Second Referral –an Administrator will contact parent by telephone and/or writing and a consequence will be assigned.
3. Third Referral – an Administrator may assign before or after-school detention or in-school suspension.
4. Fourth Referral - is a serious matter and the student may be suspended. However, a student may be suspended at any time if the situation warrants.

IN OR OUT OF SCHOOL SUSPENSION

Suspension may be given to a student for serious infractions of the school rules. Or to a student who has a pattern of less than satisfactory conduct or effort. The student will be removed from the classroom for one to three days. In the case of an In School Suspension, the student will be removed from class and supervised by an adult. All assignments must be completed and credit of up to 80% may be given for assignments or tests. For an Out Of School, Suspension parents must provide supervision and student receives a zero for all assignments due or completed during the time of suspension. In addition, the student is placed on Probation until the next Progress Report or Report Card is distributed. During this time the student is ineligible to participate in any school sponsored activity.

EXPULSION

After two formal suspensions a student is liable to dismissal. Such dismissal is not required if school authorities judge it is not appropriate. Such action will be at the discretion of the Principal after consultation with the Pastor and a meeting with the parents. Certain infractions may warrant immediate dismissal. Examples of these would include the use or possession of weapons, drugs, alcohol, physical threats to a student or staff member either written, verbalized, or over the Internet and any destruction of school property. The above plan may be entered into at any step that the seriousness of the misconduct warrants.

Tuition and fees will not be refunded if a student is dismissed. **The principal and/or pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.**

PROBATION

A student who continues to disrupt the school setting may be placed on conduct probation for one marking period. This may serve as an alternate to suspension/expulsion, allowing the student an opportunity to make positive changes. However, serious offenses may result in suspension/expulsion with no opportunity for probation.

WITHDRAWAL

Please notify the principal in writing at least two weeks in advance stating your reason for withdrawal of a student. Library books and texts belonging to the school are to be returned and all school accounts settled, then the transfer will be issued from the school office. No records will be forwarded unless tuition is current.

In case of an expulsion, the Pastor and Principal may also require the withdrawal of siblings.

SEXUAL HARASSMENT

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, and other verbal, visual or physical contact of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. All students are responsible for ensuring that this school is free from all forms of sexual harassment. The school will investigate all allegations of sexual harassment and will take appropriate corrective action when warranted. Any students or parents who are determined, as a result of such an investigation, to have engaged in sexual harassment in violation this policy will be subject to appropriate disciplinary action, up to an including dismissal.

Students need to be aware that the internet/e-mail can be considered as a vehicle for inappropriate conduct/sexual harassment when it directly or indirectly names and/or offends students or teachers of the school.

DIOCESE OF ORLANDO ACCEPTABLE USE POLICY

The Diocese of Orlando, Office of Schools, knows that the Internet and other emerging technologies allow students an immense opportunity to learn and grow globally. The Office of Schools' goal in providing the privilege to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the Internet or other emerging technologies will be guided by the Acceptable Use Policy (AUP).

The Diocesan Schools may not be able to technologically limit access to services through the Internet for the purpose of instruction, study, and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet and other technologies, which the Diocesan school has not authorized for educational purposes. By participating in the use of the Internet or other technologies, students may gain access to information and communications which parents or guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of technology and the Internet.

Teachers and school designees are responsible for ensuring that the Diocese of Orlando technology users are knowledgeable about this policy and regulations. All Diocese of Orlando technology users are required to sign a written AUP and to abide by the terms and conditions of the policy and its accompanying regulations.

The Diocese of Orlando does not sanction any use of the Internet and other available technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Users who disregard the AUP may have their use privileges suspended or revoked. The Diocese of Orlando reserves the right to suspend or revoke such privileges in the event any teacher, administrator, or principal believes the user's conduct to be inappropriate or non-compliant with the AUP. Users granted access to the Internet and other technologies through Diocesan Schools assume personal responsibility and liability, both civil and criminal.

Regulations:

The Diocese of Orlando, Office of Schools, believes that the Internet and other emerging technologies offer vast, diverse, and unique resources to students, teachers, and other users. The Office of Schools' goal in providing this privilege to staff and students is to promote educational excellence in schools by facilitating resource

sharing, innovation, and communication. Technology is used to support learning and enhance instruction. With access to computers and people all over the world, comes the availability of material that may not be of educational value in the context of the school setting. We, the Diocese of Orlando, firmly believe that access to the valuable information and interaction available on the worldwide network will far outweigh the possibility that users may procure material that is inconsistent with our educational goals.

