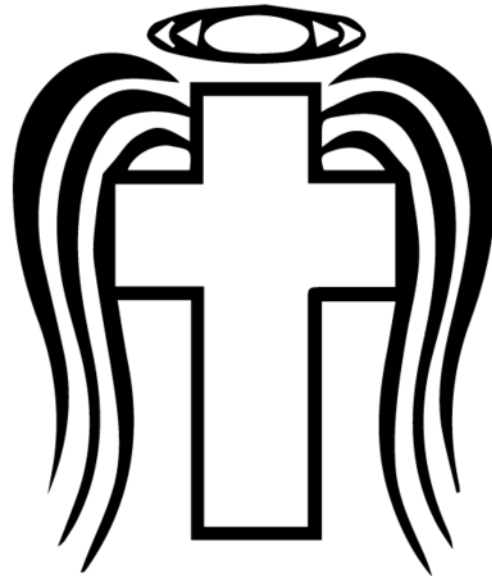


San Juan del Río *Catholic School*

2023-2024
Parent-Student Handbook



San Juan del Rio

Catholic School

San Juan del Rio Catholic School
1714 State Road 13
St. Johns, FL 32259
(904) 287-8081
www.sjdrsaints.org

SJDR Mission Statement

United by the Eucharist, San Juan del Rio Catholic School fosters the spiritual and personal growth of our students through a commitment to academic excellence and service to others in order to **form saints and scholars.**

Diocese Mission Statement

We, the Catholic school community of the Diocese of Saint Augustine, are called to provide a Eucharist-centered educational environment committed to high academic standards, faith development, and service, thereby inspiring discipleship in all students.

<https://www.dosaeducation.org/>

Our Root Beliefs

- We believe.... Learning is sacred work.
- We believe.... All are uniquely and wonderfully created in the image and likeness of God.
- We believe.... We are strengthened through unity in the Body of Christ.

Our Core Values

LOVE

There is no keener revelation of a society's soul rather than the way it treats its children.
~Nelson Mandela

INSPIRE

Be who God meant you to be and you will set the world on fire.
~St. Catherine of Siena

SEEK

Come and you will see.
~John 1:39

PERSIST

Not only so, but we also glory in our sufferings. Suffering produces perseverance; perseverance, character; and character, hope. Hope does not disappoint.
~Romans 5:3-5

EXCEL

No one can ever excel in great things who does not first excel in small.
~St. Francis Xavier

SERVE

Love has to be put into action, and that action is service.
~St. Teresa of Calcutta

Table Of Contents

Mission & Philosophy	2
Table of Contents	3-5
Contact Information & Administrative Staff	6
Faculty & Staff	7
Admissions & Financial Policies	8
Admissions	
Admission Policy	8
Admissions Documents	8
Age/Grade Level Requirements	8
Admission Priority Policy	8
Re-enrollment	9
Financial	
Registration/Annual Fees	9
FACTS Account	9
Parishioner Guidelines	9
Fundraisers	9
Family Volunteer Requirements	9
General Financial Policies	9
Operating Policies	
Student Attendance	
Arrival/Dismissal	10
Tardy Policy	10
Extended Day	10
Attendance	10
Return to School	10
Excused Absences	11
Unexcused Absences	11
Leaving School Early	11
Classroom Policies	
Classroom Parties/Birthdays	11
Field Trips	12
Chaperones	12
Restroom	12
Student Supplies	
Student Backpack	13
Textbook Policy	13
Lost & Found	13
Valuables	13
Forgotten Items	13
Communication	
Parent/Teacher Conferences	13
Phone/Email	13
Principal Conferences	13
Divorce/Parent Legal Issues	13
Office Telephone Policy	13
Dress Code Policies	

Dress Code	14
PreK 3 & PreK 4	14
Grades K-4	15
Grades 5-8	18
Birthday Dress Down Days	20
Safety & Health Policies	
Safety	
Emergency Situations	20
Inclement Weather Closing	20
Child Protective Investigations	21
Visitor Requirements	21
Lunchtime Visits	21
Health	
Emergency Information Update	21
Illness	22
Food Allergies	22
Prescription Medication	22
Over-the-counter Medication	22
Epinephrine Auto-Injector Pens	22
Emergency EPI Pen Use (effective August 2015)	23
Lice	23
Academic & Grading Policies	
Academics	
PreKindergarten	23
Educational Needs Policy	23
Outside Tutors	24
Religious Education	24
Homework	24
Grading/Report Cards	24
Honor Roll	26
National Junior Honor Society	26
Promotion and Retention	26
Summer School Policy	27
Religious Formation	
Mass Attendance	
Mass/Liturgies during School	
Mass/Liturgies outside School	
Confessions	
Sacramental Preparation	
Conduct & Behavior Policies	
Conduct	
Behavior Expectations	27
Our Behavior Beliefs	27
Classroom Management Philosophy	28
Addressing Behavior Issues	28
Pattern of Concerning Behavior	28
Serious Behavior Infractions	28
Before/After School Detention	29

Suspension (issued by the principal for major offenses)	29
Suspension Guidelines	
Expulsion (issued by the principal with support from the pastor)	29
Searching Lockers & Desks	29
Plagiarism/Academic Dishonesty	29
Harassment Policy	30
Technology Policies	
Personal Communication Devices	30
Cell Phone Policy (updated 2023)	30
SmartWatch Policy (updated 2022)	31
Computer Usage	31
E-reader Policy	31
Internet Use/Blogging Policy	31
Organization & Athletics	
School Organizations	
Home & School Association (HSA)	32
The School Board	32
Athletics	
The Athletic Committee	32
Athletic Rules of Eligibility (Academic)	32
Athletic Rules of Eligibility (Non-Academic)	33
Handbook Amendments	34
Early Childhood Handbook Addendum	35
Assessment/Reports	35
Bathroom/Accident Policy	35
Classroom Birthday/Holiday Celebrations	35
Drop Off/ Dismissal Procedure	36
Extended Day	36
Field Trips	36
Last Day of School	36
Lunch Time	37
Nap/Rest Time	37
Personal Belongings	37
Snack Policy	37
Student Orientation	37
Internet Acceptable Use Policy	39-40
Bring Your Own Chromebook (BYOC) Policy	41-43
Family Agreement Page	44
Parent Student Handbook Acknowledgment 2023-2024	45

Contact Information



San Juan del Rio Catholic School
1714 State Road 13
St. Johns, FL 32259

School Phone: (904) 287-8081
School Fax: (904) 287-4574
Extended Day: (904) 287-9756
Church Office: (904) 287-0519
Finance Office: (904) 230-9091

Email: saints@sjdrschoo.org
Website: www.sjdrsaints.org

Administration & Support Staff

Pastor	Rev. Peter Akin-Otiko, J.C.L., J.V.	frpeter@sjdrparish.org
Parochial Vicar	Rev. Clay Ludwig	frclay@sjdrparish.org
Parish Business Administrator	Mr. Walter Czuryla	w.czuryla@sjdrparish.org
Parish Bookkeeper	Mr. Jack Klees	jkless@sjdrparish.org
Parish Secretary	Mrs. Darla Cook	dcook@sjdrparish.org
Principal	Mrs. Tabatha Rhodes	trhodes@sjdrschoo.org
Director of Academics	Mrs. Katie Sites	ksites@sjdrschoo.org
Office Manager/ Bookkeeper	Mrs. Maureen Morales	mmorales@sjdrschoo.org
School Secretary	Mrs. Janice Clark	jclark@sjdrschoo.org
Guidance Counselor	Mrs. Jeanne Klusman	jklusman@sjdrsaints.org
ELC/VPK Director	Mrs. Sheri Bless	sbless@sjdrschoo.org
ESE Interventionist	Mrs. Michelle Vliek	mvliek@sjdrschoo.org
Learning Support	Ms. Betsy Cupit	bcupit@sjdrschoo.org
Learning Support	Mrs. Carolyn Milheim	cmilheim@sjdrschoo.org
Maintenance	Mr. Tim Sapp	tsapp@sjdrschoo.org
Kitchen Manager	Mrs. Colleen Bucca	lunchroom@sjdrschoo.org
Kitchen Assistant	Mrs. Rebecca Malone	rmalone@sjdrschoo.org

Faculty & Staff

Early Learning & Elementary School

PreK 3 Teacher
PreK 3 Teacher Aide
PreK 4 Teacher
PreK 4 Teacher Aide
PreK 4 Teacher
PreK 4 Teacher Aide
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher Aide
1st grade Teacher
1st grade Teacher
1st grade Teacher Aide
2nd grade Teacher
2nd grade Teacher
2nd grade Teacher Aide
3rd grade Teacher
3rd grade Teacher
4th grade Teacher
4th grade Teacher
5th grade Teacher
5th grade Teacher
3rd-5th grade Teacher Aide
3rd-5th grade Teacher Aide

