

**Saint Brendan**  
**the Navigator**  
**Catholic School**  
**Ormond Beach, Florida**



**2023-2024**  
**Parent/Student Handbook**

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## **1.0 FACULTY AND STAFF**

### **1.01 Characteristics**

Our faculty and staff are highly qualified. Half of our professional staff members hold advanced degrees. All of our teachers are certified by the Florida Department of Education and/or the Early Learning Coalition of Volusia and Flagler Counties and are qualified according to the guidelines established by the Florida Catholic Conference which is the accrediting agency for our school and the Catholic schools in the state of Florida.

### **1.02 Early Childhood**

Full Day VPK Teacher and Director:

Mrs. T. Cawley

[tcawley@stbrendanormond.org](mailto:tcawley@stbrendanormond.org)

Kindergarten Teacher:

Mrs. D. Ritsema

[dritsema@stbrendanormond.org](mailto:dritsema@stbrendanormond.org)

### **1.03 Elementary School**

Grade 1: Ms. C. Fogarty

[cfogarty@stbrendanormond.org](mailto:cfogarty@stbrendanormond.org)

Grade 2: Mrs. M. Dole

[mdole@stbrendanormond.org](mailto:mdole@stbrendanormond.org)

Grade 3: Mrs. P. Bannon

[pbannon@stbrendanormond.org](mailto:pbannon@stbrendanormond.org)

Grade 4: Ms. R. Goeke

[rgoeke@stbrendanormond.org](mailto:rgoeke@stbrendanormond.org)

Grade 5: Mrs. C. Goebel

[cgoebel@stbrendanormond.org](mailto:cgoebel@stbrendanormond.org)

### **1.04 Middle School**

Religion 6-8 and Religion Resource:

Mrs. K. Voorhees

[kvoorhees@stbrendanormond.org](mailto:kvoorhees@stbrendanormond.org)

Science 6-8:

Mrs. I. Rex

[irex@stbrendanormond.org](mailto:irex@stbrendanormond.org)

Math 6-8:

Mr. S. Smith

[ssmith@stbrendanormond.org](mailto:ssmith@stbrendanormond.org)

English Language Arts 6-8:

Mrs. J. Hand

[jhand@stbrendanormond.org](mailto:jhand@stbrendanormond.org)

Social Studies 6-8:

Mr. R. Hand

[rhand@stbrendanormond.org](mailto:rhand@stbrendanormond.org)

1.05 **Special Subjects**

Art:

Mrs. L. King

[lking@stbrendanormond.org](mailto:lking@stbrendanormond.org)

Guidance:

Mrs. G. Alansky

[galansky@stbrendanormond.org](mailto:galansky@stbrendanormond.org)

Library/Technology:

Mrs. D. Beasley

[dbeasley@stbrendanormond.org](mailto:dbeasley@stbrendanormond.org)

Music:

Ms. L. Kershner

[lkershner@stbrendanormond.org](mailto:lkershner@stbrendanormond.org)

Physical Education:

Mr. M. Morgan

[mmorgan@stbrendanormond.org](mailto:mmorgan@stbrendanormond.org)

Resource:

Mrs. E. Bayuk

[ebayuk@stbrendanormond.org](mailto:ebayuk@stbrendanormond.org)

Spanish:

Mrs. M. Warnick

[mwarnick@stbrendanormond.org](mailto:mwarnick@stbrendanormond.org)

1.06 **Administration and Staff**

Pastor:

Rev. T. Barrett

[tbarrett@stbrendanchurchormond.org](mailto:tbarrett@stbrendanchurchormond.org)

Principal:

Mr. P. Gorrasi

[pgorrasi@stbrendanormond.org](mailto:pgorrasi@stbrendanormond.org)

Administrative Assistant to the Principal:

Mrs. J. Spadea

[jspadea@stbrendanormond.org](mailto:jspadea@stbrendanormond.org)

## 2.0 ABOUT OUR SCHOOL

### 2.01 Mission Statement and Beliefs

*St. Brendan the Navigator Roman Catholic School provides quality Pre-K to 8 education that is rooted in the Eucharist, Gospel values, devotion to Mary, and an active Sacramental life. We stress academic excellence, as well as cultural, athletic, and social development. Through the alliance of home and school, we develop socially responsible students who have self-discipline and respect for all human life through the practice of Catholic social teaching.*

*“Molded in God’s image, We strive for Excellence.”*

The school community is Christ-centered and recognizes the value and uniqueness of each person as a child of God. St. Brendan Catholic School is committed to the development of the spiritual, social, and academic potential of each student. Through liturgy, prayer, service to others, and religious formation, students are encouraged to integrate their Catholic faith and values with everyday life experiences by sharing their time, talent, and treasure.

We believe...

- The Church’s mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship, and to serve and understand others without distinction is integrated in a quality Catholic education; the responsibility for this integration is shared by all members of the parish and school community.
- A challenging curriculum infused with Catholic truths and moral values is the foundation of the school program.
- By establishing a supportive learning environment, we provide opportunities for students of all learning styles to reach their full God-given potential.
- Each student is recognized and valued as a unique child of God in his/her spiritual, social, emotional, and academic needs.

Creating a safe and comfortable learning environment is a responsibility shared by all members of the church and school community ensuring success for all students.

### 2.02 Educational Goals

St. Brendan Catholic School strives to meet the following goals:

- To broaden the students’ understanding of God’s love for us through the study of the Gospel and the teachings of the Roman Catholic Church. This is accomplished through religion classes, faith formation throughout the school day, attendance at Liturgy and Liturgical functions, formal morning and afternoon prayer, and experiences that help our students translate their faith into service for others.
- To provide a safe and happy environment so that each child may grow spiritually, physically, emotionally, intellectually, and socially. In each classroom, teachers strive to recognize the uniqueness of each individual child. Teachers assist students in acquiring a desire for learning, using techniques and strategies to meet the learning style of each student.



- To provide the students with the basic skills needed to be effective in all areas of life: language arts, including English grammar, speaking, reading, writing, and listening; mathematics; government; citizenship; history; science, including care of the environment; and technology.
- To provide students with the opportunity to learn about and appreciate the fine arts.
- To provide the students the opportunity for physical development, health, and safety.
- To provide students with 21<sup>st</sup> century skills such as technology use, problem solving, critical thinking, and group work.
- To provide continuing education to faculty and staff that will allow them to improve instructional practice.

### **2.03 Philosophy**

St. Brendan Catholic School exists for the purpose of assisting parents in the task of preparing their children to be witnesses of their Catholic faith by living according to Christian values.

St. Brendan Catholic School is child-centered because Our Lord was people-centered. Hand in hand with parents, the staff is committed to total development of body, spirit, mind, and heart.

St. Brendan Catholic School provides the child with the fullest and best opportunity to realize the threefold purpose of Catholic education: message, community, and service (“To Teach as Jesus Did.”)

### **2.04 Accreditation**

St. Brendan Catholic School has been accredited through the Florida Catholic Conference of Bishops (FCC). St. Brendan received accreditation in September 2022 for a period of seven years.

### **2.05 History**

St. Brendan Catholic School was founded in 1964 and celebrates 59 years of educational excellence in Ormond Beach, Florida. The beautiful, spacious campus is located on Ocean Shore Boulevard just north of Granada Boulevard. We are a Pre-Kindergarten through eighth grade Catholic school that is under the jurisdiction of the Diocese of Orlando.

## **3.0 DIOCESE OF ORLANDO SCHOOL POLICIES**

### **3.01 A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of the Catholic Schools in the Diocese of Orlando**

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

Code of Conduct for

Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom

associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

#### Mission Statement:

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

#### Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- ❖ To be treated with respect and courtesy by staff, students and other parents
- ❖ To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren’s education and development
- ❖ To have confidentiality over sensitive issues respected by faculty/staff

#### Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- ❖ Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- ❖ Respect the rights of faculty/staff members and other individuals
- ❖ Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- ❖ Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook
- ❖ Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- ❖ As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

#### As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- ❖ Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care. *Please note that each school in the Diocese of Orlando has a “Raptor” comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver’s license, “Raptor” runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events.*
- ❖ Support in words and actions the philosophy of Catholic Education.
- ❖ Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- ❖ Respect teachers’ preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged

- ❖ Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- ❖ Respect the decisions made by the administration and faculty, even if you disagree with them
- ❖ Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- ❖ Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- ❖ Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- ❖ Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- ❖ Value the school community and its reputation especially when engaging with social media
- ❖ Do not smoke or use offensive language on school premises

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.

2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.

3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.

4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation(<https://www.orlandodiocese.org/ministries-offices/schools/>).

5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

*Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren. If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.*

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.*

### **3.02 Acceptable Use Policy**

An *Acceptable Use Policy* for all parishes, schools, and entities of the Diocese of Orlando is in Section 14 of this handbook. This policy is important for the protection of Diocesan intellectual property, as well as assuring the safety of the users. This policy supersedes any other policy which may have previously been signed regarding the use of the Internet. St. Brendan Catholic School families must sign an acknowledgement that they have received the pertinent information and will abide by Diocesan policy.

