

San Juan del Rio *Catholic School*

2025-2026

Parent-Student Handbook



San Juan del Rio Catholic School

1714 State Road 13 N

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.**

DOSA 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

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*

LOVE

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

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*

SERVE

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

EXCEL

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

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Faculty & Staff

Church Administration

Pastor	Rev. Peter Akin-Otiko, J.C.L., J.V.	frpeter@sjdrparish.org
Parochial Vicar	Rev. Clay Ludwig	frclay@sjdrparish.org
Parochial Vicar	Rev. Edwin Omorogbe	fredwin@sjdrparish.org
Parish Administrator	Mr. Walter Czuryla	w.czuryla@sjdrparish.org
Parish Bookkeeper	Mr. Jack Klees	jklees@sjdrparish.org
Parish Secretary	Mrs. Darla Cook	dcook@sjdrparish.org

School Administration & Support Staff

Principal	Mrs. Tabatha Rhodes	trhodes@sjdrsaints.org
Assistant Principal/ Director of Academics	Mrs. Katie Sites	ksites@sjdrsaints.org
Office Manager	Mrs. Maureen Morales	mmorales@sjdrsaints.org
Administrative Assistant	Mrs. Janice Clark	jclark@sjdrsaints.org
Guidance Counselor	Mrs. Sharrae Smith	sharraesmith@sjdrsaints.org
Learning Support	Mrs. Michelle Vliek	mvliek@sjdrsaints.org
Learning Support	Mrs. Kandra Jordan	kjordan@sjdrsaints.org
Learning Support	Mrs. Besty Cupit	bcupit@sjdrsaints.org
Learning Support	Mrs. Carolyn Milheim	cmilheim@sjdrsaints.org
Maintenance	Mr. Ryan Loomis	rloomis@sjdrsaints.org
Kitchen Manager	Mrs. Colleen Bucca	cbucca@sjdrsaints.org
Kitchen Aide	Mrs. Jennifer Feger	jfeger@sjdrsaints.org
Kitchen Aide	Mrs. Deanna Johnson	djohnson@sjdrsaints.org

ELC & Elementary School Instructional Staff

PreK 3 Teacher/VPK Director	Mrs. Sheri Bless	sbless@sjdrsaints.org
PreK 3 Aide	Mrs. Suzy McDonald	smcdonald@sjdrsaints.org
PreK 3 Aide (PT)	Ms. Destiny Comeaux	dcomeaux@sjdrsaints.org
PreK 3 Teacher	Mrs. Lisa Griffin	lgriffin@sjdrsaints.org
PreK 3 Aide	Ms. Kimberly Cavalari	kcavalari@sjdrsaints.org
PreK 4 Teacher	Mrs. Kathleen Robinson	krobinson@sjdrsaints.org
PreK 4 Aide	Mrs. Krista Sharp	ksharp@sjdrsaints.org
PreK 4 Teacher	Mrs. Kimberly Dziedziejko	kdziedziejko@sjdrsaints.org
PreK 4 Aide	Mrs. Vanessa Sellers	vsellers@sjdrsaints.org
Kindergarten Teacher	Mrs. Coleen Lupinski	clupinski@sjdrsaints.org
Kindergarten Aide	Mrs. Joann Dietz	jdietz@sjdrsaints.org
Kindergarten Teacher	Ms. Lisa Weindorf	lweindorf@sjdrsaints.org
Kindergarten Aide	Mrs. Marcel Nagel	mnagel@sjdrsaints.org
1st grade Teacher	Mrs. Emily McAfee	emcafee@sjdrsaints.org
1st grade Aide	Mrs. Josephine Achem	jachem@sjdrsaints.org
1st grade Teacher	Mrs. Rachel Rukab	rrukab@sjdrsaints.org
1st grade Aide	Mrs. Maureen Trovato	mtrovato@sjdrsaints.org
1st grade Aide (PT)	Mr. Dusty Jackson	djackson@sjdrsaints.org
2nd grade Teacher	Ms. Audrey Everett	aeverett@sjdrsaints.org
2nd grade Aide	Mrs. Tracie Boudreau	tboudreau@sjdrsaints.org