Mrs. Sheri Bless
Mrs. Suzy McDonald
Mrs. Lisa Griffin
Mrs. Maureen Trovato
Mrs. Kathleen Robinson
Mrs. Krista Sharp
Mrs. Coleen Lupinski
Mrs. Lisa Weindorf
Mrs. JoAnn Dietz
Mrs. Kim Dziejko
Mrs. Emily Guajardo
Mrs. Erin Welch
Ms. Kaley Bless
Mrs. Lori Hodges
Mrs. Vanessa Sellers
Mrs. Patrice Wood
Mrs. Kandra Jordan
Mrs. Jennifer Pudner
Mrs. Sharon Sullivan
Mrs. Katie Tackett
Mr. Drew Fluegel
Mrs. Nardine Himes
Sr. Faith John

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lhodges@sjdrschoo.org
vsellers@sjdrschoo.org
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jpudner@sjdrschoo.org
ssullivan@sjdrschoo.org
ktackett@sjdrschoo.org
dfluegel@sjdrschoo.org
nhimes@sjdrschoo.org
srfaith@sjdrschoo.org

Middle School

MS Math Teacher
MS Science Teacher
MS Social Studies Teacher
MS Literature Teacher
MS English Teacher
MS Religion Teacher
MS Teacher Aide

Mr. Scott Plavac
Mrs. Katie McMahon
Mrs. Maura England
Ms. Audrey Everett
Mrs. Leslie Campbell
Sr. Molly McClowry
Mrs. Suzanne Lehman

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aeverett@sjdrschoo.org
lcampbell@sjdrschoo.org
srmolly@sjdrschoo.org
slehman@sjdrschoo.org

Enrichment Classes

Spanish Teacher
Art Teacher
PE Coach/Athletic Director
Media & Technology Teacher
Music Director
Technology Teacher

Sra. Milagros Nolasco
TBD
Mr. Matthew Spinazzola
Mrs. Jennifer Galan
Mrs. Katherine Dennison
Mrs. Jennifer Galan

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jgalan@sjdrschoo.org
kdennison@sjdrschoo.org
jgalan@sjdrschoo.org

Extended Day

Extended Day Director
Extended Day Assistant
Extended Day Assistant
Extended Day Assistant
Extended Day Assistant

Mrs. Rosemary Duke
Mrs. Pat Ridente
Mrs. Gina Johnson
Mrs. Dorothy Rich
Mrs. Becky Wendel

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drich@sjdrschoo.org
bwendel@sjdrschoo.org

School-Wide Admissions & Financial Policies

ADMISSIONS

Admission Policy

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

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

Admissions Documents

The following documents must be submitted to complete student enrollment:

- Proof of a Florida physical exam (required when a student enters school for the first time).
- Proof of up-to-date childhood immunizations (form may be secured from the St. Johns County Health Department or at the child's personal physician's office).
 - Students entering the seventh grade are required to complete vaccinations against hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster.
 - Religious exemptions are no longer accepted by the diocese or diocesan schools.
 - Medical exemptions will continue to be accepted.
- Students entering grades one and higher must bring a copy of their most recent report card.
- All Catholic students are to provide a copy of their baptismal certificates.

Age/Grade-Level Requirements

Pre-Kindergarten students must be three or four years old on or before September 1st of the school year in which they are enrolling. Kindergarten students must be five years of age by September 1st. Age must be verified by an original birth certificate. New students will be accepted into Grade 8 at the discretion of the Admissions Committee.

Admission Priority Policy

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

- I. Academic Screening and Assessment Results
- II. Siblings of currently enrolled student(s).
- III. Registered, active members of the parish for at least six months (includes those transferring from other parishes who have recently registered at SJDR).
- IV. Catholics registered in another local parish.
- V. Students enrolled in another Catholic School (in- or out-of-state).
- VI. Non-Catholics.

Re-Enrollment

Students currently enrolled in SJDR will be given the opportunity to re-enroll prior to opening enrollment to new families. If students are not enrolled by the given deadline, their position in the school will no longer be secured and will be open for other students enroll. Re-enrollment for current families will open during Catholic Schools' Week at the end of January.

FINANCIAL

Registration/Annual Fees

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

- payment of a non-refundable regular Registration Fee by February 15th. After February 15th, a \$50 late fee will be assessed.
- payment of all non-refundable regular Annual Fees by April 15th. After April 15th, a \$50 late fee will be assessed.

FACTS Account

All families are required to set-up a FACTS account and payment plan. Any fee related to fees for its service is considered non-refundable and will not be reimbursed by the school. Payment of tuition needs to be paid in full by July 1 or paid in 10 monthly payments through FACTS Automatic Tuition Payment. Registration is not complete until FACTS is completed.

Parishioner Guidelines

Families classified as SJDR parishioners and considered for in-parish rates and scholarships must be registered members of SJDR parish for six months prior to the beginning of school and financially support the parish at the rate of \$25 per week, year-round. Envelopes are to be used so that accurate records can be maintained. Families who have recently relocated to the area may obtain a letter from their former pastor in order to qualify for our scholarships.

Fundraisers

Families are asked to support as fully as possible, parish/school fund-raisers (i.e. SCRIP gift certificates, Fun Run, Annual Parish and School Auction).

Family Volunteer Requirements

Families with students in grades K-8 are expected to volunteer 20 hours per year. Families with students in Pre-K only are expected to volunteer 10 hours per year. There are many ways our parents can volunteer their time in support of our school and its activities. Numerous suggestions are offered on the reverse side of the orange volunteer card. Parents are to log their hours on the orange volunteer card using the honor system. All logs are to be submitted to the HSA committee for review prior to Christmas and Easter vacation.

Those families who do not volunteer a minimum of 20 hours (10 hours for Pre-K only) per year will be billed at the rate of \$10 per unfulfilled hour. Payment for volunteer hours not recorded is **due by May 10th**. **Parent accounts will be charged for volunteer hours not recorded after this date.** If personal circumstances make it impossible for a family to volunteer at SJDR, they have the option of paying a flat fee of \$200.00 (\$100.00 for Pre-K only) in lieu of volunteer hours.

General Financial Policies

It is the policy of the Diocese of St. Augustine that no student may transfer to another Catholic school in the Diocese unless all financial matters have been resolved at SJDR. Currently enrolled families may not re-register until accounts are current. Student records will not be transferred at the end of the school year unless all financial obligations have been met. Students with outstanding accounts will not be allowed to start school in August. The school may utilize FACTS to bill for incidentals such as extended day, athletic fees, lunchroom balances, field trips, etc.

School-Wide Operating Policies

STUDENT ATTENDANCE

Arrival/Dismissal

Children are not to be on the school property before 7:25am, with the exception of Safety Patrols who need to report at 7:20am to the front porch. Morning carline is from 7:25-7:55am. Students are admitted to the school classrooms at 7:40am. Children are to be picked up immediately at dismissal time. Any student still on the campus after the regular dismissal will be placed in the Extended Care program and the parents billed.

Tardy Policy

Families are encouraged to bring their students to school on-time every day. Students not through the gate by 7:55am are tardy and must go to the office to obtain a tardy slip. Should habitual tardiness impact students' academic progress, parents will be required to meet with the principal to discuss the circumstances and the practicality of continuing their attendance at San Juan del Rio.

Extended Day

Extended Day is available from 3:00 pm to 6:00 pm on regular school days. On early release days, Extended Day is available from 11:30 am to 6:00 pm. As with all services provided, we request on-time pick-ups and payment of services within two weeks of billing. Noncompliance in these areas may result in dismissal from the Extended Day program.

Attendance

Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day. It is the parent's/guardian's responsibility to contact the school if their child will be absent. Students who miss two or more days of school as a result of illness may contact the office to arrange make-up work. Students who miss as a result of family vacation will be given makeup work when they return. Students will have one day for every day missed to make up work. Because regular school attendance is critical to a child's success in school, families who are habitually tardy or excessively absent may be asked to leave the school.

Return to School

Students returning to school after an absence are required to present a written excuse from their parent or guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence.

A physician's note is needed when the student:

- has been absent for three or more consecutive days
- has had surgery
- is returning to school after hospitalization
- has been under a doctor's care for a significant illness
- is returning to school after being excluded because of a communicable disease

Excused Absences

Students must be in school unless the absence has been deemed an "excused absence." Excused absences include the following:

- illness or injury of the student.
- serious illness or death in the student's family
- scheduled doctor or dentist appointment
- special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance
- required court appearance or supervised visitation
- having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.

Unexcused Absences

A student with 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 with his or her parent(s) or legal guardian and the school administration. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances.