### **3.03 Child Abuse Reporting**

As mandated reporters, any clergy, religious, lay employee, or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious, or clergy, will immediately observe the following procedures:

- Contact the Florida Department of Children and Families toll free abuse registry hotline at 1-800-962-2873 within the same calendar day.
- Respond to the local DCF call-back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

### **3.04 Custody**

**Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.** The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their CURRENT phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to the academic records and to other school related information regarding the child. In such cases, the school will also, upon request, provide for a parent-teacher conference with the non-custodial parent.

**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 an official copy of the court order.**

### **3.05 Fingerprinting Policy**

The Diocese of Orlando requires all persons employed by the diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted. A background check will be completed by the Florida Department of Law Enforcement or the Federal Bureau of Investigation, depending on the area of volunteerism.

### **3.06 Safe Environment Training**

The Diocese of Orlando is required by the United States Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must

receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families. The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

### **3.07 Hazardous Materials Policy**

St. Brendan Catholic School is re-inspected periodically for asbestos, arsenic, and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing materials as developed is available without restriction for your inspection in the school office. We ask that you make an appointment if you wish to review the plan.

### **3.08 Inappropriate Behavior/ Language Policy**

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment) by students is unacceptable. As soon as a teacher, coach, or administrator is aware of behaviors or language that could be considered harassment, or knows that students used sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken if the harassment or behaviors continue.

### **3.09 Media Consent Policy**

The Diocese of Orlando requires that all students have a signed Photo/Video Release form in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by St. Brendan Catholic School and the Diocese of Orlando.

### **3.10 Review of Records**

The school voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. **A written request to the administration must be submitted by the parent and will be complied with by the school within 24 hours.**

### **3.11 Title IX**

St. Brendan Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **3.12 Child Protection**

Dear Parent,

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 often 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 information 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/she is changing clothes at school or a sporting event, other than necessary supervision in a locker room 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/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.

Yours in Christ,

Mr. P. Gorrasi

### **3.13 Faithful Citizenship**

A. The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs in an effort to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved.

B. Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school, or during school or school-sponsored activities.

C. The posting of political materials in Diocesan schools or on a school's property is strictly prohibited.

D. Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date).

#### **4.0 ADMISSIONS INFORMATION**

##### **4.01 Acceptance**

The Catholic school system is a private system. A parent's request to send a child to St. Brendan Catholic School is consent to abide by the rules of the school. *Consequently, the philosophy and discipline of our system must be accepted. It may not suit every child or parent.* We reserve the right to request that a child pursue education elsewhere in the event of refusal to accept school rules and regulations. All students are accepted under the condition that they worship God weekly in church. Likewise, families are asked to attend Sunday Mass or religious services regularly. Otherwise, the Christ-centered philosophy of the school loses its meaning.

Student records from previously attended schools must be received prior to acceptance. This will assist the administration in determining whether St. Brendan Catholic School programs will meet student needs. Any student for whom records have not been received prior to the first day of school may be prohibited from attending or may be tested to determine acceptable placement.

**All new students in grades Pre-K to 8 are accepted for a probationary period of 90 school days.** At 90 days, the student will be evaluated and a decision will be made as to continued enrollment.

- Students applying for Pre-K 4 (VPK) must be four years old by September 1 of the year of entrance.
- Students applying for Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering Grade 1 must be six years old by September 1 of the year of entrance.

##### **4.02 Application, Testing, Interviewing**

Application for all grades, Pre-K through 8, begins in the month of February before the anticipated date of school entry. The completed application should be returned to the school office as quickly as possible to reserve a spot. An entrance exam to determine our ability to serve your child's needs may be required at the discretion of the school.

Students entering grades 1 to 8 will be required to present their most recent report card, discipline record (if applicable), and standardized test results.

##### **4.03 Nondiscrimination Policy**

St. Brendan Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

#### **4.04 Preliminary Records**

Preliminary records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate (if applicable), and emergency contact information.

#### **4.05 Readmission**

Students who leave or have been asked to leave the school and subsequently desire to return will be required to reapply. Applications will be reviewed on an individual basis. Acceptance will be at the Pastor's and Principal's discretion and subject to conditions, including but not limited to, a probationary period.

#### **4.06 Registration**

All accounts must be current, or arrangements for payment made with the Principal prior to the start of a new school year. Re-registration for students currently attending St. Brendan Catholic School is held beginning in January each year.

Please note that active Catholics (attending Mass weekly, using the envelope system or electronic giving, and participating in church ministries) will be given first preference for seats in the event of over-enrollment.

- Please make every effort to return the re-registration packet in a timely manner.
- Please understand that the number of seats in each class is limited, and early registration will guarantee your child's place in our school for the next year.

#### **4.07 Immunization Policy**

Catholic schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida statute 1003.22 as a condition precedent to acceptance. Catholic schools in the Diocese of Orlando do not recognize a religious objection to this immunization. (cf. Diocesan website)

### **5.0 FINANCIAL OBLIGATIONS**

#### **5.01 Tuition**

Tuition payments begin in July for the following school year. The remainder of the yearly tuition is paid monthly. The first tuition payment is non-refundable.

If tuition is more than one month in arrears, parents may be asked to find another educational facility for their child(ren). St. Brendan Catholic School reserves the right to use a collection agency to collect on family obligations. *Step Up for Students, AAA, and Family Empowerment Scholarship* families may be financially liable in the event scholarship funds are not released to the school. Families receiving these scholarships are to pay the difference (if any) between the scholarship amount and the current tuition. If your financial situation changes, please contact the Principal as soon as possible to avoid being sent to collection; communication is the key to a good relationship and we are happy to help out, when possible.

**2023-2024 St. Brendan Catholic School Tuition Rate: \$6,805 per year plus the following fees:**

**Registration \$100, Curriculum Fee \$375, Grade 8 Graduation \$160**



**Tuition does not include:** uniforms, Chromebooks, hot lunch, after school care, music lessons, dance, or extracurricular activities.

A return fee of **\$50** will be assessed to your account for any returned checks.

### **5.02 Payment Options**

Tuition may be paid in the following manner:

- Entire tuition paid by June 15 to FACTS Management
- Half of tuition paid by July 1 and remainder by December 1, through FACTS Tuition Management program
- Payments through the FACTS Tuition Management program (4 – 12 payments total) beginning in July
- **N.B. ALL families must be registered in the FACTS Tuition Program**

### **5.03 Financial Aid**

Because we wish to keep our school affordable for our families, St. Brendan Catholic School has limited scholarships and financial assistance available for families in financial need. We invite you to meet with our Principal for specific scholarship requirements.

*Step Up For Students* scholarships are available through [www.stepupforstudents.org](http://www.stepupforstudents.org)

Help may be available for those families needing financial assistance, but not meeting the income guidelines or other requirements for the *Step Up for Students*. In all cases, families must complete the FACTS Tuition Aid Analysis application. Applications are available in the school office or online at <https://online.factsmgmt.com/signin/3SXL7>.

### **5.04 Late Payment Policy**

If payments are not made on time, there is a service fee payable to FACTS Tuition Management Services.

### **5.05 FACTS Tuition Management Service**

FACTS Tuition Management Service collects tuition ALL families. All families regardless of type of payment MUST be registered through the FACTS program.

There is a non-refundable annual administrative fee per family for enrolling in the FACTS tuition program. This fee will be added to your tuition collected by FACTS. Please do not make this payment to the school.

### **5.06 Withdrawal and Refund Policy**

Families must notify the school in writing if a student will be withdrawn from the school. The first month's tuition and all fees are non-refundable.

Attendance on any day of a month obligates payment for that entire month. Any month when a student attends for one or more days is non-refundable.

Months paid in advance but not attended will be refunded. For purposes of this tuition policy, a month is the calendar month regardless of the number of days scheduled for school during that month.

Amounts owed are based on a 10 month school year. Tuition per month for withdrawal and refund purposes is \$680.50. This is regardless of any payment plan set up for 11 or 12 months. (Payment plans are a courtesy provided.) All scholarships are null and void when a student withdraws. Tuition is owed for months attended at the \$680.50 per month rate.

## **6.0 HOME/SCHOOL RELATIONS**

### **6.01 Parents' Role in Education**

We at St. Brendan Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – spiritually, physically, mentally, emotionally, morally, and psychologically. Your personal relationship with God, with each other, and with the school and church community, will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Your child needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally, and physically. *Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach their potential.* It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

It is essential that a child take responsibility for grades earned and be accountable for homework, major tests, service projects, and any work missed due to absence. Together let us begin this year with a commitment to partnership as we support one another in helping each child to become the best person he/she is capable of becoming.