Faculty & Staff (continued)

2nd grade Teacher
2nd grade Aide
3rd grade Teacher
3rd grade Teacher
3rd grade Aide
4th grade Teacher
4th grade Teacher
4th grade Aide
5th grade Teacher
5th grade Teacher
5th grade Aide

Mrs. Rachele Kubler
Sr. Faith Ehiosu
Mrs. Patrice Wood
Mrs. Tammy Whitcomb
Mrs. Laura Lenander
Mrs. Sharon Sullivan
Mrs. Jennifer Pudner
Mrs. Nardine Himes
Mrs. Judea Oyer
Mrs. Tara Perez
Mrs. Erin Welch

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ewelch@sjdrsaints.org

Middle School Instructional Staff

Science Teacher/6th grade HR
Social Studies Teacher/ 6th grade HR
Religion Teacher
Math Teacher/7th grade HR
Math Teacher/7th grade HR
English Teacher/ 8th grade HR
Literature Teacher/8th grade HR
Teacher Aide

Mrs. Katie McMahon
Mrs. Maura England
Sr. Molly McClowry
Mrs. Cathy Duncan
Mrs. Marjorie Leidner
Mr. Drew Fluegel
Mrs. Kaley Lennox
Mrs. Suzanne Lehmann

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klennox@sjdrsaints.org
slehmann@sjdrsaints.org

Enrichment Instructional Staff

STREAM Teacher
STREAM Teacher/Technology Director
Spanish Teacher
PE Teacher (3-8)/Athletic Director
PE Teacher (K-2)
Art Teacher
Music Teacher/Chorale Director

Mrs. Monica Massey
Mrs. Jen Galan
Sra. Milagros Nolasco
Mr. Matthew Spinazzola
Mrs. Erin Welch
Mrs. Nicole Pistorius
Mrs. Katherine Dennison

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npistorius@sjdrsaints.org
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Extended Day Staff

Extended Day Director
Extended Day Staff
Extended Day Staff
Extended Day Staff
Extended Day Staff
Extended Day Staff
Extended Day Staff

Mrs. Deanna Johnson
Mrs. Pat Ridente
Mrs. Barb Scullion
Mrs. Dorothy Rich
Mrs. Becky Wendel
Ms. Destiny Comeaux
Ms. Evelina Africa

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dcomeaux@sjdrsaints.org
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Substitute Teachers

Mr. Khon Lien
Mrs. Katie Tackett
Ms. Olivia Bucca
Mrs. Kathe Isabelle

Mrs. Jen Christie
Mrs. Leslie Campbell
Mrs. Heather Zabinsky
Mrs. Katie Poirier

Mrs. Jean Barnes
Ms. Lily England
Mrs. Lorraine Anderson
Mrs. Maria Ann Gomes

Mr. Dusty Jackson
Mrs. Nicole Napolitano
Mrs. Jeanette Dearing

School Admissions

Admissions 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 based on race, color, nationality, or ethnic origin in educational or admission policies, scholarship or loan programs, athletic, or other school-administered programs. *A parentally-placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the students would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).*

The academic progress and behavior of each new student is subject to periodic review by the principal. Students not demonstrating acceptable progress in conduct, attendance, and/or financial agreements may be asked to meet with administration and sign a corrective plan agreement. If there is no change in the designated time frame, the family may be asked to leave the school. There is a 60-day probation period (new students) where students must show they are meeting all behavioral, academic, and financial responsibilities to keep their spot at SJDR. Their continued admission is decided upon by the principal and pastor.

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). DH3040
- 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). DH680
 - 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.
 - ***NO vaccination exemptions are 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 and First Communion certificates (2nd grade).

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.