Unexcused absences include but are not limited to the following:

- pleasure trips
- suspension from school
- truancy
- other avoidable absences that are not on the "excused absences" list

Leaving School Early

Please make every effort to avoid picking your child up before regular dismissal time except in the case of an emergency. Every effort should be made to schedule doctor and dentist appointments during non-school hours. Please check the school calendar for days off and early dismissal dates. If you need to pick up your child before dismissal time, please send a note or email to the teacher the day before, if possible. Any students leaving school early must be picked up and signed out at the office **before 2:40 pm**. Students leaving early can meet with a teacher before/after school to collect work that may be missed as a result of leaving early. Teachers will not be expected to stop instruction to provide work that will be missed as a result of leaving early.

CLASSROOM POLICIES

Classroom Parties/Birthdays

All party/birthday plans must be approved by classroom teachers. Small edible treats may be brought in for student birthdays after the date and time are cleared with the teacher. Students may not distribute goodie bags. All treats should be brought to the front office. Parents may not attend school birthday celebrations. Personal party invitations may be distributed at school only if there is one for each child in the class. Birthday treats will be distributed by the teacher at a convenient time. Gifts (i.e. birthday, Christmas, Christian Buddy, etc.) are to be exchanged off campus.

Field Trips

Field trips are designed support our academic and curricular goals and to introduce students to the resources of the community. Attending a field trip is considered a privilege and may be withheld, as necessary to ensure the educational goals of the trip are met and/or ensure student safety. Field trips are not required by teachers every year.

Parents will receive notice of field trips in advance and will be required to sign a diocesan permission form allowing their child to attend. Students may not attend field trips without the proper permission forms being submitted and necessary payments being made prior to the trip.

Chaperones

Parents may be asked to attend field trips as chaperones. Parents may not attend field trips and therefore, should not plan to arrive at venues to meet their child if they have not been chosen as a designated chaperone. Only designated chaperones will be guaranteed admittance into venues and allowed to participate in the field trip activities.

In accepting the responsibility of being a chaperone you agree to:

- maintain valid background checks, fingerprinting, and Protecting God's Children training.
- ride the bus with the class
- find supervision for other children as siblings are not permitted on field trips
- remain with their assigned students for the duration of the trip
- utilize cell phones to keep in touch with the school, not personal use on the trip
- refrain from taking pictures of students unless approval has been granted from sponsoring teacher (due to child photo release issues)

Restroom

San Juan del Rio Catholic School complies with the requirements of 553.865 Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for the use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

STUDENT SUPPLIES

Student Backpack

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

Textbook Policy

Classroom textbooks are the property of San Juan del Rio Catholic School. While in the care of students, textbooks should be treated with respect and covered appropriately at all times. Books should not be covered with contact paper. Students who lose or damage textbooks or library books will be charged a replacement or damage fee. All fees must be paid before report cards will be issued or student records forwarded.

Lost and Found

Personal belongings including uniforms, lunchboxes, clothing, and backpacks should be labeled with students' names. Special attention should be paid to labeling uniforms, (including PE) as students in some grades will be changing for PE. The school is not responsible for lost articles. Any lost items not claimed by the end of the quarter will be donated to a worthy cause.

Valuables

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

Forgotten Items

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

COMMUNICATION

Conferences With Teachers

Parent-Teacher conferences are a valuable in assisting student growth. Conferences will be scheduled by teachers whenever necessary and may be initiated by the parent. The teacher will arrange a time that is mutually convenient. Parents may not approach teachers during school hours or at dismissal.

Phone/Email

Parents/guardians may contact school personnel via email as needed. Please refer to the front of this handbook for all email addresses. Parents/guardians may also call the school and leave a message for a teacher. Because teachers are expected to be actively instructing and supervising students throughout the day, please allow 48 hours for a response. Out of respect, parents should not contact teachers about school business on their personal phone numbers.

Conferences with the Principal

Conferences with the principal may be scheduled by calling or e-mailing the principal directly to request an appointment. However, if the concern is a child’s work or behavior, parents/guardians should always contact the teacher to discuss the issue before requesting a meeting with the principal. The principal would be happy to facilitate a conference with the teacher in these cases.

Divorce/Parent Legal Issues

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

Office Telephone Policy

The office telephone may only be used by students in an emergency. Students are not allowed to use the office telephone to make personal arrangements such as requesting permission to go to another student’s home after school or to have parents bring forgotten items to school.

DRESS CODE POLICIES

Dress Code

Wearing the SJDR School uniform is a matter of pride. The San Juan del Rio uniforms are provided by Risse Brothers. Uniforms can be purchased online at www.Rissebrothers.com. The school uniform code regulations are to be adhered to daily and the students should observe the uniform code at all times when on school grounds. Shirts are to be tucked in and shoes tied. Anything that does not conform to the SJDR uniform code is not acceptable. If any item is not listed, it may not be worn. A note from the parent and/or child’s physician is to be sent into the school if any exceptions are to be given to the school uniform policy. Parents will be contacted if students are not in proper uniform.

Pre-Kindergarten Dress Code

Uniforms	SJDR School P.E. uniform, consisting of the SJDR logo red shorts (either mesh or cotton) and the SJDR logo navy tee shirt should be worn every day. These items are to be purchased at www.Rissebrothers.com
Shoes	Only athletic sneakers with Velcro closures are to be worn with the P.E. uniform. Sperry shoes, canvas shoes, and shoes with flashing lights, characters or wheels may not be worn.
Socks	<p><u>Girls:</u> Girls may wear plain white, navy, or black above-the-ankle or crew socks or plain white or navy knee socks. Girls may wear solid white or navy tights when it is cold outside. Designs, logos, emblems, or lace on socks are not allowed.</p> <p><u>Boys:</u> Boys may wear plain white, navy, or black above-the-ankle or crew socks. Socks are to be visible at all times. Designs, logos, or emblems on socks are not allowed.</p>

Outerwear	<p>The SJDR school sweater, performance jacket, P.E. sweatshirt, spirit-wear sweatshirts, or Saints athletic team sweatshirt may be worn over the school uniform.</p> <p><u>Cold Weather exceptions:</u></p> <ul style="list-style-type: none"> • A solid navy, white, or grey long sleeve shirt can be worn under the school uniform shirt. • An outer jacket or coat may be worn over the SJDR uniform as they arrive and leave school campus; however, it must be removed upon entering the classroom in the morning and may be put back on at dismissal. It may not be worn during the day even if switching classes outside.
Accessories	<p><u>Girls:</u> Solid white, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn. No adornments are permitted on hair accessories. False nails, makeup, gloss, perfume and nail polish are not permitted. No jewelry may be worn except for a watch, a single stud earring no larger than 1/4 inch in each ear lobe, and a religious medal or scapular that may be worn under the shirt. Piercings other than in the ear lobe are not permitted. Necklaces, rings, bracelets, sunglasses, body piercings, or tattoos are not permitted. No adornments are to be attached to the uniform.</p> <p><u>Boys:</u> No jewelry may be worn except for a watch. Necklaces, rings, earrings, bracelets, sunglasses, body piercings, or tattoos are not permitted. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform.</p>
Hair	<p><u>Girls:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. No artificial bleaching or highlighting is allowed. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable.</p> <p><u>Boys:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. Hair must be 1" off the collar with eyes and ears exposed. No artificial bleaching or highlighting allowed. Hair is to be above the eyes and off the ears and collar. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair, mohawks) are unacceptable.</p>
Dress Down Days	<p>There may be special days when apparel other than the school uniform may be worn. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Unacceptable garments include, but are not limited to, shirts with questionable messages, jeans, pants, shorts or shirts that are too short or too tight, items that are revealing, hats, and open-toed shoes. During some themed dress down days, the school may determine specific guidelines for dress.</p>