### **6.02 Parents as Partners**

As partners in the educational process at St. Brendan Catholic School, we ask parents:

- to set rules, times, and limits so that your child
  - ✓ gets to bed early on school nights
  - ✓ arrives at school on time and is picked up on time at the end of the day
  - ✓ is dressed according to the school dress code
  - ✓ completes class assignments on time
  - ✓ has lunch every day
- to actively participate in school activities such as the Parent Teacher Organization, including the payment of dues and fundraising
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- to notify the school office with a written note when the student has been absent or tardy
- to notify the school office with a written note of any changes of address or important phone numbers
- to meet all financial obligations to the school
- *to inform the school of any special situation regarding the student's well-being, safety, and health*
- to complete and return to school any requested information promptly

- to review and sign your child's planner every evening
- to read school notes, homework sheets, and newsletters, especially the bi-weekly *Navigator*, and to show interest in the student's total education
- to support the religious and educational goals of the school
- to support and cooperate with the discipline policy of the school
- to treat the school, administration, teachers and staff with respect and courtesy.
- to not use social media and group texts as a platform for complaints and criticism

### **6.03 Resolution of Conflict with Teachers**

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Out of Christian love for each other, parent-teacher contact is to occur before contact with the Principal is initiated. Only when parent-teacher contact has been ineffective are parents encouraged to confer about a teacher conflict with the Principal.

We respectfully request that negative or hurtful conversation about teachers, staff, or students be avoided at all costs, as this is detrimental to all relationships in the school and not reflective of Catholic/Christian values. All personal conversations are to remain confidential and not reported on social media.

### **6.04 Communication with the School**

Stakeholders are a vital part of providing a high quality education to students. All stakeholders should feel welcome at St. Brendan Catholic School. In other words, we are here when you need us; we are here when you have an idea to share; we are here if you wish to tell us of your joys and frustrations. Likewise, we may call on you when we need help or when we have information that must be shared.

In keeping with Catholic/Christian values, please consider the following when communicating with the school:

- Petitions, letters, or e-mails signed by multiple parents, are not productive communication methods and must be avoided. Any such communication will not receive a response from the school.
- Group meetings with "concerned parents" are usually counter-productive. The Administration will meet with any individual legally custodial parent or parents, but not with a group or additional family members.
- Anonymous e-mails, letters, or phone calls will never receive a response from the school. If there is a serious issue to be addressed, we count on you to let us know and to provide evidence necessary for us to take action. This can only happen honestly when all parties involved are known.

*Together we will make St. Brendan Catholic School the best school it can be. Divided, our children suffer.*

### **6.05 St. Brendan Parent Teacher Organization**

The St. Brendan Catholic School PTO has as its primary purpose the organization and implementation of parent volunteer programs for the school and a commitment to fundraise each year to enhance the education of our students. ***A membership fee of \$50 per family is due at the beginning of the school year.***

### **6.06 School Advisory Board**

The purpose of the St. Brendan Catholic School Advisory Board is to support the long-range mission of the school. It is a consultative board – a board that operates by advising the school Principal concerning school policies, but never enacting policy.

## **7.0 GENERAL INFORMATION**

### **7.01 School Hours**

Drop Off: Every day between 7:30 and 7:45 am.

School Hours Monday, Tuesday, Thursday, Friday: 7:50 am – 3:10 pm

School Hours Wednesday: 7:50 am – 2:10 pm

If an emergency should occur and parents realize that students will not be picked up on time, please notify the school office before the end of the school day since it is not safe for children to be left alone on the school grounds. Students who are not picked up on time will be sent to After School Care. A fee is charged for after school care.

**Picking up students before 3:10 pm is a disruption to the educational process, not only for the one student but for the entire class. Only in the most serious of situations should students be picked up before the normal dismissal time. Grades may be affected if students miss class too often due to early pick-up.**

School will be dismissed at 2:10 pm on Wednesdays throughout the school year. Please consult your school calendar for any other early dismissal dates.

The school office is open daily from 7:30 am to 3:30 pm.

### **7.02 Early Arrival**

Normal supervision of students begins at 7:30 am. For their safety, students must not be dropped off at school when no adult is present. It is not safe for children to be left alone on school grounds. Parents who drop their children off before 7:30 am and who leave them alone may be asked to meet with the Principal to discuss continued enrollment.

### **7.03 Attendance**

While learning can occur in many places other than school, state law does require daily attendance, except when illness interferes. Additionally, extended absence can affect the educational process.

Students are expected to be in attendance for 181 days each school year. Excessive absences (more than 5 per trimester) during a trimester may affect a student's grades for that marking period. In addition, they may also affect final grades and promotion to the next grade.

No student can be absent in excess of 15 days, excused or unexcused, without an academic progress plan approved by the school administrator. If the number of days are exceeded, the student may be asked to withdraw or be retained because of the impact to academic progress.

In situations where the student exceeds 15 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship

organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Teachers are under no obligation to provide work for students with unexcused absences.

Students who do not comply with the aforementioned attendance policy may lose class credit, be suspended, be asked to withdraw, or be expelled.

#### **7.04 VPK Attendance Policy**

Drop off every day: 7:30-7:50 am

Program Hours Every Day: 8:00 – 11:30 am

#### **\*VPK Wrap-Around Program:**

Program Hours Monday, Tuesday, Thursday, Friday: 11:30 am – 3:10 pm

Program Hours Wednesday: 11:30 am – 2:10 pm

\*This option requires tuition of \$3,402.50

Please Note: Drop off and pick up for VPK students will take place at the Navigator Hall/Banquet Room every day.

Daily attendance is mandatory for VPK children. Parents must sign in and sign out daily, using their legal signature (first and last name) as proof of attendance. Your child may have three excused absences (as described in the student handbook) a month. Unexcused absences are those that are not properly documented.

Your child will be automatically withdrawn from our VPK program if he/she does not attend at least one instructional day during a calendar month. If your child's attendance record requires suspension of payment by the funding agency, and you wish your child to continue in the VPK program, the family will then be responsible for all fees incurred.

Policies and procedures for the VPK program follow, at the very minimum, the state requirements.

#### **7.05 Absence**

Attendance

I. Policy

A. Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.

B. It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance.

C. Schools shall maintain accurate attendance records for all students and follow the Diocesan Record Retention Policy for archival purposes.

D. The Diocese of Orlando requires all schools to develop a calendar which represents 181 instructional days per school year

E. Students in K-12 are considered absent when more than 50% of the school day is missed.

F. For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or make an arrangement with the school administrator for continued academic progress.

G. Students whose absences exceed 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian(s), and the school administration. Principals must document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and academic performance. It must be clearly communicated that continued excessive absences may result in retention, the loss of scholarship and/or withdrawal from the school. Attendance is reported quarterly to the School Choice Office.

H. Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

When a student is absent from school, a parent is to alert the school office by 9:00 am each day of absence. This may be done by phone call or e-mail and is for the protection of our students.

- State law requires that students present a written excuse to the teacher (including the date(s) and reason for absence) on the first day they return to class.
- Absences of more than 3 consecutive days require a doctor's note.
- **State law requires students absent for school 15 or more days to provide a doctor's verification for any subsequent absences.**
- Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.
- The school will try to contact parents and/or emergency contacts if an absence is not reported by 9:00 am.
- ***Students absent from school for any reason may not attend nor participate in any after-school activities. This includes practicing and playing any sports.***

The school calendar provides for extended weekends and vacations throughout the school year. **Parents are encouraged to schedule trips or family outings during these times to minimize the need to interrupt a child's learning process. SCHEDULING VACATIONS DURING SCHOOL TIME IS STRONGLY DISCOURAGED.** Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence, plus one, to make up any missed assignments, quizzes, or tests. For example, a student who was absent three days would be given four days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 10:00 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 – 3:30 pm. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. When ill, a child's main homework is to get better!

**Teachers are not required to give make-up tests or assignments for absences due to vacations or other non-illness related absences. No assignments will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Work not made up will cause the student's grade (in core courses) to be recorded as Incomplete. Excessive absence (15 days or more in a school year unless it is due to a serious illness documented by a doctor) can be cause for a student to be retained in the current grade for another year if the student does not pass the grade. A student who has a grade of Incomplete in any core subject will not be promoted to the next grade until all the missing work is completed.

### **7.06 Tardiness**

Please plan ahead to make sure that your child arrives at school on time every day. Tardy is considered arriving after when the gates close at 7:50 AM.

It is important to be on time to school because:

- Our morning prayer starts at 7:52 am. As a Catholic school, this is an important start to the day. Students who arrive late or interrupt homeroom are a distraction to others.
- Parents should realize that punctuality is a critical life skill that children can learn by arriving on time to any function. School is a child's first job; they should be on time.
- Arriving at school on time demonstrates respect for the educational process.
- As a school we are charged with educating children, a job we take seriously. We cannot teach those who are not in class. Equally important is the distraction that late arriving students cause others.
- Attendance at weekly Mass is part of the required school program.

Once Morning Prayer and announcements have begun, it is a disruption to the entire class for a student to enter tardy. Students arriving during Morning Prayer are kept in the office until the prayer and pledges are completed.

After three (3) late arrivals to the start of the day, students will be required to serve a recess detention in the social hall. The student will be allowed to read or study silently.

Excused tardiness will not count against a student. A doctor's note, stating that the child was at the doctor's office that morning is the only excused tardy. Ensuring on-time arrivals leaves plenty of room for unexpected emergencies.

Diocesan policy states that students who do not comply with the school's punctuality policy may be suspended, be asked to withdraw, or required to withdraw.

### **7.07 Insurance**

Every child at St. Brendan Catholic School is covered by the diocesan insurance plan for the hours under school supervision.