Admissions Priority

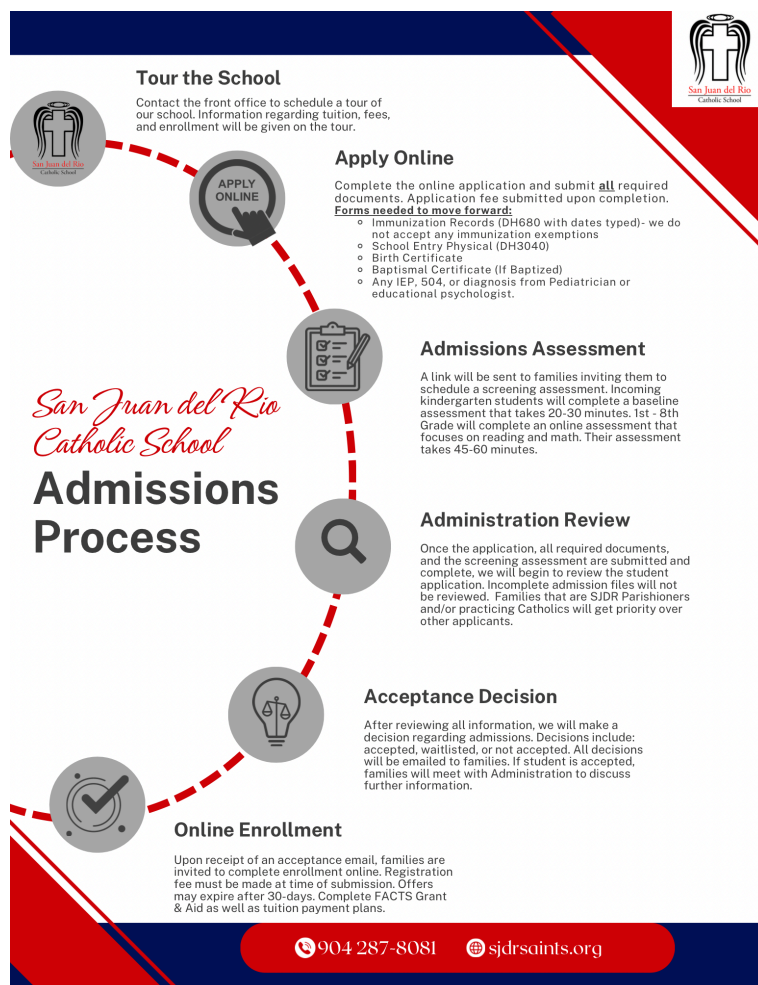
Families seeking admission to San Juan del Rio Catholic School will be accepted into the school having met all other admissions requirements based on the following:

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

Re-enrollment

Students currently enrolled in SJDR will be given the opportunity to re-enroll prior to opening enrollment to new families in February of each school year. 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 to enroll. Re-enrollment for current families will open during Catholic Schools' Week at the end of January each year.

Admissions Process



Financial Policies

Tuition & Fees

SAN JUAN DEL RIO CATHOLIC SCHOOL TUITION & FEES 2025-2026

Kindergarten - 8th Grade: Tuition		
Per Student	\$8700	\$870/month
Kindergarten - 8th Grade: Fees		
Application (Per New Student)	\$50	Upon Submission
Registration (Per Family)	\$350	Upon Acceptance
Annual Fee (Per Student)	\$600 \$650	Pay in full: Sept. 1st Bi-annual: Sept. 1st, Feb. 1st
Chromebook (6th-8th)	\$100	August 1st
8th Grade (Per Student)	\$125	December 1st

- Tuition Payments may be paid in full by June 30, 2025 or payments may be paid in 10 installments (July-April).
- The Chromebook Fee is paid each year and students keep Chromebook after graduation.
- All Fees (Application Fee, Registration Fee, Annual Fee, Chromebook Fee and 8th-grade Fee) are non-refundable.

SJDR Parishioner Scholarship

- Must have a completed Parish Confirmation Letter signed by a church representative.
- SJDR Parish Scholarship is an \$800 scholarship, which can be applied to any tuition.
- Available to PreK3-8th grade. Can be used with VPK Certificate.
- Only one scholarship can be used at one time. Cannot be used with SUFS.