Grades K-4 Dress Code

Uniforms	<p><u>Girls:</u> Girls may wear the uniform jumper and white collared blouse OR the uniform skort or skirt and the SJDR white or red polo. A white peter pan collared blouse is to accompany the jumper. Uniform polo shirts may not be worn with jumpers. Navy-blue undershorts are to be worn under the jumper and skirts. Skort, skirt, or jumper length may be no shorter than 2 inches above the knee. Shirts are to be tucked in at all times.</p> <p><u>Boys:</u> Boys are to wear navy dress pants or shorts. Corduroy, baggy look, cargo style, tapered at the ankle, or tight-fitting pants/shorts as well as those with topstitching are not permitted. Pants and shorts are to be worn at the waist. A red or white long or short sleeve polo with the SJDR school logo is to be worn. Shirts are to be tucked in at all times.</p>
Shoes	<p><u>Girls:</u></p> <ul style="list-style-type: none"> • Girls in kindergarten may wear sneakers every day. Velcro sneakers are acceptable. • Girls in grades 1-4 may wear solid black, brown or tan enclosed leather shoes cut below the ankle. Examples of acceptable shoes are loafers, docksiders, topsiders with matching mesh color, oxfords, or Mary Jane’s with buckle or tie. The heel of the sole may be no more than 1 1/2 inches. Platforms, wedges, canvas, moccasins, athletic shoes, dress slippers, sandals, boots, or fad styles are not permitted. <p><u>Boys:</u></p> <ul style="list-style-type: none"> • Boys in kindergarten may wear sneakers every day. Velcro sneakers are acceptable. • Boys in Grades 1-4 may wear solid black, brown or tan enclosed leather shoes cut below the ankle. Examples of acceptable shoes are loafers, docksiders, topsiders with matching mesh color, and oxfords. Canvas, moccasins, athletic shoes, sandals, boots, or fad styles are not allowed.
Socks	<p><u>Girls:</u> Girls may wear plain white, navy, or black above-the-ankle or crew socks or plain white or navy knee socks. Socks are to be visible at all times. Girls may wear solid white or navy tights when it is cold outside. Designs, logos, emblems, or lace on socks are not allowed.</p> <p><u>Boys:</u> Boys may wear plain white, navy, or black above-the-ankle or crew socks. Socks are to be visible at all times. Designs, logos, or emblems on socks are not allowed.</p>
Outerwear	<p>The SJDR school sweater, performance jacket, P.E. sweatshirt, spirit-wear sweatshirts, or Saints athletic team sweatshirt may be worn over the school uniform.</p> <p><u>Cold Weather exceptions:</u></p> <ul style="list-style-type: none"> • A solid navy, white, or grey long sleeve shirt can be worn under the school uniform shirt. • An outer jacket or coat may be worn over the SJDR uniform as they arrive and leave school campus; however, it must be removed upon entering the classroom in the morning and may be put back on at dismissal. It may not be worn during the day even if switching classes outside.

<p>Accessories</p>	<p><u>Girls:</u> Solid white, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn. No adornments are permitted on hair accessories. False nails, makeup, gloss, perfume and nail polish are not permitted. No jewelry may be worn except for a watch, a single stud earring no larger than 1/4 inch in each ear lobe, and a religious medal or scapular that may be worn under the shirt. Piercings other than in the ear lobe are not permitted. Necklaces, rings, bracelets, sunglasses, body piercings, or tattoos are not permitted. No adornments are to be attached to the uniform.</p> <p><u>Boys:</u> A black, brown, or navy belt is to be worn at all times. No jewelry may be worn except for a watch. Necklaces, rings, earrings, bracelets, sunglasses, body piercings, or tattoos are not permitted. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform.</p>
<p>Hair</p>	<p><u>Girls:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. No artificial bleaching or highlighting is allowed. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable.</p> <p><u>Boys:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. Hair must be 1" off the collar with eyes and ears exposed. No artificial bleaching or highlighting allowed. Hair is to be above the eyes and off the ears and collar. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair, mohawks) are unacceptable.</p>
<p>P.E. Days</p>	<p>SJDR School P.E. uniform, consisting of the SJDR logo red shorts (either mesh or cotton) and the SJDR logo navy or grey tee shirt should be worn on scheduled P.E. days. These items are to be purchased at www.Rissebrothers.com.</p> <p>Solid white, navy, or black above-the-ankle or crew socks or white or navy knee socks may be worn. Designs, logos, or emblems on socks are not allowed. Athletic sneakers are to be worn with the P.E. uniform. Canvas shoes, and/or shoes with flashing lights or wheels are not permitted.</p> <p>On cold days, the SJDR sweatshirt and/or sweatpants may be worn over the P.E. uniform. It is encouraged that a full water bottle be brought to P.E. class.</p>
<p>Dress Down Days</p>	<p>There may be special days when apparel other than the school uniform may be worn. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Unacceptable garments include, but are not limited to, shirts with questionable messages, jeans, pants, shorts or shirts that are too short or too tight, items that are revealing, hats, and open-toed shoes. During some themed dress down days, the school may determine specific guidelines for dress.</p>

Dress Up Days	<p>When asked to dress up for events such as the Christmas Program, Sacraments, or other celebrations, students are asked to wear their “Sunday Best.</p> <p><u>Girls:</u> Clothing should be modest. No backless or strapless dresses or spaghetti straps may be worn. Dresses and skirts must be no more than 2 inches above the knee. T-shirts, jeans, shorts, tennis shoes and flip flops are not allowed. Students should wear their school shoes, or another shoe that is appropriate for the occasion.</p> <p><u>Boys:</u> T-shirts, jeans, shorts, tennis shoes and flip flops are not acceptable. Students should wear their school shoes, or another shoe that is appropriate for the occasion.</p>
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Grades 5-8 Dress Code

Uniforms	<p><u>Girls:</u> Girls may wear the uniform jumper and white collared blouse OR the uniform skort or skirt and the SJDR white or red polo. A white peter pan collared blouse is to accompany the jumper. Uniform polo shirts may not be worn with jumpers. Navy-blue undershorts are to be worn under the jumper and skirts. Skort, skirt, or jumper length may be no shorter than 2 inches above the knee. Shirts are to be tucked in at all times.</p> <p><u>Boys:</u> Boys are to wear navy dress pants or shorts. Corduroy, baggy look, cargo style, tapered at the ankle, or tight-fitting pants/shorts as well as those with topstitching are not permitted. Pants and shorts are to be worn at the waist. A red or white long or short sleeve polo with the SJDR school logo is to be worn. Shirts are to be tucked in at all times.</p>
Shoes	<p><u>Girls:</u></p> <ul style="list-style-type: none"> • Girls in kindergarten may wear sneakers every day. Velcro sneakers are acceptable. • Girls in grades 1-4 may wear solid black, brown or tan enclosed leather shoes cut below the ankle. Examples of acceptable shoes are loafers, docksiders, topsiders with matching mesh color, oxfords, or Mary Jane’s with buckle or tie. The heel of the sole may be no more than 1 1/2 inches. Platforms, wedges, canvas, moccasins, athletic shoes, dress slippers, sandals, boots, or fad styles are not permitted. <p><u>Boys:</u></p> <ul style="list-style-type: none"> • Boys in kindergarten may wear sneakers every day. Velcro sneakers are acceptable. • Boys in Grades 1-4 may wear solid black, brown or tan enclosed leather shoes cut below the ankle. Examples of acceptable shoes are loafers, docksiders, topsiders with matching mesh color, and oxfords. Canvas, moccasins, athletic shoes, sandals, boots, or fad styles are not allowed.
Socks	<p><u>Girls:</u> Girls may wear plain white, navy, or black above-the-ankle or crew socks or plain white or navy knee socks. Socks are to be visible at all times. Girls may wear solid white or navy tights when it is cold outside. Designs, logos, emblems, or lace on socks are not allowed.</p>

	<p><u>Boys:</u> Boys may wear plain white, navy, or black above-the-ankle or crew socks. Socks are to be visible at all times. Designs, logos, or emblems on socks are not allowed.</p>
Outerwear	<p>The SJDR school sweater, performance jacket, P.E. sweatshirt, spirit-wear sweatshirts, or Saints athletic team sweatshirt may be worn over the school uniform.</p> <p><u>Cold Weather exceptions:</u></p> <ul style="list-style-type: none"> • A solid navy, white, or grey long sleeve shirt can be worn under the school uniform shirt. • An outer jacket or coat may be worn over the SJDR uniform as they arrive and leave school campus; however, it must be removed upon entering the classroom in the morning and may be put back on at dismissal. It may not be worn during the day even if switching classes outside.
Accessories	<p><u>Girls:</u> Solid white, blue, red, black, or school plaid headbands, bows, or scrunchies may be worn. No adornments are permitted on hair accessories. False nails, makeup, gloss, perfume and nail polish are not permitted. No jewelry may be worn except for a watch, a single stud earring no larger than 1/4 inch in each ear lobe, and a religious medal or scapular that may be worn under the shirt. Piercings other than in the ear lobe are not permitted. Necklaces, rings, bracelets, sunglasses, body piercings, or tattoos are not permitted. No adornments are to be attached to the uniform.</p> <p><u>Boys:</u> A black, brown, or navy belt is to be worn at all times. No jewelry may be worn except for a watch. Necklaces, rings, earrings, bracelets, sunglasses, body piercings, or tattoos are not permitted. A religious medal or scapular may be worn under the shirt. No adornments are to be attached to the uniform.</p>
Hair	<p><u>Girls:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. No artificial bleaching or highlighting is allowed. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair) are unacceptable.</p> <p><u>Boys:</u> Hair is to be neat, clean, natural colored, and well-groomed at all times. Hair must be 1" off the collar with eyes and ears exposed. No artificial bleaching or highlighting allowed. Hair is to be above the eyes and off the ears and collar. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair, mohawks) are unacceptable. No facial hair or sideburns.</p>
P.E. Days	<p>SJDR School P.E. uniform, consisting of the SJDR logo red shorts (either mesh or cotton) and the SJDR logo navy or grey tee shirt should be worn on scheduled P.E. days. These items are to be purchased at www.Rissebrothers.com.</p>