### **7.08 Volunteers and Visitors**

All individuals who volunteer in the school must have cleared fingerprints through the Diocese of Orlando and participate in Safe Environmental Training through the Diocese of Orlando. Parents/volunteers who observe inappropriate student behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a student.

Volunteers and visitors to the school must follow the procedures below:

- Sign-in and sign-out in the main office. We require a copy of your driver's license to be scanned in the Raptor Security System.
- Wear provided identification badge or sticker at all times. Kindly respond to identification requests.
- Visitors unfamiliar with our campus must be escorted to their destination by a staff member.
- Volunteers must be dressed appropriately for working with elementary school children.

### **7.09 Home to School Communication**

In order to ensure that all communication from school reaches home in a timely manner, St. Brendan Catholic School uses e-blasts, telephone and text alerts, and our website [www.stbrendanormond.org](http://www.stbrendanormond.org). Information goes home the first week of school with sign up instructions. "The Navigator" is written every other Wednesday by the Principal and is emailed to every family with updates, event information, and flyers. The Navigator is also posted on our website. If you do not receive a weekly e-blast, please contact the school office, but please remember to access our website until the email issue is corrected.

It is also the responsibility of the parent to check student grades weekly on the student information system.

### **7.10 Change of Information**

Parents/Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses, and/or phone numbers of emergency contacts. This will guarantee that contact can be made at all times. It is essential that the school has the most current contact information especially in the case of illness or emergency.

### **7.11 School Telephone**

The office phone is a business phone and students are permitted to use it only in case of a serious emergency. **Forgotten homework, projects, athletic equipment, etc. do not constitute emergencies and students will not be allowed to call home for such things.** Arrangements for after school visits with friends should be made at home.

### **7.12 Student Directory**

Within the second month of the school year, our secure webpages will host a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses. The Student Directory should be used to acquaint parents with the names of their child's/children's classmates and parents and to arrange for carpooling. This directory must not be used or sold for other purposes.

### **7.13 Emergency Drills**

State laws require that emergency drills be held monthly.

During **EVACUATION** Drills (Fire), students should follow these regulations:

- Rise in silence when the alarm sounds;
- Walk to the assigned spot briskly, in single file at all times, and in complete silence;
- Stand in a row and respond to a teacher's roll call;
- Return to the building in complete silence when the signal is given.



**SHELTER** Drills (Tornado/Specific Hazard drills) are held periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk briskly to the assigned spot in single file
- Normal activities may continue if appropriate;
- Follow teacher's instructions for appropriate actions;"
- Drill is over at the "All Clear."

**LOCKOUT** drills are held periodically. A Lockout is called when doors should be locked but instruction should continue. The procedures are:

- Teachers ensure that classroom doors are locked;
- Teachers allow students to enter the classroom;
- The drill is over when an "All Clear" is announced over the loudspeaker.

**LOCKDOWN** drills are also held periodically. A LOCKDOWN indicates that an intruder is on campus. Doors are locked and instruction ceases. The procedures are:

- Teachers ensure that classroom doors are locked;
- Teachers close all window blinds and cover door windows;
- Students silently and quickly move to the designated safe spot in the classroom;
- Silence is maintained until an "All Clear" is announced over the loudspeaker;
- Students who are outside of a classroom should hide until they hear a staff member shout "All clear."

#### **7.14 Crisis Plan**

St. Brendan Catholic School has developed a crisis plan in case of a lockdown or emergency evacuation which is reviewed and approved by the Ormond Beach Police and Fire Department.

#### **7.15 Weather Emergencies**

For school closings due to weather, we will always follow Volusia County Public Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to local television and radio broadcasts regarding school closures.

St. Brendan Catholic School reserves the right to re-open depending on our local campus situation. Please use the following communications regarding the status of St. Brendan Catholic School:

- St. Brendan Catholic School home page
- St. Brendan Catholic school telephone system.

#### **7.16 Lost and Found**

Any items found in the school building or on school grounds should be given to an appropriate adult to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

#### **7.17 Field Trips**

Field trips are considered part of the curriculum. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and returned to St. Brendan Catholic School prior to a student's participation in the field trip.

An official, written permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal, faxed, and e-mail permission cannot be accepted. Permission slips are due in the office 48 hours after receipt of the permission slip or as stated by the teacher. The school field trip permission slip and the letter of introduction will be sent home by the teacher sponsoring the field trip. This is the only permission form which may be used.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Students who are participating in the field trip must ride the bus (if one is used) to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or Administration.
- Parent chaperones must be fingerprinted and may not bring other children.
- It is Diocesan policy that if parents' cars are used for transport, each car has two adults who have fingerprints on file with the Diocese.
- When at all possible, teachers will engage the services of a charter bus for school trips. The cost will be reflected in the fee for the trip.
- Teachers retain the sole right to arrange student groups and chaperones for field trips.

### **7.18 Lunch**

The St. Brendan Catholic School lunch program is provided by **All Seasons Food** five days a week for students in grades PK to 8. Orders for lunch are placed and paid for online. St. Brendan Catholic School will not collect any monies for the lunch program.

If students do not plan to buy lunch, they should bring a bag lunch. The school does not keep food on hand for forgotten lunches. Microwaves are **NOT** available to warm lunches.

Students are expected to use the same manners used in the classroom while they are eating lunch. Courtesy toward other students and cooperation with the faculty and staff is in order at all times.

### **7.19 Health Services and Medication**

Students who are ill or injured are sent to the school office where only emergency care may be rendered. If conditions warrant, the parent will be contacted to determine the appropriate action to be taken.

#### **Administration of medication by school personnel:**

- No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation.
- The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

- The staff shall record, as soon as possible, the administration of the medication. The record must include the name of the student, medication, time of providing medication dose, and the person administering the dose. Any unusual reactions should be noted on the report immediately.

#### Self-Administration:

- A student may self-administer medication at school if so ordered by his/her licensed prescriber per the student's current and completed Medication Authorization form.
- Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file a current and completed Medication Authorization Form permitting self-administration.
- Medications that a student is not authorized to carry must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the school.
- In appropriate circumstances, the school may refuse to allow a student to self-administer medications.

#### Appropriate Containers:

It is the responsibility of the parents/guardians to provide the school with all medications in appropriate containers that are:

- Prescription labeled by a pharmacy or licensed prescriber
- Manufacturer labeled for non-prescription over-the-counter medication

#### Storage of Medication:

- Medication received by the school in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the Principal and his designee(s).
- At the end of the school year, or the end of the treatment regimen, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.
- A student may not share medications with other students.

Alternate emergency telephone numbers must be filed in the school office. If a child has a special medical condition, this information should be filed in the school office together with instructions on how to proceed. **Children should be clearly instructed by parents/guardians as to when they are to go to the office to take their prescribed medicine under the supervision of school personnel.**

When your child is ill, please do not allow him/her to return to school until fever-free and showing no signs of illness for 24 hours. This is mandatory for the safety and wellness of all students and staff.

#### Additional Information:

- Children under prescription for an Epi-pen will be required to fill out additional forms.
- The school office will only store medications for students who have a completed written authorization on file.
- Any questions or concerns regarding the administration of medication should be directed to the school office.

## 7.20 Gifts

Students should not exchange individual gifts at school. This gesture can create hurt feelings among other students. Invitations for parties should be sent to the homes of students via the US Mail unless an invitation is being given to **every student** in the entire grade.

## 7.21 Special Occasions

Class parties are permitted for special occasions. Special days of celebration are: Halloween, Christmas, Valentine's Day, Easter (after Lent), and the end of school. Room parents may assist the classroom teacher with these parties. Parties are a privilege and will be celebrated at the discretion of the teacher. Treats are given at the end of the school day. Sending in lunch for an entire class is not permitted.

## 7.22 Birthday Observances

Students may come to school dressed out-of-uniform on the designated day of their birthday month. Parents may send a **small treat** for distribution **at lunchtime**. **The treat should be individually portioned and sufficient for all members of the class. They should not need refrigeration. Treats are to be dropped off at the office in the morning and will be distributed at the discretion of the teacher. Treats are to be easily distributed; cakes and large cookies that need to be sliced are not to be sent in as they are difficult to distribute.**

## 8.0 UNIFORMS AND DRESS CODE

### 8.01 General Information

Uniforms are to be worn beginning with the first day of school. Uniforms are to be clean, neat, and in good repair at all times. Failure to dress in the correct uniform is an unacceptable offense as defined in the Code of Conduct (section 11). Uniforms **MUST** be purchased from Lands' End.

All uniform regulations and guidelines are subject to the discretion of the Principal.

The Administration reserves the right to have students call home for a change of clothes if shorts or skirts are not of appropriate length or size.

Dress uniform is worn on Wednesdays for Mass and on other special occasions. Long pants are worn from October 18<sup>th</sup> to March 13<sup>th</sup> on Mass days.