Extended Day (Per Student) Monthly Contract or Daily (as needed)

3:30 pm - 6:00 pm \$250/month or \$25/day per child
\$150/month for each additional child
(3:30-3:45 pm Grace period for running late pick-ups \$5/day per child)

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SAN JUAN DEL RIO CATHOLIC SCHOOL TUITION & FEES 2025-2026

PreK-3 and PreK-4: Tuition			
Tuition: Per Student	Half Day 7:55-11:30	Full Day 7:55-3:00	Full & Ext. Day 7:55-6:00
Pre-K3: 5 Days	\$7,900 (\$790/mo)	\$8,700 (\$870/mo)	\$11,200 (\$1,120/mo)
VPK (with certificate)	Free	\$2,500 (\$250/mo)	\$5,000 (\$500/mo)
VPK Plus* (with certificate)	\$2,500 (\$250/mo)	\$5,000 (\$500/mo)	\$7,500 (\$750/mo)
PreK-4 (no VPK certificate)	\$7,900 (\$790/mo)	\$8,700 (\$870/mo)	\$11,200 (\$1,120/mo)
PreK-3 and PreK-4: Fees			
Application (Per New Student, PK3 Only)	\$50	Upon Submission	
Registration (Per Family)	\$350	Upon Acceptance	
Annual Fee (Per Student)	\$475 \$500	Pay in full: Sept. 1st Bi-annual: Sept. 1st, Feb. 1st	

- VPK is a state funded voluntary prekindergarten program. You must apply online with the Early Learning Coalition and provide the school with your Eligibility Certificate.
- VPK students end the school year earlier than other students (see calendar).
- PreK-4 students and VPK Plus* students begin and end on the school-wide scheduled start and end dates.

- Half day VPK students do NOT pay Registration, Annual Fee or the Application Fee.
- VPK Plus students will pay the Annual Fee.
- PreK-4(no VPK Certificate) students pay the Registration and Annual Fee.
- All fees (Application Fee, Registration Fee, and Annual Fee) are non-refundable.

Extended Day (Per Student) Monthly Contract or Daily (as needed)

11:40 pm - 3:00 pm \$250/month or \$25/day
3:30 pm - 6:00 pm \$250/month or \$25/day per child
(3:30-3:45 pm Grace period for running late pick-ups \$5/day per child)

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FACTS Account

All families are required to set-up a FACTS account and payment plan. Any fees paid during the school year are 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 Scholarship

Families classified as SJDR parishioners and considered for parishioner 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 or online giving 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 the SJDR scholarship. Can not be used with SUFS scholarships. Please complete the parishioner scholarship form and submit it to the front office.

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.

Student Attendance

Arrival/Dismissal

Children are not to be on the school property before 7:25am, except Safety Patrols who must report to the front porch @ 7:20am. Morning carline is from 7:25-7:55am. Morning care is located in the Gym (Grades 3-8) and in the cafeteria (Grades K-2) from 7:25-7:40am at no charge. Students are released and allowed in their classrooms at 7:40am. Students are considered “tardy” at 7:55am, unless determined otherwise by administration because of extenuating traffic circumstances.

Afternoon car line begins at 2:55pm and runs until ~ 3:20pm. Any student still on the campus after the regular dismissal will be sent to Extended Day program and the parents will be billed. There is a protective care grace period from the end of carline until 3:45pm for \$5/child if you are just running behind a few minutes. Please see the Tuition and Fees document for Protective Care policy and Extended Day daily and monthly rates.

Tardy Policy

Families are encouraged to bring their students to school on time every day. Students not through the gate by 7:55am will be checked in as tardy. If there is an issue with traffic, exceptions will be made by the principal. Once a student hits **8 tardies in a quarter**, it is considered “excessive,” and parents will then be charged **\$5/child for each additional tardy at the end of the quarter**. 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.

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. Missing 8 or more days in a quarter is deemed “excessive.” Students will be considered absent when they miss 50% of their school day, the halfway point being 11:30am (K-8). It is the parent’s/guardian’s responsibility to contact the school if their child is, or will be, absent. Students who miss three or more days of school due to illness may contact the office or classroom teachers

to arrange make-up work pick up, only if a physician's note is provided. Students who miss because 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 sign an attendance agreement. If there is still no change, the family 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 should 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 COVID-19, head lice, ringworm, pink eye, chicken pox, impetigo, and scabies.