	<p>Solid white, navy, or black above-the-ankle or crew socks or white or navy knee socks may be worn. Designs, logos, or emblems on socks are not allowed. Athletic sneakers are to be worn with the P.E. uniform. Canvas shoes, and/or shoes with flashing lights or wheels are not permitted.</p> <p>On cold days, the SJDR sweatshirt and/or sweatpants may be worn over the P.E. uniform. It is encouraged that a full water bottle be brought to P.E. class.</p>
Dress Down Days	<p>There may be special days when apparel other than the school uniform may be worn. On such days, all garments are to be appropriate for a student enrolled in Catholic school. Unacceptable garments include, but are not limited to, shirts with questionable messages, jeans, pants, shorts or shirts that are too short or too tight, items that are revealing, hats, and open-toed shoes. During some themed dress down days, the school may determine specific guidelines for dress.</p>
Dress Up Days	<p>When asked to dress up for events such as the Christmas Program, Sacraments, or other celebrations, students are asked to wear their “Sunday Best.”</p> <p><u>Girls:</u> Clothing should be modest. No backless or strapless dresses or spaghetti straps may be worn. Dresses and skirts must be no more than 2 inches above the knee. T-shirts, jeans, shorts, tennis shoes and flip flops are not allowed. Students should wear their school shoes, or another shoe that is appropriate for the occasion.</p> <p><u>Boys:</u> T-shirts, jeans, shorts, tennis shoes and flip flops are not acceptable. Students should wear their school shoes, or another shoe that is appropriate for the occasion.</p>

Birthday Dress Down Days

All students, Pre-K 3 through 8th grade, earn a dress down day for their birthday! Students must observe dress down day guidelines. If the student’s birthday falls on a Wednesday, the student may observe the free dress day on the Tuesday before or Thursday after as mass uniforms are expected every Wednesday. If the student’s birthday falls on a weekend or when the school is closed, the student may observe the free dress day on the day before or after the weekend/school closed day. Summer birthdays will be observed in May 2024 before school lets out.

School-Wide Safety & Health Policies

SAFETY

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

- 10 m.p.h. is the maximum speed allowed on SJDR grounds
- Cell phones use is prohibited while driving on campus (i.e. talking/texting)
- Always enter through the Marywood entrance for drop-off and dismissal (unless alternative routing has been directed)

- The carline must be used for drop-offs and pick-ups during arrival and dismissal. There should be no walk ups.
- Forgotten lunches or medication must be brought to the office rather than directly to the classroom

Emergency Situations

The SJDR faculty receives in-service training on how to handle emergency situations. Fire drills, lock down drills and severe weather drills are conducted regularly. Everyone participates in all drills as outlined in the school's Emergency Procedures Manual. The Emergency Procedure Manual is confidential to school employees only. In the event of a school-wide emergency the RenWeb/FACTS SIS notification system which sends phone, email, and/or text messages will be utilized.

Inclement Weather Closing

San Juan del Rio Catholic School will be closed when St. Johns County Schools are closed due to inclement weather, unless notified differently by the school as directed by the Diocese. When making the decision to re-open, Catholic schools will ensure the safety and readiness of the campus. We do not follow St. Johns County when making the decision to re-open.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will ask the investigator for permission to notify parents/guardians if their child has been asked to participate in a child protective investigation. The school may also request that a school staff member be present during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Visitor Requirements

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

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

Lunchtime Visits

Parents/guardians who would like to visit and share lunch with their children during lunch, should provide at least twenty-four hours advance notice of the visit. The school reserves the right to limit the number of guest visitors per day, as well as the number of visits per parent. Parents who come to school for lunch will be asked to wear a visitor badge, sit at the tables in the portico, and conclude the visit at the end of the lunch period. Visiting parents are welcome to pre-order a hot lunch from our daily lunch menu for both themselves and their children on the day of the lunchtime visit.

HEALTH

Emergency Information

All families must update the Emergency Information in RenWeb/FACTS at the beginning of each school year. Whether a child is not feeling well, or a serious accident has occurred, parents or other authorized persons should be able to be reached at all times. It is the responsibility of the parent to update their child(ren)'s emergency contacts throughout the year. Please inform the school office of any changes as well via email or phone call.

Illness

If your child will be absent from school, the school office and homeroom teacher are to be notified via e-mail before 8:00 a.m. of that day. Fever will be considered any temperature over 100.4 degrees Fahrenheit (F). **All students need to be fever free, without medication, as well as vomit free for 24-hours prior to returning to school.** If your child has any type of disease or rash, please notify the school immediately. Following an incident of such disease or rash, students will need a release from their physician for re-admission to school. (For example: measles, mumps, chicken pox, etc.). The school health room is not set up to care for sick children. Children who are too ill to attend class will be sent home.

Food Allergies

It is the responsibility of the parent to provide appropriate treats for their child with allergies in order to celebrate birthdays and/or special events. The teacher will do his/her best to inform you of an upcoming special event or birthdays, however, providing acceptable snacks that can be stored in the classroom will ensure that your child will be included in celebrations.

Prescription Medication

Prescription medication must be left in the front office and will be dispensed by office staff. Medication cannot be kept in the classroom or distributed by a teacher. A signed Medication Permission form, available from the school office, must be on file in the school office for all medication distributed to students. Medication that must be carried around by a student, such as an inhaler or Epi-Pens requires a separate diocesan form completed by parent and physician to be given to the office.

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

- Medication must be clearly identified with the name and type of medication.
- Medication must be in its original container sent from home.

- Medication must carry a current prescription label with the child’s name, drug identity, dosage instructions, doctor’s name, and prescription date.

Over-the-Counter Medication

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

Epinephrine Auto-Injector Pens

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

Emergency Epinephrine Use (effective August 2015)

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

Lice

Upon determining that a student has a case of head lice, he/she will immediately be sent home. To be readmitted to school, the student is to be rechecked in the school office and determined to be lice and nit free. SJDR adheres to the diocesan “no-nit” policy. School-wide lice checks will not occur, unless it is determined there is a widespread outbreak. In the case of a widespread outbreak, families of affected classrooms will be notified and a check of every student in each classroom will be facilitated.

School-Wide Academic & Grading Policies

ACADEMICS

Pre-K

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

- Pre-K3 students attend school three or five days per week from 7:55 a.m. to 11:30 a.m.
- Pre-K4 students attend school five days per week from 7:55 a.m. to 11:40 a.m.

- Pre-K3 and 4 students are required to wear the P.E. uniform and follow our school's uniform dress code.
- Pre-K3 and 4 students must arrive no later than 10am in order to use our Extended Day program.
- Good behavior is expected. A student who continually demonstrates inappropriate behavior may not be ready for pre-school and may be asked to leave the school.

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

Educational Needs Policy

The Catholic school community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. Currently, the Diocese of St. Augustine does not offer a continuum of services for learning disabled students, as provided by the Public School System under the Individuals with Disabilities in Education Act (P. L. 105.17), due to significant environmental or programmatic changes. San Juan del Rio will determine the level of services received by students with physical disabilities as well as attention and learning differences. Each applicant will be considered on an individual basis by the admissions committee. Students with disabilities may be admitted if determined that the school can adequately support their learning with available resources.

Outside Tutors

Due to both spacing issues and student instruction minute requirements, students will not be allowed to receive services from privately arranged tutors during the school day. Parents wishing to have their child tutored on campus may rent space either before school (7:00am – 8:00am) or after school hours (3:00 or later). You may contact the office to make arrangements. Tutoring space is limited and not guaranteed.

Religious Education

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

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

Homework

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

In addition to skills practice and written assignments, reading practice is essential to school success and, therefore, reading 20 minutes every night is encouraged. Grading practices of homework are left to the discretion of the individual teacher. Please refer individual teachers' policies regarding grading for further specifications. Homework will vary nightly and may be impacted by a student's work habits. Students are encouraged to use the school issued planner

beginning in grade 3 to record homework assignments, quizzes, tests, and other important assignment dates.