### 8.02 Approved School Uniform

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selected>

[SchoolNum=900154550](#)

#### Boys' Uniform Grades PK to 5:

- Khaki shorts
- Teal or white polo with logo
- Khaki pants on Mass day
- White oxford shirt with logo (short or long sleeve) on Mass day
- Black Watch uniform plaid tie on Mass day

- Gym uniform/sweats on PE day
- Sweaters/outerwear may be navy or green
- Shoes in black or brown or the official Sperry boat shoes from Lands' End are also permitted for Mass days
- **All black or all white sneakers for every day** (students may wear dress shoes every day but PE day). It is recommended that PK and K students wear shoes with Velcro closures.
- **PLAIN white socks (with no markings/symbols) that visibly cover the ankles**
- Black or brown belt

#### **Girls' Uniform Grades PK to 5:**

- Khaki shorts
- Khaki skort
- Teal or white polo with logo
- Plaid jumper with white Peter Pan shirt on Mass day (Grades PK-4); but may be worn every day
- Plaid skirt with white polo with logo mandatory on Mass day (Grade 5 and up); but may be worn every day
- Gym uniform/sweats on PE day
- Sweaters/outerwear may be navy or green
- Shoes in black or brown or the official Sperry boat shoes from Lands' End are also permitted for Mass days
- **All black or all white sneakers for every day** (students may wear dress shoes every day but PE day). It is recommended that PK and K students wear shoes with Velcro closures.
- **PLAIN white socks (with no markings/symbols) that visibly cover the ankle/white, navy, or green knee socks**

#### **Boys' Uniform Grades 6-8:**

- Khaki shorts
- Teal or white polo with logo
- Khaki pants on Mass day
- White oxford shirt with logo (short or long sleeve) on Mass day
- Black Watch uniform plaid tie on Mass day
- Gym uniform/sweats on PE day
- Sweater/outerwear may be navy or green
- Shoes in black or brown or the official Sperry boat shoes from Lands' End are also permitted for Mass days
- **All black or all white sneakers for every day** (students may wear dress shoes every day but PE day)
- **PLAIN white socks (with no markings/symbols) that visibly cover the ankles**
- Black or brown belt

#### **Girls' Uniform Grades 6-8:**

- Khaki shorts
- Khaki skort
- Teal or white polo with logo
- Plaid skirt with white polo with logo mandatory on Mass day; but may be worn every day
- Gym uniform/sweats on PE day

- Sweater/outerwear may be navy or green
- Shoes in black or brown or the official Sperry boat shoes from Lands' End are also permitted for Mass days
- **All black or all white sneakers for every day** (students may wear dress shoes every day but PE day)
- **PLAIN white socks (with no markings/symbols) that visibly cover the ankle/white, navy, or green knee socks**

### 8.03 **Jewelry**

One watch, one bracelet, and one necklace (not a choker) may be worn. The jewelry chosen must not be gaudy or draw undue attention. **Understated is the rule.** Necklaces should be simple and thin, preferably with a religious medallion and worn under the blouse or shirt.

**Girls may wear one pair of stud earrings only.** Earrings may be worn on the **ear lobes** only.

Boys may not wear earrings on any part of the body.

### 8.04 **Personal**

**Hair must be a natural color.** Boys' hair must be in a business cut, above the ears, eyes, and collar. Girls' hair must not cover the eyes. Middle School boys may not have facial hair and may be asked to shave. The teachers and Principal reserve the right to judge the appropriateness of a hairstyle, altered color, and the presence of facial hair. Mohawks, mullets, hair that hangs over the eyes, shaved heads, etc. is not acceptable for school and is not to be worn.

A student will be given one week to correct an unacceptable style/color. The student will not be allowed on campus until the problem is corrected.

Permanent marking of any part of the skin is not acceptable.

Make-up may not be worn to school or during the school day; this includes nail polish.

### 8.05 **Uniform Wear Guidelines**

Please ensure adherence to the following guidelines:

- Pants must be worn at the waist.
- Shirts must be tucked in at all times.
- Skirts, shorts, and skorts must be worn no shorter than 3 inches above the knee.
- If students choose to wear a T-shirt under their uniform shirt, the T-shirt must be plain white with absolutely no writing or graphics.

The Administration has the right to judge the acceptability of apparel and jewelry. The school uniform (including clothing for Physical Education) **must** be purchased from our uniform company, Lands' End.

### 8.06 **Special Uniform Pieces**

There is a wide variety of cold weather wear options through Lands' End including sweatshirts, sweaters, and fleeces. Students that come to school in non-uniform sweaters/sweatshirts will be asked to remove them for Mass and in class. School sweaters may be worn during Mass but all hoodies and sweatshirts must be removed.

Plain, white turtlenecks may be worn underneath the uniform shirt on very cold days.

### **8.07 Out-of-Uniform/ Dress Down Days**

Students **may** wear:

- jeans
- sneakers
- loose-fitting shorts, no shorter than 3 inches above the knee
- skirts/skorts, no shorter than 3 inches above the knee
- sweatshirts
- dresses
- slacks

Students **may not** wear:

- flip-flop sandals
- cowboy boots
- open back shoes
- tank tops
- low-cut shirts or anything that shows skin at the midriff or shoulder
- torn or frayed jeans
- skin-tight clothing of any kind, including skinny jeans and jeggings
- T-shirts with inappropriate writing or graphics
- Tennis shoes that convert to roller skates
- bike shorts
- nail polish
- pajama pants
- make-up
- hats
- ripped jeans/jeans with holes

**Rule of Thumb:** If you think you shouldn't wear it, you shouldn't!

### **8.08 Field Trip Dress Code**

The St. Brendan Catholic School school uniform, appropriate to the venue of the trip, will be worn on all field trips unless indicated otherwise.

## 9.0 ACADEMIC INFORMATION

### 9.01 Evaluation of Students

Students are evaluated for mastery of skills and content during each marking period. Each area – primary, elementary, and middle school – has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Assessment is both formative (assessment that helps students and teachers to understand current levels of learning) and summative (assessment that allows teachers to determine how well learning objectives were achieved).

Our policy of open communication invites parents to contact teachers via school e-mail during school hours. This should always be done through the school e-mail address and never at the home of the teacher or on the teacher's private phone. Questions about grades must always be directed to the teacher, rather than to the Principal, as the teacher knows a student's achievement level much more closely.

### 9.02 GRADING SCALE

**Pre-K:** Developmental Progress Report twice a year, Report Card twice a year

#### **Grades K to 4:**

- **P – Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy and quality.
- **DP – Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- **EP – Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- **IP – Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level.
- **BLANK – Not taught or Not Assessed** during this trimester.

#### **Grades 5 to 8:**

##### Academics

A = 90 -100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

**Grading for Specials for the upper grades follows the Grade 5 to 8 scale)**

### 9.03 Report Cards/Progress Reports

Report cards are important tools for communication. Report cards will be distributed at the end of each trimester and will be e-mailed home to the primary e-mail address on file.

Progress Reports will be available online Grades 1 to 8, and parents are encouraged to keep up with student progress by monitoring the **Parent Portal** on a weekly basis.

### 9.04 Honors

Middle school students are eligible for Honors.



### **Principal's List:**

All **As** in the following subjects: Religion, Math, Science, Social Studies, and English.

An **S** in all special subjects and 1's in behavior.

### **Second Honors:**

All **As** or **Bs** in the following subjects: Religion, Math, Science, Social Studies, and English.

An **S** in special subjects and 1's in behavior.

### **9.05 Parent/Teacher Conferences**

If parents require conferences during the school year, they may make arrangements with the individual teacher. Please do not plan on having conferences during drop-off or pick-up. All conferences must be scheduled with the teacher. From 7:30 am to 3:10 pm, the teacher's responsibility is teaching and the proper supervision of the students; meetings during those hours are not permissible.

### **9.06 Student Records**

Parents requesting records/transcripts/recommendations must make a request to the school office five days before the records are needed. Records must be sent via US Mail directly to the requesting entity.

**If a family's financial commitment is in arrears, any records sent to other schools will be marked so that the receiving school will know of the financial obligation. Families with a balance due who wish to transfer to another Catholic school will not be permitted to do so unless the balance is paid in full.**

### **9.07 Testing**

Students will not be permitted to retake a classroom quiz or test in order to improve their academic standing. Middle School students (Grades 6-8) may be given a maximum of 3 quizzes or tests per day.

### **Standardized Testing in the Diocese of Orlando**

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* "high stakes" – the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/scores are simply one measure of the total composite of a child's academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice to "opt-out" of testing. Students who are absent for any reason, including medical reasons, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's Administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child's learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school district, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

Additional testing, including diagnostic reading assessments, may be performed in Grades Pk-5.

### **9.08 Promotion, Retention, and Academic Withdrawal Policy**

Advancement to the next grade at St. Brendan Catholic School is based on a student's daily performance, recommendations of teachers, attendance record (including tardiness and early releases), and the student's ability to complete work successfully. Promotion to the next grade depends on successful mastery of grade-level standards. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student who receives a final grade of F in two or more core courses (Religion, English, Mathematics, Science, and Social Studies) may be retained. Should there be a serious illness or emergency, students may receive an "Incomplete" and have to make up the missed work over the summer. If the course work is not made up, the student may not be re-enrolled in the school.

When at all possible, parents will be informed by the end of the second trimester that retention or non-registration is being considered.

If the Principal determines that it is not possible to adequately meet the academic needs of the student and it is not in the best educational interest of the student to remain in the school, the Principal may ask the family to voluntarily withdraw the student. If the family, in this situation, doesn't voluntarily withdraw the student, the school reserves the right to exclude (expel) the student.