Unexcused Absences

A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a quarter 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:

- Vacations
- Personal days
- Suspensions from school
- Truancy
- Or any other avoidable absences that are not on the “excused absences” list

The school calendar provides for extended weekends throughout the school year. Parents are strongly encouraged to schedule trips or family outings during these times to avoid the need to make up missed schoolwork.

Leaving School Early

Please try to avoid picking your child up before regular dismissal time except in emergency situations. 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 because of leaving early. Teachers will not be expected to stop instruction to provide work missed due to 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 by the teacher. 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**; Otherwise, they can be mailed, distributed off campus, or through personal digital communication. 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. Please keep in mind, students talk about parties at school, and we work really hard to be as inclusive as possible. If you need a class parent contact list, please contact the front office or use the FACTS Family Portal Directory.

Field Trips

Field trips are designed to support our academic & 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 due to a student's lack of effort or misbehavior in the classroom.

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.

Field Trip costs will be charged via FACTS SIS, please DO NOT send in cash!

Chaperones

Parents may be offered an opportunity to attend field trips as chaperones. A select number of parents are selected in order to spread out volunteer opportunities among all parents in the class. If not selected as a chaperone, parents may not attend the field trip with the group and therefore, should not plan to arrive at venues to meet their child. Only designated chaperones will be guaranteed admittance into venues and allowed to participate in the field trip activities.



FIELD TRIP – PARENT INFORMATION SHEET

PERMISSION SLIPS

- A signed permission slip **MUST** be submitted for a student to attend a field trip.
- If choosing to not attend for any reason, a signed note should be sent in to the teacher.
- Please note on the permission slip or communicate with the teacher if you'd like to be a chaperone. All chaperones will be chosen on a first come, first serve basis.
- The same parents will not be chosen to chaperone all field trips for the school year. We must share the chaperone opportunities.
- If your child is not attending the field trip, they can stay with another class at school or take an unexcused absence for the day.

FIELD TRIP CHARGES

- All payments will be made via FACTS. No cash will be accepted by the teachers.

CHAPERONE GUIDELINES

- Parents/Grandparents that volunteer as a chaperone are responsible for supervising assigned students & will receive volunteer hours for participating in the field trip. No personal cell phone calls or leaving the group at any time.
- Chaperones **MUST** have up to date Background Screenings, Fingerprints, and Protecting God's Children in order to attend.
- Teachers will check with the office for clearance and notify parents if they can attend or not.
- If you need more information, please call the school office (904) 287-8081 or visit our school website.
- Chaperones will provide their own transportation unless otherwise noted by the teacher.
- Other children (siblings/relatives outside of students in the specified class) are **NOT** permitted to attend the field trip.
- Chaperones will be charged any chaperone fees (specific to the trip) on FACTS at the same time as students are charged.
- Chaperones will refer to teachers with any behavior issues, medical concerns, or any other parent communication.
- Pictures of other students cannot be posted on personal social media outlets without parent permission from the other children's parents.
- Chaperones are expected to dress appropriately and conservatively as you are also representing SJDR.



Restroom Policy

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 use by biological females or biological males. Any person 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. Each violation/case will be reviewed by the Principal, the Office of the Superintendent, and the diocesan Employee School Review Committee to determine the extent to which a consequence may be given.

Student Supplies

Student Backpacks

PreK-5th grades- Classroom/cubby space is limited; therefore, students are to carry books and belongings in a regular backpack. Rolling backpacks are only permitted with proper medical documentation, yet remain highly discouraged.

6th-8th grades- Students may use any backpack without wheels. Students will be given adequate locker breaks throughout the day and guided on switching materials & carrying their necessities with them. Backpacks may be carried throughout the day. 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. *Hard back books should not be covered with adhesive contact paper; however, it is encouraged to cover paperback consumables with contact paper.* Students who lose/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. It is highly encouraged to label uniforms, (including PE) as students in some grades will be changing for sports after school. The school is not responsible for lost articles. Any lost items not claimed from the office "lost and found" by the end of the quarter will be donated to the used uniform sale.