The following is an **approximate** homework guideline:

- KDG – 1st Grade- 20 minutes per night
- 2nd – 4th Grades- 40 minutes per night
- 5th and 6th Grade- 60 minutes per night
- 7th and 8th Grade- 90 minutes per night

Grading/Report Cards

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

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

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

Grade K-1 Grading Scale		Grade 2 Grading Scale	
S	Student is proficient in meeting grade level skills.	S+	Consistently meets grade level expectations with independence and accuracy
N	Student shows a developing understanding of skills, assistance is required.	S	Student is proficient in meeting grade level skills.
U	Student shows little understanding of the skills, cannot complete task independently.	S-	Student is meeting the majority of grade level skills
		N	Student shows a developing understanding of skills, assistance is required
		U	Student shows little understanding of the skills, cannot complete task independently

Grade K-2 Skills Scale		3-8 Skills Scale	
4	Proficient: meets grade level expectations for this quarter with accuracy	4	Exceeds Expectations
3	Developing Proficiency: does not consistently meet grade level expectations	3	Meets Expectations
2	Emerging Proficiency: is beginning to show progress/understanding but not yet meeting grade level expectations.	1	Working Towards Expectations
1	Insufficient Proficiency: shows insufficient progress/understanding and is significantly below grade level.	1	Not Meeting Expectations
N/A	Not taught or not assessed during this semester	*	Not Assessed

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

Honor Roll

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

National Junior Honor Society

The National Junior Honor Society Chapter of San Juan del Rio is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the cumulative GPA requirement of 90% or better beginning the second quarter of sixth grade. The students meeting the GPA requirements will then be invited to complete an application packet detailing their accomplishments in and commitment to the five pillars of the National Junior Honor Society:

Scholarship, Leadership, Service, Citizenship, and Character

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

Students become eligible for membership in the second semester of seventh grade. Applications are available to students in the fall each year. Students must give evidence of a history of

leadership experiences and participation in school, church, or community service is required. Specifically, a minimum of 10 hours of documented service is required from two of the three categories: school, church, and community. Applications must also give evidence of exceptional character through conduct at school and through letters of recommendation.

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

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

Promotion and Retention

Most students will be able to follow the school's regular program of sequential learning. However, in some cases, however, tests, diagnosis, and classroom performance may indicate that some students cannot complete a year's work in that time and therefore, it may be necessary to retain a student an additional year in a particular grade. Should that be the case, school personnel will follow the Diocesan Criteria for Retention, which indicates a student should be retained if they fail to pass the major subjects at a grade level. The list below indicates the specific failure(s) on each grade level that could result in retention at that particular grade:

- Kindergarten- lack of readiness in reading, math, and communication skills.
- 1st- 2nd Grades- failure in Reading, English and/or Math.
- 3rd - 8th Grades- failure in more than 2 major subjects (Religion, Reading, English, Math, Social Studies, and Science).
- If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in another Catholic school in the diocese.

Summer School Policy

Any student failing a core subject must receive 30 hours of tutoring in that subject area by a **certified teacher** or successfully complete a **pre-approved summer school program**. Any student failing two core subjects must receive 50 hours of tutoring in those subject areas by a certified teacher or successfully complete a pre-approved summer school program in both subject areas. SJDR does not provide summer tutors nor does it hold summer school programs. It is the parent/guardian's responsibility to secure the appropriate tutor or enroll in an approved summer program.

At least 2 weeks prior to the start of school, parents must provide the school with written documentation of completed work, which should include a log of hours the student spent with a certified teacher and/or the time enrolled in a summer school program. Students may not begin school in August until the documentation has been submitted. Students may be required to demonstrate proficiency through a subject area assessment. Students may be required to attend summer tutoring based on other criteria, such as overall poor academic performance.

Religious Formation

As a Catholic parish and school, it is hoped that every family is serious about the spiritual life of each of its members. San Juan del Rio Catholic Church and School want to help families grow in their relationship to Christ and His church. Families are encouraged to grow beyond what is merely mandated as most basic.

When families make a sincere, determined and consistent effort to love Christ and to seize the many opportunities available for personal and community prayer, Scripture reading, conferences and discussions, retreats, spiritual reading, classes, etc. They will ground themselves in what is needed to persevere as a family on their journey through time toward eternal life.

Mass Attendance

Because San Juan del Rio Catholic School serves Catholic families, it is expected that its students are practicing their faith. Since this obligation is part of the third commandment and also a precept of the Church, participation in Sunday Mass is considered basic and taken most seriously for any practicing Catholic. The Mass schedules in most parishes and the number of Catholic churches at home and wherever we may go on a weekend make Mass available to us anywhere. All staff members assist in the effort to promote participation in the Faith among our students and their families.

Masses/Liturgies during School Time

The students celebrate Mass together once a week, usually at Wednesday 9:00am Mass. We attend on all Holy Days of Obligation, even if they are not on Wednesdays. Each class takes a turn hosting and preparing the liturgy. Students may invite and encourage their parents to join us. Visitors (even to the church), if wishing to sit with the children, should check in to the school office and wear their visitors pass. Other prayer services and devotions are also celebrated, such as the Stations of the Cross, Rosary, and Adoration. These liturgies and prayer services are not replacements for participation at Sunday Mass but are added opportunities for our children to grow in their relationship to God and the Church.

Mass/Liturgies outside School Time

San Juan del Rio Catholic School is a parish school, emphasis is placed on active participation of students and families on the parish level. The Church has multiple weekend Masses available in which parishioners and school families can participate. Please see the church website for mass times. www.SJDRparish.org.

Confessions

It is the responsibility of the students and parents to receive the Sacrament of Penance regularly. Here at San Juan del Rio Catholic School the opportunity is available. Special Penance services for the students in the school are celebrated as often as the opportunity is available. However, a family serious about its members' spiritual development will go regularly (considered to be once a month) outside of school.

Sacramental Preparation

Students in 2nd grade (who have already been baptized) will be prepared to participate in First Reconciliation and First Communion. Please see communications sent out regarding extra meetings and sacramental preparation classes.

Students in 8th grade (who have been baptized and have received First Communion) will be prepared for the sacrament of Confirmation. This is a very instrumental part of a young adult's faith journey. "Confirmation deepens our baptismal life that calls us to be missionary witnesses of Jesus Christ in our families, neighborhoods, society, and the world. . . . We receive the message of faith in a deeper and more intensive manner with great emphasis given to the person of Jesus

Christ, who asked the Father to give the Holy Spirit to the Church for building up the community in loving service.”

Learn more at www.usccb.org

School-Wide Conduct & Behavior Policies

CONDUCT

Behavior Expectations

As we journey in faith, grow in learning, and develop our relationship with Jesus, we, the members of San Juan del Rio Catholic School faith community, are called to live every day as followers of Jesus. We walk with Jesus and one another, animated by our root beliefs and core values (see page 2).

Our Behavior Beliefs

As a community, at San Juan del Rio, we believe:

- **Learning is sacred work.....**
Learning is sacred work and therefore students’ words and actions must not cause a problem for others as they engage in learning opportunities. Students are empowered with the expectation to take ownership of their behaviors. They are guided in solving problems, including the ones they create, without creating additional problems for anyone else, so that the learning environment can be preserved.
- **All are uniquely and wonderfully created in the image and likeness of God....**
Student misbehavior is seen as an opportunity to practice individual problem solving in preparation for unique real-world experiences. The dignity and self-respect of students will be maintained as they are given opportunities to make choices and live with naturally occurring consequences whenever possible rather than receiving prescribed punishments.
- **We are strengthened through unity in the Body of Christ.....**
Students will seek to understand the benefits that good behavior, emotional self-control, and mutual support bring to the entire school community. There will be a focus on repentance for wrongdoing as students learn to “do unto others, as you would have them do unto you.” Relationships are at the heart of good behavior. Students will connect with the school community, so they strive to recognize their own mistakes, are willing to accept responsibility, and are ready to resolve issues in an atmosphere of love, grace, and mutual support.

Classroom Management Philosophy

Our philosophy of classroom management is centered on preventative measures coupled with positive reinforcement and rooted in Gospel values. Student rules and understandings are designed, discussed, and reinforced to ensure that students understand their individual roles in creating a warm, welcoming, supportive classroom community and an environment conducive to the sacred work of learning. Each student is valued as an individual and therefore when behavioral issues arise, the student, the specific incident, and the totality of the circumstances are considered. Since all incidents are unique, consequences too are unique and based on a loving and logical response to the specific circumstances rather than prescribed disciplinary actions.

Consequences are not designed to be punitive in nature but are chosen with the goal of helping students correct mistakes, restore relationships, and grow in their decision-making skills.

Addressing Behavior Issues

Possible actions to address student behavior issues may include but are not limited to:

- Preventative interventions (Ex. “I” messages, proximity control).
- Giving students choices within limits.
- Sending students to a recovery zone (could be another classroom/gym).
- Allowing for natural consequences to occur.
- Setting limits by describing what you allow (“I will listen to those who raise their hand”).

Pattern of Concerning Behavior

Possible actions to address patterns of concerning behavior may include but are not limited to:

- Giving students appointments to talk about behavior.
- Creating behavior plans.
- Restriction from the area of infractions or the activities during which the infractions occurred.
- Students compose “information letters” to parents / guardians.
- Giving students appointments with an advisor or administrator to talk about behaviors.