### **9.09 Academic Probation**

A student whose academic performance indicates serious deficiencies, such as two Ds or one F on a report card, may be placed on academic probation. Students on academic probation may not participate on any St. Brendan Catholic School athletic teams or participate in extracurricular activities.

### **9.10 Homework**

All students in Grades 3 – 8 are required to use a student planner which is supplied by the school. The planner should be signed by a parent each evening. Homework is re-enforcement of instruction, research on a particular subject or project, study, or reading for enjoyment. It includes studying as well as writing. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child's developmental level and/or needs. Homework is not graded, per diocesan policy, but must be completed to support the academic program.

Students with missing assignments may be held from playing sports or participating in other special activities, e.g., field trips, class parties, etc.

#### **Suggested Homework Time Allotments (not including reading assignments):**

- Kindergarten – 10 minutes
- Grade 1 – 20 minutes
- Grade 2 – 30 minutes
- Grade 3 – 40 minutes

- Grade 4 – 50 minutes
- Grade 5 – 60 minutes
- Grades 6 to 8 – 60 to 90 minutes

### **9.11 Student Placement**

After careful review of a student’s standardized testing results, report card grades, class participation, former school recommendation (if appropriate), and teacher recommendations, St. Brendan Catholic School reserves the right to place a student in the class/group deemed most appropriate for the student. Parental requests for placement will not be honored.

### **9.12 Florida Virtual School**

While actual interaction with a teacher is the optimal way to learn, there are very rare occasions where Florida Virtual School assists in the education of a child. Should it be deemed necessary for a student to take a virtual course, they must supply their own device to use.

## **10.0 STUDENT SERVICES**

### **10.01 School Counselor**

A certified counselor serves the needs of students, parents, faculty, and Administration. This is accomplished through large and small group guidance class, academic testing, and individual consultation. Appointments can be made with the counselor by calling the school office.

The counselor is allowed to speak to any student at the school as needed.

### **10.02 Sacramental Formation Program**

The St. Brendan Catholic School Sacramental Formation Program is under the direction of the Parish Director of Lifelong Faith Formation. Students in Grade 2 are prepared for two sacraments: Reconciliation and First Eucharist. Students in Grade 8 are prepared for Confirmation. Parents are required to be active partners in preparation of their children for these sacraments. Information about preparation for these sacraments will be sent home in a timely manner by the Parish. **N.B. There are additional attendance requirements for the reception of these sacraments.**

### **10.03 Requests for Student Information**

Parents may need information from teachers regarding their child’s academic, social, and/or emotional progress in school when they are seeking outside help from professionals. St. Brendan Catholic School will comply with requests for documents. **These documents are mailed directly to the entity requesting the information and not given to parents/guardians.**

The school is committed to working with parents to get necessary paperwork completed in a timely manner following the rules of privacy for all students. If any information is needed for doctors, counselors, psychologists, psychiatrists, or tutoring centers, please bring all paperwork to the office. Teachers are not permitted to complete forms unless the forms come through the school office.

### **10.04 Title I**

Title I is a federally funded program intended to enhance classroom instruction in Reading and Math skills. The criteria for acceptance into this tutoring program include standardized test scores, classroom assessment portfolios, and teacher recommendations. In addition, Volusia County determines which of its public schools are Title I schools. Students who qualify based on test scores

and teacher recommendation must also be zoned for a Title I public school. Title I instruction takes place during the school day and/or after school with a certified teacher contracted through a private tutoring company.

### **10.05 Library**

The school's Media Center exists to train students in the use of media such as books, magazines, and technology. Students may be able to borrow materials from the Media Center and must return them within the time frame indicated during check-out.

Reference books must be used in the Media Center only. Children are taught to take proper care of library books and materials. Lost or damaged books are the financial responsibility of the parents of the students who check them out. Report cards and transcripts can be held for Media Center infractions. Students should return books when they are due so others may also enjoy them. Lost books must be paid for at the replacement cost of the book.

## **11.0 CONDUCT**

### **11.01 General Information**

In accordance with the creed of the school which emphasizes respect, responsibility, and right choices, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other actions which the students' sense of appropriateness will indicate to them.

We expect our students to accept the responsibilities that have been assigned to them. Self-control and proper behavior are vital in being able to succeed in class and studies.

The Administration reserves the right to determine the appropriateness of an action if any doubt arises. The Administration reserves the right to amend this policy dependent on circumstances.

### **11.02 Student Conduct Guidelines**

#### **Getting to and from School**

##### **A. Parking Lot**

1. Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles dropping off and picking up students.
2. Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or other's safety.
3. During pick-up and drop-off times, students are not to linger in the parking lot. Parents should wait in the car line and advance when safe.
4. Parents may park in the lot to drop off or pick up students but fire lanes must be kept clear.

##### **B. Arrival at School**

1. Students may be dropped off according to *Parking Lot Procedure* found toward the end of this handbook.
2. Students must not be on school premises before 7:30 am since there is no supervision provided before this time.

3. Students arriving after 7:50 am are considered tardy. Students who arrive after 7:50 am must enter through the school office and sign in as tardy.
4. For the safety of the students, parents are respectfully asked not to use their cell phones in car lines during arrival at school.

**C. Consequences for Tardiness**

1. See section 7.06.
2. Students may be kept from participating in extra-curricular activities (sports, etc.) on the day that they are late.
3. Families may be asked to leave the school if there are an excessive amount of latenesses and/or excessive requests for early dismissal.

**School Grounds Behavior**

**A. In Transit Between Classes, to the Cafeteria, Specials, Recess Area, and Church**

1. Students must walk in a line at all times.
2. Students must show consideration for others by avoiding loud, inappropriate talking, shouting or any form of unruly behavior.
3. When using the drinking fountains, students are expected to act in an appropriate manner.

**B. Cafeteria**

1. Students are expected to wait in line in an orderly manner.
2. While in the lunchroom, the students are expected to show respect and be courteous to other students and all adults.
3. Students are expected to use proper manners while eating.
4. ALL students are required to ask permission to use the restroom.
5. Students are expected to leave the lunchroom clean and to assist in cleaning up.

**C. Restrooms**

1. Loitering in the restroom is prohibited.
2. Students must use the restroom located in the area of the campus where they are in class.
3. Students are to properly dispose of paper towels.
4. Students using restrooms during class time are required to follow the procedures of the individual teacher.
5. Vandalism is prohibited.
6. Restroom privileges may be revoked if abused.

**D. Outdoor Recess**

1. Students are required to behave in such a manner that their actions are not harmful to themselves or others.
2. Body contact sports are not permitted (other than tag type games): no pushing, tackling, piling, etc.
3. Unnecessary roughness is forbidden along with teasing, harassment, bullying, or making mean comments.
4. Proper use of the playground equipment is expected.
5. Students must take turns using equipment, allowing students who arrive first to play first.
6. Vandalism is prohibited and may require monetary restitution from the family.
7. Students must ask permission to use the restroom and/or leave the play area.
8. Students are to obey the requests of any school employee or volunteer during recess.

**E. School Gatherings/Assemblies/Performances, Etc.**

1. Students will enter and exit assemblies in an orderly manner under the supervision of a teacher.
2. Booming, yelling, whistling, or talking during assemblies is not permitted.

#### **F. Church**

1. While at Mass, prayer, or other times of worship, students are expected to show respect for the Blessed Sacrament.
2. Talking and/or fooling around with classmates is prohibited.

### **11.03 Unacceptable Behaviors**

The behaviors listed below are examples of unacceptable behaviors that affect the offender and/or other people in the learning environment:

- Disrespect for teachers and/or other adults assisting in the school
- Disruptive classroom behaviors (e.g., loud or excessive talking)
- Stealing/cheating or any other form of copying from another student, books, other materials, and plagiarism
- Foul language, both spoken and written
- Sexual harassment in the form of inappropriate verbal or physical conduct
- Physical or verbal abuse or violence of any form, including fighting
- Bullying behavior toward another student(s); making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation, etc.
- Possession of intoxicants or illegal drugs
- Possession or use of any weapon or any device or instrument that could be used as a weapon
- Use of electronics, including cell phones, without the expressed permission and supervision of a faculty member
- Any unauthorized/inappropriate use of technology – Internet and cell phones
- Technology is not to be used outside of the classroom setting without proper supervision (including lunch and recess)
- Any use of technology must be authorized by the Administration or faculty
- Forgery of another person's name
- Defacing property/books/materials
- Publically challenging a teacher on a reprimand and/or consequence given to him/her or another student.

### **Consequences of Prohibited Offenses**

Discipline is generally handled by the classroom teacher. The Principal will support a teacher's discipline policy.

#### **First Offense**

1. Warning
2. Conduct Referral
3. At the Administration's discretion, any offense in this category may result in a parent conference and an in or out of school suspension. Additional consequences may include mandatory psychological evaluation, and/or drug/alcohol testing, and/or expulsion from St. Brendan Catholic School.