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, water bottles, 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 resource in assisting with student growth. Conferences will be scheduled by teachers whenever necessary and may be initiated by the parent via email, phone call, or voicemail. The teacher will arrange a time that is mutually convenient. Parents may not approach teachers during school hours or at arrival/dismissal without prior arrangements. It is also inappropriate to discuss your child(ren)'s individual academic progress with teachers at other school events (sporting events, plays, mass, etc). If you have any trouble contacting a teacher, please reach out to the administration.

Phone/Email

Parents/guardians may contact school personnel via email as needed. Please refer to the front of this handbook or the school website 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 or other personal communication outlets.

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. If the parents have shared custody, we kindly ask that the parents provide documentation of the court orders and be respectful of the parenting plan. All disagreements need to be handled off school property. A St. Johns County Sheriff will be called to mediate the situation if needed.


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.

SJDR Student Dress Code

All uniform items can be purchased at www.rissebrothers.com (online or in-store) or at our SJDR Used Uniform Sales.

	Pre- Kindergarten	Kindergarten - 8th grade
Regular Uniforms	<p><u>BOTH GIRLS & BOYS-</u> 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 <u>every day</u>. Short length may be <u>no shorter than 1 in more than fingertip length</u>.</p> <p>PreK attends Prayer Services in the Gym on Mass Days instead of going to the church on Wednesdays or Holy Days of Obligation (HDO).</p>	<p><u>Girls:</u> Girls (K-4) may wear the uniform jumper and white collared peter pan blouse OR the uniform skort/skort and the SJDR white or red polo. Uniform polo shirts may not be worn with jumpers. Navy or black undershorts are to be worn under the jumper and skirts. Skort, skirt, or jumper length may be <u>no shorter than 1 in more than fingertip length</u>. Shirts are to be tucked in at all times. Skirts, skorts, and shorts are not permitted to be rolled at the waist.</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 SJDR red or white long or short-sleeve polo is to be worn. Shirts are to be tucked in at all times. Boys MUST wear a belt. Boys should also respect the length of their shorts, may be <u>no shorter than 1 in more than fingertip length</u>. Skirts, skorts, and shorts are not permitted to be rolled at the waist.</p>
PE Uniforms		<p><u>BOTH GIRLS & BOYS-</u> 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 PE Days (2 days per week). PE shorts that are too tight or too short, will not be allowed. Short length may be <u>no shorter than 1 in more than fingertip length</u>. Shorts are not permitted to be rolled at the waist.</p>

	Pre- Kindergarten	Kindergarten - 8th grade
Mass Day Uniforms (Wednesdays & HDO)		<p><u>Boys:</u> Boys in grades 5th-8th grades must wear a white collared button up oxford shirt (with or without the SJDR logo) with SJDR tie and navy shorts/pants. Please make sure to iron white Mass Day shirts. (Grades 5th-7th wear blue ties, Grade 8th grade wears red)</p> <p><u>Girls & Boys:</u> Hoodies or pullover sweatshirts are not allowed in the church. Zip up Performance Jackets, Zip up Fleece Jackets, or Button Up Cardigan Sweaters are permitted.</p> <p>**Students that do not dress appropriately to go up on the altar, will be asked to not participate.**</p>
Socks	<p>Students may wear plain white, navy, or black above-the-ankle or crew socks. Plain white, grey, or navy knee socks may be worn by girls also. Images, designs, and lace on socks are not allowed. Socks are to be visible at all times, "no-show" socks are not permitted.</p>	
Shoes	<p>Only athletic sneakers with Velcro closures are to be worn with the P.E. uniform. Sperry tie shoes, canvas shoes, and shoes with flashing lights, characters or wheels <u>may not be worn</u>.</p>	<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 1st-8th 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 inch. 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 1st-8th 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. Sperry's are allowed. Canvas, moccasins, athletic shoes, sandals, boots, crocs, or fad styles are not allowed. <p>**Students wearing their shoes incorrectly (i.e. walking on the backs of the shoes) will receive uniform violations also.**</p>