Serious Behavior Infractions

Possible actions to address serious behavior within the classroom may include but are not limited to:

- Students make “information” phone calls home.
- Parent/guardian-student-teacher conferences.
- Removal from situation or school setting.
- Referral of case to the principal for additional consequences.

Before/After School Detention

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

Suspension (issued by the principal for major offenses)

A suspension is the temporary removal of a student from his/her regular academic program. The time of suspension may be served in-school or out-of-school. Suspension from school is a severe disciplinary procedure and could be imposed for serious misconduct. This misconduct could include, but is not limited to, willful harm to another person, damage to the school or other property, possession of a weapon, alcohol, or drugs, and repeated disregard for school rules and regulations.

Suspension Guidelines

- Students will be ineligible for participation in extracurricular activities for a period of 10-days (first suspension) or 30-days (2nd suspension)
- All class assignments, quizzes, and tests may be made up by the student.
- At the end of the day, the student is responsible to find out what homework has been assigned.
- Any student suspended will not be allowed to attend school events (i.e. dances, games) on any day suspended.
- Any 8th grader suspended during the fourth quarter may not be allowed to participate in the class trip.
- Parents needing an in-school suspension may be billed \$100 to cover the cost of a substitute teacher.

Expulsion (issued by the principal for the most major offenses)

Expulsion is an option of the school administration to impose for any major offenses that cause great harm/damage to our school community. This decision will not be taken lightly and once made will be final and irreversible.

Searching Lockers and Desks

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

Plagiarism/Academic Dishonesty

Because we are people of integrity and honesty, all student work submitted must be created and recorded by the student submitting it. Cheating in any manner is a form of academic dishonesty. Copying the work of another student or allowing a student to copy one's work is not allowed. Students found guilty of presenting the work of another, published or unpublished, as their own work may result in a grade reduction, alternative assignments, and/or disciplinary actions.

Harassment Policy

Harassment occurs when an individual is subjected a school environment and/or treatment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action and referral to law enforcement. Students found to have filed false or frivolous charges against an employee or student will also be subject to serious disciplinary action.

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

- **Verbal Harassment:** derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, explicit/offensive references.
- **Visual Harassment:** derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

- **Sexual Harassment:** unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- **Physical Harassment:** unwelcome contact or intimidating acts.
- **Hazing:** any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

School-Wide Technology Policies

Cell Phone Policy – Updated 2023

Cell phones are discouraged from our environment as they disrupt student learning; however, we recognize that in many situations' families deem it a safety feature for their children to be in possession of a cell phone. Cell phones are permitted on campus in grades 6-8 and are prohibited for students PreK thru 5th grade. Cell phones that are brought to campus must be turned off during school hours (7:25 a.m. to 3:30 p.m.), including the hours of Extended Day (3:30 p.m. to 6:00 p.m.).

Students must turn in their cell phone to the homeroom teacher during arrival for safe keeping. Students may retrieve their cell phone during dismissal from their homeroom teacher. In no circumstances should a student leave their cell phone in their locker or backpack.

Should a student be found with a cell phone during the day, the school will take the following measures to prevent the incident from occurring again in the future.

- **First Incident:** Student cell phone will be confiscated by the teacher and turned into the office until the end of the day. The parent will be notified and will then be able to come pick it up in the office.
- **Second Incident:** Student cell phone will be confiscated by the teacher and taken to the front office until the end of the week. The parent will be notified and be required to pick up the cell phone from the front office.
- **Third Incident:** Student cell phone will be confiscated by the teacher and taken to the front office. Parents will be notified, required to pick up cell phone from the office, and meet with the principal developing a contract for future violations.

If your child will be attending Extended Day, the student will need to turn in the cell phone to a staff member and can retrieve the cell phone once picked up by an authorized adult.

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

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

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

NOTE: Students are not permitted to turn on their cell phones until they have left the school campus.

SmartWatch Policy – Updated 2022

Students are not to be in possession of Smartwatches during school hours (7:25 a.m. to 3:30 p.m.), including the hours of Extended Day (3:30 p.m. to 6:00 p.m.). For purposes of this policy, Smartwatches are defined as any wearable technology that contain any/all of the following: Wi-Fi antenna, cellular antenna, ability to download third-party applications, ability to make phone calls/receive text messages, or ability to browse the web. Most Fitbit models (with the exception of the Sense, Versa and Iconic) do not meet these criteria and are not consider a Smartwatch but rather a fitness tracker. Fitness trackers will be permitted so long as it is not a distraction to the learning environment. Teachers and administration have the right to confiscate any device that poses a distraction to the learning environment. Confiscated devices will be returned to the parent after school hours.

Computer Usage

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

E-Reader Policy

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

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

Internet Use/Blogging Policy

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

**SJDR follows the Diocese of St. Augustine Internet Policy.*

School Organizations & Athletics

SCHOOL ORGANIZATIONS

Home and School Association

The Home and School Association (HSA) was established to support the school administration as well as help provide activities for the school. Executive Board members are chosen by the principal and pastor and committees established to further the good of the school. General meetings of the HSA will be held monthly (except December and May) and all parents are

encouraged to attend. The most significant goal of this organization is to bring about a cooperative effort among faculty, staff, parents, and students in maintaining a healthy and happy school environment.

The School Board

The School Board is comprised of both church members and school parents who have been chosen by the pastor and principal for the specific expertise they bring to the board. The School Board acts in an advisory capacity only in the areas of policy, finance, and long-range planning. The board provides valuable support to the administration of the school and communicates directly with the pastor in order to maintain appropriate accountability to the parish community. Should you have any interest in serving on the School Board, please contact Mrs. Tabatha Rhodes, the principal, at trhodes@sjdrschoool.org to obtain an application.

ATHLETICS

The Athletic Committee

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

Athletic Rules of Eligibility (Academic)

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

- a) A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives anyone (1) 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
- b) Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- c) If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five (progress report) or ten (10) day suspension, if the grade(s) adhere to the rules of eligibility as stated in (a). Students must be academically eligible prior to tryouts according to existing criteria.
- d) Ineligible players or coaches at games – Ineligible players or coaches are not allowed to sit on the bench during any athletic contest. This includes academically ineligible players.
- e) The penalty for playing an ineligible player or for an ineligible player or coach sitting on the bench shall be the loss of any game or games in which that player or coach was involved while ineligible.
- f) A student may not attend a practice or game the day of a school absence. A student missing 3 or more classes is considered absent for athletic competition.
- g) Principals reserve the right to suspend a student from a team for unsatisfactory conduct.
- h) All students shall be given equal opportunities to tryout for all teams and eligibility rules shall apply when a student is part of the team.

- i) If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
- j) The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- k) Grading Policy- Diocese of St. Augustine:

100-90	A	Passing
89-80	B	Passing
79-70	C	Passing
69-60	D	Passing
Below 60	F	Failure

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

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

Athletic Rules of Eligibility (Non-Academic)

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

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

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

HANDBOOK AMENDMENTS

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

EARLY CHILDHOOD HANDBOOK ADDENDUM

(Revised 7/12/2022)

This addendum applies to grades PK3, PK4 and Kindergarten.

Assessment Reports

All Early Childhood students will receive a progress report, (Pre-K3 & Pre-K4), or a Diocesan Report Card, (Kindergarten), at the end of each quarter of the school year. At the end of the first quarter a Parent/Teacher Conference will be scheduled through the main office. Additional conferences will be held on an as needed basis, and may be requested by the teacher or parent. Pre- K3 assessment reports will be mailed home for the fourth quarter. Pre-K4 and Kindergarten assessment reports will be sent via RenWeb/FACTS SIS. Pupil progression for students entering San Juan del Rio's Kindergarten will be determined based on the standards mastered, teacher recommendation, as well as, principal approval.

Bathroom/Accident Policy

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

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

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

Classroom Birthday/Holiday Celebrations

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

Birthday celebrations are a special time. A small snack may be sent in with your child during morning carline. The teacher will celebrate your child's birthday with the class during an appropriate time of their day. Please be sure to contact your child's teacher regarding what is appropriate for a birthday snack. Prepackaged, individually wrapped snacks are greatly preferred, for example mini muffins, Little Debbie or Hostess type treats, individual bags of mini cookies or crackers. No goodie bags or parents are necessary.

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

Drop off/Dismissal Procedure

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

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

Extended Day

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

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

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

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

In order for your student to attend any of our Extended Day programs, the student must arrive for school prior to 10:00am. Any student arriving after 10:00am will be required to be picked-up at dismissal.