Students, teachers, and other users are responsible for appropriate behavior on school computer networks at all times, just as they are in classrooms on school premises. At a minimum, school rules for behavior and communications apply, and are in no way to be interpreted as limiting the regulations outlined in the AUP. The network is provided for students, teachers, and other users to conduct research and communicate with others for educational purposes only. Students or other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by or through the Diocese of Orlando. The Diocese of Orlando maintains the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is on-line, down-loaded, or through printed material. All computer passcodes or passwords must be made known to the Diocese of Orlando, and use of unknown passcodes or passwords is prohibited.

The Diocese of Orlando retains the right to access such codes at any time. If a user violates any of these provisions, his or her privileges may be terminated and future access may be denied. Students, teachers, and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the AUP form will be authorized Internet access.

The AUP form is a written agreement, signed by students, teachers, and other users outlining the terms and conditions of the AUP. Anyone wishing to use the Internet or other forms of technology is required to sign the AUP form. The Diocese of Orlando is responsible for providing the principals, teachers, and designees with the Student and Employee AUPs.

Principals, teachers, and designees are responsible for ensuring that all technology users under their supervision are made aware of the AUP and have signed the agreement. They are further responsible for explaining the AUP to students and instructing students on proper technology usage and etiquette.

Principals, teachers, and designees are responsible for distributing the signed agreement forms to the appropriate parties and for providing their principal with the signed student forms. The original signed forms, as archives will be kept in the school office.

Parents and guardians are responsible for discussing the AUP with their child. By signing the agreement, parents/guardians give their permission to allow students to use various forms of technology in the school. Parents and guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they may find controversial, inappropriate, or offensive. Parents and guardians assume this risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. The Diocese of Orlando is not responsible should any user access information that is outside the scope of instruction, study, or research related to the curriculum.

Diocese of Orlando technology users are responsible for abiding by all the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

Users who disregard or violate, in any way, the AUP may have their privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.

PRINCIPAL'S LETTER

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of

Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

RIGHTS OF PRINCIPAL

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures. The principal may waive any disciplinary rule for just cause at her discretion.

SCHOOL/PRINCIPAL RIGHT TO AMEND

The principal retains the right to amend the handbook at any time for just cause and parents will be given prompt notification if changes are made.



AGREEMENT FOR PARENTS AND STUDENTS

Please complete the form below and return it to school after you and your child/children have read this HANDBOOK. If your child is in Grades Pre-K through 5, please read the HANDBOOK with her/him and be sure s/he is aware of its contents. Thank you for your cooperation.

Please sign the form below and return to the teacher of your youngest child .

1. We have read the St. Brendan School **Student/Parent Handbook**, and agree to abide by and support its rules, regulations, and responsibilities.

2. Authorized Use Policy

As the parent/guardian of this student(s), I/We have read the Authorized Use Policy and discussed it with my/our child(ren). I/We understand that access to the Internet and emerging technology is designed for education purposes only. I/We hereby give consent for my/our child(ren) to have use of the Internet and emerging technologies. I/We acknowledge that should my/our child(ren) access information other than that which is intended for instruction, study or research related to the curriculum, the Diocese of Orlando will not be held responsible. I/We certify that the information contained on this form is correct.

3. Photo/Video Permission - Consent, Wavier, Release

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, I/We, the undersigned parents of the student(s) listed below, enrolled at St. Brendan School, do hereby consent, authorize and grant permission to the Diocese of Orlando and St. Brendan School, Ormond Beach, FL, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said students(s) and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper.

In granting such permission I/ We hereby relinquish and give to the Diocese of Orlando, Orlando Florida, all right, title and interest I/We may have in the finished pictures, negatives, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, video or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

Father's Signature _____ **Mother's Signature** _____

Student's Signature _____ **Student's Signature** _____

Student's Signature _____ **Student's Signature** _____

ST. BRENDAN

AGREEMENT FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

PARENTAL CONSENT FORM

St. Brendan School has chosen to permit student's access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that

St. Brendan School and the Archdiocese of Orlando do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Brendan School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student(s). I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software and Internet access at St. Brendan School.
2. Check one:

_____ I hereby consent to _____(student) having access to, and use of, the telecommunications resources at St. Brendan School. I also hereby indemnify and hold harmless the Diocese of Orlando and St. Brendan from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at St. Brendan School.

Family Name (Please Print)

e-mail

Parent's Signature

Date