#### **Second Offense**

1. Immediate parent conference and possibility of out of school suspension.

2. At the Administration's discretion, any offense in this category may also include mandatory psychological evaluation, and/or drug/alcohol testing, and/or expulsion from St. Brendan Catholic School.

## **Weapons**

**In order to provide for a safe environment, the possession or use of firearms, explosive devices, or any other form of weapon on school premises (including the buildings, parking areas, etc.) is strictly prohibited.**

The school shall deal with such incidents according to the federal, state, and local laws and accepted educational practices.

Students who violate this policy shall be subject to immediate discipline, up to and including, required withdrawal from the school.

If a student is found to be in possession of a weapon at school, on school property, or at a school-sponsored event, the school will do the following:

- Law enforcement will be called immediately and the student turned over to law enforcement
- Parents/guardians will be contacted and informed of the situation
- Parents will be informed orally and in writing that the student has been suspended until further investigation
- Complete cooperation with law enforcement will be provided by the school
- After the situation has been thoroughly investigated, the student may be expelled.

**The behaviors listed below are not permitted in school and will cause the student to earn an appropriate consequence.**

- Gum chewing
- Eating in the classroom without permission
- Failure to follow the dress code
- Tardiness to class
- Eating in the dismissal area after school
- Playing with toys, balls, etc. in the dismissal area after school
- Failure to take proper care of books and materials/ lost books
- Failure to be prepared for class (materials, homework, tests not signed)
- Failure to follow teacher directions.

## **Typical Classroom Consequences**

Any of these actions may be administered at the sole discretion of the teacher:

- Separation from others in the classroom
- Separation from others into another classroom
- Silent lunch
- Lunch detention
- Loss of recess for a time period to be determined
- Cleaning duty (cafeteria, grounds, etc.)
- After school detention (to include service like cleaning or organizing)
- Loss of extracurricular activity privilege (athletic practice or game, dance, etc.)

**Detentions must be served on the assigned date. Skipping a detention may result in a suspension.**

**Items taken away from students will be returned to the parent/guardian on the last day of school.**

### **Middle School Disrespect and Defiance Policy:**

As a school known for respect, responsibility, and right choices, we have determined that all forms of disrespect will be met with consequences as follow.

**Disrespect:** Respect *tr. v.* 1. To feel or show deferential regard for another by complying with or submitting to that person's wishes, opinion, or decision. 2. Obedience: behavior intended to please. 3. *Opposite:* disrespect *tr. v.* To treat without respect; treat with contempt or rudeness.

Examples include, but are not limited to, the following:

- Arguing with a teacher or staff member
- Disrespect toward a teacher
- Calling another student an unkind name (may also be classified as bullying and thus requires different and more severe consequences)
- Using obscene, sexual, or vulgar language or gestures
- Refusing to comply with another's reasonable request, etc.

When a student treats him/herself or another person with disrespect, the teacher will send the student to the school office with a Conduct Referral. The student will call home to tell his/her parent that he/she was removed from class for disrespect. Parents will be asked to consider whether the student is capable of complying with respect requirements at St. Brendan Catholic School.

One more incident of disrespect will result in an in-school suspension with the option of expulsion.

**Open Defiance:** Defy *tr. v.* 1. To confront or challenge. 2. To resist boldly or openly. 3. Refusing to submit to authority.

Examples include, but are not limited to, the following:

- Openly refusing to do what a teacher or staff member has requested ("No, I won't move my seat.")
- Verbally challenging an adult's request ("You can't make me do this.")
- Continuing the misbehavior after being asked to stop, etc.

Open defiance will not be tolerated at St. Brendan Catholic School. When a student is deemed to have acted defiantly, the teacher will send the student to the school office with a Conduct Referral indicating Disrespect/Defiance. The student will call home to tell his/her parent that he/she was removed from class for refusing to comply. The parent will be asked to come to school to take the child home for the remainder of the day.

If there is a second offense, the student will call home to tell his/her parent that he/she was removed from class for refusing to comply for the second time. The student will receive one full day of suspension and the parent will be required to come to school to discuss expulsion from St. Brendan Catholic School.

#### **11.04 Public Scandal Involving a Student**

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include a violation of criminal law
- Actions so outrageous as to shock the conscience or behavior of the community
- Harming the school's reputation by use of social media.



Students' off campus behaviors include inappropriateness toward teachers, students, or the school or in the presentation of themselves in the realms of social media as well as other public forums.

Disciplinary action may include dismissal from the school.

### **11.05 Bullying Policy**

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 that will cause physical or emotional pain. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. A child who is being bullied has a hard time defending him/herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional/relational bullying); and sending insulting messages by email or text message or via Facebook, Instagram, Snap Chat, etc. (cyber bullying). ***Bullying is a repeated and habitual action, not a one-time event.***

**If a student feels that he/she is being bullied, he/she should follow these three steps:**

1. Tell the person doing the bullying to stop. Clearly state: "I don't like what you are doing (saying), please stop" and/or report the incident to the teacher or adult supervisor.
2. If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state: "I don't like what you are doing (saying) to me. Please stop." and/or report the incident to the teacher or adult supervisor.
3. The next time the same student bullies, a report of the incident to a teacher or adult supervisor is the course of action to take.

**Teachers and adult supervisors will follow these steps:**

1. Each reported incident of bullying will be documented in writing and signed by the supervising teacher, student, and parent.
2. If a second incident involving the same offender occurs, the offender will be sent to the office and a conference will be held immediately with the Administration, parent, and student. The student will not attend school until the conference has taken place. The Administration reserves the right to take additional disciplinary actions as deemed appropriate, which may include suspension or expulsion from St. Brendan Catholic School.

Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level at which they occur. Again, bullying is a repeated and habitual action. A one-time event may be wrong but is not considered bullying. **These lists are samples and are not all-inclusive.**

**Primary Grades (Pre-K to 2):**

- name calling/teasing (this includes references to grades, appearance, or any other topics considered offensive)
- taking or hiding another person's possessions
- invading personal space
- starting or spreading rumors/gossip
- hitting, pushing, biting
- writing unkind notes/pictures
- disrespect to another person's belongings

- falsely accusing another student

### **Intermediate Grades (3 to 5):**

- name calling/teasing (this includes references to grades, appearance, or any other topics considered offensive)
- pushing or poking
- writing and/or passing unkind notes
- electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- lying about another student
- negative gestures and facial expressions
- insults of any kind, belittling, put downs
- starting or spreading rumors/gossip
- retaliating
- falsely accusing another student
- demanding another's possessions, food, or money

### **Middle Grades (6 to 8):**

- name calling/teasing (this includes references to grades, appearance, or any other topics considered offensive)
- lying about another student
- starting or spreading rumors/gossip
- physical threats/violent behavior
- intimidation
- writing and/or passing unkind notes
- electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- negative gestures and facial expressions
- insults of any kind
- demanding another's possessions, food, or money
- sarcasm with intent to hurt another
- taking and/or hiding another student's possessions
- falsely accusing another student

### **11.06 Returning to School after Dismissal**

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 pm without a teacher face detention, suspension, or expulsion. Students may not return to school for forgotten items.

### **11.07 Required Withdrawal**

Diocesan policy states that the following behaviors are offenses that can lead to immediate required withdrawal:

1. Disobedience, insubordination, or disrespect for authority;
2. Language or behavior which is immoral, profane, vulgar, or obscene;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;

4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying;
5. Unauthorized absence or continued tardiness;
6. Assault with, or possession of, a lethal instrument or weapon;
7. Theft or dishonesty;
8. Outrageous, scandalous, or serious disruptive behavior;
9. Habitual lack of effort leading to academic failure in classroom work;
10. Conduct at school or elsewhere which would reflect adversely on St. Brendan Catholic School and /or Church;
11. Cheating or plagiarism;
12. Consistent disrespect for other students such as sexual harassment of another student; or
13. Violation of Diocesan Network Acceptable Use Policy.

### **11.08 Substance Abuse Policy**

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

The definition of terms for this policy is as follows:

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

It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell controlled substances on campus or at any school sponsored event.

A student found to be engaging in substance abuse, in possession of or under the influence of a controlled substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school (expulsion).

If a student is found to be in possession of controlled substances at school, on school property, or at a school-sponsored event, or if a student is found to be selling or distributing controlled substances at school, the following steps will take place:

1. Law enforcement will be called when prosecution could occur and the student would then be turned over to law enforcement.
2. Parents/guardians will be contacted and informed of the situation.
3. The parent/guardian will be informed orally and in writing that the student has been suspended.
4. Complete cooperation with law enforcement will be provided.
5. The Superintendent will be notified as soon as possible.
6. An incident report will be filed within 24 hours.

7. After the situation has been thoroughly investigated, the student may be expelled or otherwise disciplined.

The following process will be followed if there is a student suspected of being under the influence of controlled substances while at school, on school property, or at a school-sponsored event:

1. The student will be required to take a drug test performed at the school's discretion, whether a rapid drug screen or reference lab of the school's choice. No chain of custody is required.
2. Parents will be contacted before and after the drug test is taken.
3. If parents refuse a rapid drug screen performed at school, they are required to immediately (within two hours) take their child to a school-approved lab for screening with MRO (medical review officer). Accepted results sent to the school Administrator required.
4. If a student is positive for any drugs tested, parents will immediately pick up the student and be required to participate in a follow-up program and/or counseling.
5. In a subsequent meeting with the parent, suggestions for a follow-up program or counseling for the student will be given. Follow-up counseling is required for re-admittance to the school, and the school has the right, even on a first offense, to expel the student if circumstances warrant.
6. Refusal to follow the recommendation for the drug test or to participate in follow-up counseling may result in required withdrawal.
7. Repeated instances of the student being found to be under the influence of controlled substances will result in required withdrawal.