Field Trips

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

Last Day of School

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

Lunch Time

The Pre-K3 & Pre-K4 students eat lunch in their classrooms. The hot lunches and drink orders are brought to the classroom. Please be sure to indicate your child's hot lunch order on the order form that is in your child's red folder. Please be sure to include plastic ware and napkins in your child's lunch, if necessary.

Nap/Rest Time

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

- PK3, at least an hour
- PK4, at least 45 minutes in mid-extended
- Kindergarten, at least 30 minutes

Each child in PK3 and PK4 Mid-Extended will be provided a nap mat. The Kindergarten parents will be asked to provide a nap mat as per the school supplies list. They will be kept in the classroom and cleaned daily by the staff. All children in PK3 through Kindergarten may bring in a small blanket or towel to lie on during rest time. Pillow Pets and pillows are NOT permitted in school.

Personal Belongings

All personal belongings not necessary for school are not permitted in class. For example, but not limited to, watches, toys from home, or electronics from home. Please see the uniform policy regarding hair accessories, nail polish, and jewelry.

Snack Policy

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

Student Orientation

Prior to the start of school, parents and children are given the opportunity to get acquainted with each other at Meet Your Teacher Day. The Date and time for this can be found on the school's website.

The Early Childhood Students, (Pre-K3, Pre-K4 and Kindergarten), will begin the year with a Staggered Start schedule. Staggered Start means that a smaller group of children will be attending class each day. This will give the teachers and the smaller group of students an opportunity to get acquainted with each other. They will also have the opportunity to meet new friends in a smaller group setting and begin to learn routines and procedures. This also gives the teachers an opportunity for more one on one time with the students. Half of the class, (those with the last name beginning with letters A – M), will attend on the first official day of school and the other half of the class, (those with the last name beginning with letters N – Z), will attend on the second official day of school. The whole class will attend on the third official day of school.

At the end of the school year, the children will spend some time visiting with the next grade's teachers in their classrooms to become familiar with their new setting. All parents will be asked to fill out a Student Information Sheet in order to help us work together to improve the child's overall transition.

Revised August 2015
Diocese of St. Augustine
Office of Educational Services

Student Name: _____
HR Class: _____

STUDENT AND PARENT/GUARDIAN AGREEMENT 2023-2024 INTERNET ACCEPTABLE USE POLICY

San Juan del Rio Catholic School

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

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

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

Internet Terms and Conditions of Use:

1. All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to, or in support of illegal activities may be reported to the authorities. If you

mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.

6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

PLEASE SIGN (ONE PER STUDENT)

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

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

Parent Signature

Date

Parent Name (PRINT)

STUDENT:

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

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

Student Signature

Date

Student Name (PRINT)

Homeroom

BRING YOUR OWN CHROMEBOOK (BYOC) POLICY

Updated July 30th, 2020

Definition

Bring Your Own Chromebook (BYOC) allows SJDR students to bring and use their personally owned Chromebook device at school. Devices are limited to Chromebooks only. With teacher approval, students may utilize their devices in the classroom to access and save information from the internet, collaborate with other learners, engage in class lessons, and utilize productivity tools available to them. Students must login to the device utilizing their @sjdrsaints.org Google account while on campus.

Purpose

SJDR is preparing all students for high school, college, and life. Part of that preparation is to help students practice the responsible use of technology at school as well as learn about ways to use computing devices for productivity, time management, research, and creativity. Additionally, while Chromebooks are offered on campus in grades 3-8, we are not a 1:1 school and believe the personal devices should be permitted to help responsibly use technology resources available to us. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to build their 21st Century skills in the areas of collaboration, creativity, communication, and critical thinking. BYOC allows families who want their children to have a dedicated device to do so.

Bring Your Own Chromebook

SJDR offers filtered and managed wireless access. This means that SJDR is compliant with federal regulations requiring schools to restrict student access to websites or other Internet resources that are not appropriate to minors based on content or commercial interests requiring students to divulge personal information. Students in grades 3-8 who bring a personal Chromebook to school must agree to the Diocesan Acceptable Use Policy as well as the school's filtering and security policies. Use of devices in the classroom are for educational purposes only and are subject to individual teacher approval.

Additionally, SJDR utilizes managed Google accounts through our domain @sjdrsaints.org that permits teachers to monitor, restrict, and filter usage on Chrome devices. While on campus, students are required to be logged in through their @sjdrsaints.org account at all times.

Guidelines

When using a student owned Chromebook, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Use of the device to cheat, violate school conduct rules, harass/bully students or staff, or use of the device for unlawful purposes could result in confiscation of the student owned

device by a teacher or administrator. Students then may be subject to disciplinary action. Serious offenses such as cyber-bullying or violent threats may be reported to the local authorities.

SJDR does not permit recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or that is made without the consent of the individuals being recorded. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is strictly prohibited.

All students and families must sign SJDR's **Bring Your Own Chromebook Acknowledgement Form** prior to students bringing their personally owned device to school.

Responsibility for Devices

Devices that students bring to school are property of the student and therefore, students and families are responsible for any damages that may occur while on campus. Parents who are concerned about whether their child is responsible or mature enough to have a Chromebook on campus should not participate in BYOC. Not participating means that students will use SJDR owned technology and may have to share that technology with other students. SJDR always partners with students and parents to promote a safe learning environment that works with children at their age and developmental level. For example, students in 3rd grade will need more adult guidance and support than his/her 8th grade sibling.

Parents should understand the following when considering whether to purchase a Chromebook device for their child to use at school:

- Electronic devices that students bring to school are their sole responsibility
- SJDR is not liable for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices may be confiscated for investigation in accordance with SJDR Parent-Student Handbook and ***Acceptable Use Policies***
- Students are expected to keep their devices and not loan them to others
- Students are expected to follow all school and classroom policies
- Students are responsible for ensuring device is fully charged prior to coming to school
- Students may, at the discretion of the teacher, charge the device in the classroom when appropriate
 - SJDR will not provide charging cables to students
- Students are required to use and register the device utilizing their @sjdrsaints.org Google account while on campus

Responsible Use of Technology

- Use unique passwords that are not easy for others to figure out or confiscate
- Do not share passwords
- Keep addresses, phone numbers, and other personal information private
- Do not connect with people you do not know personally

- Students may not bypass or attempt to bypass SJDR filters or security
- Report any suspicious information to an adult immediately
- Photos and videos are to be taken only when directed by the classroom teacher
- Devices must remain on silent mode unless otherwise directed
- Any time a student is on campus, the use of their Chromebook is for education purposes only. Streaming any media (videos, games, etc.) is prohibited
- Rules regarding any non-Chromebook device will fall under individual school policies
- Students may not utilize the device to call, text message, or post to social networks
- Students are only permitted to access the wireless network SJDR Guest

Appropriate Student Use and Consequences

With any tool, there are appropriate places and times for the use of devices on the campus network. Inappropriate use or violation of the Acceptable Use Policy, the BYOC Policy, or school policies may result in disciplinary action, up to and including expulsion. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the remainder of the school day or longer. School may require the parents to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular or athletic activities.
- Contact the student's parent(s) or local authorities
- Suspend or expel the student from school in accordance with school discipline policies.

Bring Your Own Chromebook (BYOC) Family Agreement Page

Guardian Name: _____ Student Name: _____

Acknowledgements

1. I have read and understand the school's BYOC Policy
2. Student(s) must obtain teacher permission before using the device in class and put it away when requested by the teacher
3. Student(s) will only use the Chromebook with their @sjdrsaints.org Google account while on campus
4. Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for an educational purpose
5. SJDR does not guarantee connectivity or quality of connection with personal devices, but will provide directions to student(s) on how to connect
6. SJDR's network filters and monitoring systems will be applied to personal devices connected to the school's network. Attempts to bypass the filter or monitoring will result in disciplinary action
7. Personal technology is charged prior to bringing it to school and will run off its battery while at school. Students need to bring their own charger with them to class in case the device needs to be charged. School will not provide charging cables
8. SJDR is not responsible for any maintenance or repair for any personal technology
9. SJDR is not liable for personal devices if they are lost, loaned, damaged, or stolen
10. SJDR is not responsible for any cost incurred due to the use of personal technology
11. SJDR reserves the right to collect and examine any device if there is reason to believe that school policies, regulations, or guidelines on use of the device have been violated
12. SJDR reserves the right to enforce our BYOC disciplinary policies and Parent-Student Handbook Code of Conduct when it comes to device usage
13. SJDR may revoke the privilege of the BYOC at any time

Guardian Signature

Date


Student Signature

Date



Family Name: _____

**San Juan del Rio Catholic School
PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT 2023-2024**

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

Parent/Student Handbook Acknowledgment.

I have received the Parent-Student Handbook electronically. I have read and reviewed the information in this handbook with my child(ren). I agree to uphold the policies and expectations of the school.

Legal Guardian Signature

Guardian Printed Name

Student Name(s) and Homeroom:

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