#### **11.09 Student Search**

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

Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the Principal, including random searches.

1. If a weapon, dangerous object, explosive, or ammunition is suspected, the school will contact the local police department immediately and should not attempt to disarm the individual.
2. If a student refuses to voluntarily empty pockets or to open his/her book bag or purse, the student will be detained under the supervision of an Administrator until parents are contacted. Parents will be informed that the student is risking possible suspension or required withdrawal for refusing to comply with the directive.
3. If an illegal drug or controlled substance is seized, the school authority will contact local law enforcement to report the incident. Law enforcement may choose to make an arrest. The

school authority will then secure the student and the contraband until law enforcement arrives at the school.

### **11.10 Responsibilities**

Schools have a responsibility to provide:

- A safe environment;
- The best formation program to meet student needs within the limitations of the school's resources;
- Security from physical, verbal, and written harassment;
- Treatment in a fair, consistent, and respectful manner;
- Instruction and assistance for social, emotional, and academic concerns;
- A clean and pleasant environment;
- Confidentiality when reporting an inappropriate action of an adult.

Students have a responsibility to:

- Share experiences in safe and pleasant surroundings;
- Maintain attendance that is regular and punctual;
- Act safely in everyone's interest and accept responsibility for their actions
- Practice good health habits
- Be honest and polite
- Show respect for the rights, feelings, and property of others
- Seek help for social, emotional, and academic concerns
- Adhere to rules during any related activities
- Work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate
- Respect ethnic, racial, religious, gender, intellectual, and physical diversities of all people
- Report any inappropriate behavior to a responsible adult.

## **12.0 ATHLETIC POLICIES**

### **12.01 Sports**

St. Brendan Catholic School is a member of the Catholic Youth Sports League and includes the following:

- Boys (Pre-K to Grade 8): Flag Football, Soccer, and Track
- Boys (Grade 6 to 8): Basketball
- Girls (Pre-K to Grade 8): Soccer and Track
- Girls (Grades 6 to 8): Volleyball and Basketball

Students may try out for as many of the sports activities as they wish. All fees for participation in sports are the responsibility of the parents. Students must have a yearly sports physical in order to participate.

## **12.02 Sports Philosophy**

We believe that the sports program should complement and work directly with the teachings and Catholic philosophy of St. Brendan Catholic School to promote the overall education, growth, and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, coaches, faculty, and parish. While having winning teams is an important part of any sport, the primary goal is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. Success is knowing you have done your best!

St. Brendan Catholic School provides competitive and developmental athletic programs, while promoting and embodying the ideals of teamwork, sportsmanship, hard work, and self-discipline. Developing the student athlete's character through a positive and supportive environment increases self-confidence and therefore is essential to personal success on and off the playing fields.

At St. Brendan Catholic School, we create an environment that encourages and allows for participation by students competing at all ability levels. We aim to promote character and teach many values to our students. Among the values that help our student athletes and competitors to become responsible adults include, but are not limited to, sportsmanship, leadership and character, commitment to one's team or activity, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the athletic programs offered at St. Brendan Catholic School.

## **12.03 Sports Standards and Fees**

The following criteria must be met to participate in the sports program:

- Pay a non-refundable fee for each sport which is payable when a child is accepted on a team.
- The child must have no grade of D or F on his/her most recent report card in the major subject areas: Religion, Math, Social Studies, Science, and English. Students who end a year with a D or F on their report card may be permitted to participate in sports for a probationary period of one trimester in the new school year. In the event the season is before report cards are distributed, students may not have any running class averages of D or F.
- The team coach is responsible for discipline at practice and games.
- **Tardy students may not participate in a game or practice on the day they are tardy. Students absent on a day may not practice nor play on that day.**
- It is a privilege to participate as a member of a St. Brendan Catholic School sports team. The Principal reserves the right to remove a student, temporarily or permanently, from a team.

## **13.0 PARKING LOT PROCEDURES**

### **13.01 General Guidelines**

For the safety of our children, the following procedures have been developed:

- Grades Pre-K to 2: drop-off/pick up in East Parking Lot (A1A side)
- Grades 3 to 8: drop-off/pick-up in the West Parking Lot (Banyan side)
- The system is one-way.
- **The school will not be responsible for children left in any undesignated area.**

### **13.02 Grades 3 to 8 System**

Please follow the system as described:

- Gates will close at 7:50 am and open at 3:10 pm (or 2:10 pm on Wednesdays).
- You will be directed to pull up to the designated area for drop-off or pick-up.
- Please do not confer with your child's teacher during our traffic flow. Teachers are available by appointment. Appointments should always be scheduled through our school office.
- No students should be unaccompanied in the parking lot.
- Students not picked up by 3:20 pm will be sent to After-School Care.

### **13.03 Pre-K to Grade 2 System**

Pre-K parents are asked to pick-up and drop-off their children at the northeast Social Hall door in the East (A1A) Parking Lot.

- If you also have students in Grades 3 to 8, inform the office and they will be permitted to leave via the East Parking Lot.
- VPK parents must remember to sign in and out every day as a condition of enrollment.
- K to Grade 2 pick-up is at the northeast door of the Social Hall.
- Walk –up pick-up is at the gate of the Social Hall by the main Church entrance.

## **14.0 Diocesan Acceptable Use Policy**

### **Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy School Year 2023-2024**

#### **14.1.0 Introduction**

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

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

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

- The St. Brendan Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
- St. Brendan Catholic School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

#### **14.2.0 Definitions**

##### **14.2.1 Authorized Users:**

- **Student:** any child 18 years or younger enrolled in St. Brendan Catholic School
- **Faculty/Staff:** any person who is employed by St. Brendan Catholic School, whether part-time or full-time, who provides instruction or supports the school operations.

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

**14.2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Brendan Catholic School.

**14.2.4 Technologies Covered:** St. Brendan Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Brendan Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. Brendan Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

#### **14.3.0 Usage Policies**

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

##### **14.3.1 Web Access**

St. Brendan Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and



school policies. Web browsing is monitored and web activity records may be retained indefinitely.

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

### **14.3.2 Email**

St. Brendan Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Student's password(s) are not to be shared with anyone.

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

Recognizing the benefits collaboration brings to education, St. Brendan Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

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

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours. Also, creating fake accounts using the school's name, logo or any other symbol that identifies as a school sanction account will be asked to be deleted and the student will face disciplinary action and loss of privileges.

### **14.3.4 Livestreaming**

For distance education, St. Brendan Catholic School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit,

password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher. It is required that students at home wear their school uniforms and that a quiet space is provided to avoid disruptions or distractions to the teacher and other students.

#### **14.3.5 Mobile Devices Policy**

St. Brendan Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

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

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

#### **14.3.6 Personally-Owned Devices Policy**

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

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must follow the same code of conduct for use of personally owned devices on St. Brendan Catholic School campus or at other functions, whether on or off property, related to the St. Brendan Catholic School.

#### **14.3.7 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing

infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus. Passwords need to be unique to each student and not shared with other students.

#### **14.3.8 Downloads**

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

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

#### **14.3.9 Netiquette**

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

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

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

#### **14.3.10 Plagiarism**

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

#### **14.4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information

of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

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

#### **14.5.0 Cyber Bullying**

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

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

#### **14.6.0 Sexting**

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

#### **14.7.0 Examples of Responsible Use**

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

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

#### **14.8.0 Examples of Irresponsible Use**

I, the student will **not**:

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

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

#### **14.9.0 Internet Safety Plan**

- ✓ St. Brendan Catholic School implements an effective internet filtering and reporting solution Sonic Wall that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with SONICWALL to prevent from unauthorized access, including "hacking" and other unlawful activities by minors online

- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Brendan Catholic School will hold an informational meeting to address the policy.

#### **14.10.0 Limitation of Liability**

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

#### **14.11.0 Violations of this Responsible Use Policy**

Violations of this policy may have disciplinary repercussions at the discretion of St. Brendan Catholic School, according to the Code of Conduct, and including but not limited to:

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

#### **14.12.0 References**

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

**I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:**

\_\_\_\_\_

(Student Printed Name)

\_\_\_\_\_

(Student Signature)

\_\_\_\_\_

(Date)

**As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.**

\_\_\_\_\_

(Parent/Legal Guardian Printed Name)

\_\_\_\_\_

(Parent/Legal Guardian Signature)

(Date)\_\_\_\_\_

**15.0 St. Brendan Catholic School Parent Authorizations**

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

\_\_\_\_\_  
(Student Printed Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

\_\_\_\_\_  
(Parent/Legal Guardian Printed Name)

\_\_\_\_\_  
(Parent/Legal Guardian Signature)

\_\_\_\_\_  
(Date)