	Pre- Kindergarten	Kindergarten - 8th grade
Outerwear	<p>The SJDR school cardigan sweater, performance jacket, fleece jacket (from previous years), P.E. pullover sweatshirt can be worn over a regular uniform. Spirit-wear sweatshirts, or Saints athletic team sweatshirts/hoodies may also be worn over the school uniform as long as they are in good condition & are not worn to Mass.</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 <u>must be removed</u> 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. • Solid navy or grey sweatpants can be worn instead of PE shorts. Students will not be allowed to change during the day if it gets hot. • No leggings or pajama pants • <u>Girls:</u> Solid navy or grey leggings may be worn under skirts, skorts, or PE shorts. 	
Accessories / Jewelry	<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. Girls only may wear a single stud earring no larger than 1/4 inch in each ear lobe.</p> <p><u>Boys & Girls:</u> A religious medal or scapular that may be <u>worn under the shirt</u>. One religious bracelet may be worn on one arm, not both. Additional necklaces, rings, bracelets, sunglasses, body piercings, or tattoos are not permitted. No adornments are to be attached to the uniform. Traditional watches are allowed, but please see Smartwatch Policy if you have any questions about other watches.</p>	
Makeup	<p>No makeup is permitted (i.e. blush, eyeshadow, eye liner, lip liner, mascara, etc)! This includes: shiny lip gloss/oil, clear mascara, & nude foundations. Students are also not permitted to write/draw on their skin at school. Temporary tattoos are not permitted.</p>	
Hair & Nails	<p><u>Boys & Girls:</u></p> <p>Hair is to be neat, clean, natural colored, and well-groomed at all times. No artificial bleaching or highlighting is allowed. Temporary hair color and "Fairy hair" are not permitted. Hairstyles that are the result of fads (ex. extreme spiking, moussed up hair, mohawks, and mullets) are unacceptable. Colored nail polish, gel, or artificial nails are not permitted. A clear topcoat is allowed.</p> <p><u>Boys (additional rule):</u></p> <p>Hair must be 1" off the collar with eyes and ears exposed. Hair is to be above the eyes and off the ears and collar (without the need of hair product, needing to tuck hair behind the ears, or constantly moved out of their face). If it is long enough to be pulled back in a hair tie, it is too long.</p>	

	Pre- Kindergarten	Kindergarten - 8th grade
Dress Down Days (same applies for Mission Shirt 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.</p> <p>Unacceptable garments include, but are not limited to:</p> <ul style="list-style-type: none"> • shirts with questionable messages • ripped jeans or jeggings • leggings or super tight pants • shorts, skirts, dresses must meet the no shorter than 1 inch below fingertip length • shirts that are too short or too tight and show midriff • items that are revealing or show undergarments (including bra straps) • spaghetti strap sleeves or sleeveless tops must have cover ups • hats or hoods • backless shoes or flip flops • pajamas of any kind <p>Crocs are permitted as long as the backstrap is on at all times.</p>	
Dress Up Days (such as the Christmas Program, Sacraments, or other celebrations, students are asked to wear their "Sunday Best")	<p><u>Girls:</u> Clothing should be modest. No backless or strapless dresses or spaghetti straps may be worn. Dresses and skirts length must be at least <u>1 in more than fingertip length</u>. T-shirts, jeans, shorts, tennis shoes and flip flops are not allowed. Students should wear their school shoes, or another pair of shoes that is appropriate for the occasion. Heels must not exceed 1" and should be modest.</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> <p>**Students that do not dress appropriately to go up on the altar, will be asked to not participate.**</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 before school lets out, specific date TBD.

SJDR Dress Code Enforcement Policy

Purpose

To uphold the standards outlined in the SJDR Parent–Student Handbook and maintain a respectful, focused learning environment through consistent adherence to the school uniform policy.

Students are expected to follow all uniform requirements outlined in the SJDR Dress Code. Our goal is to focus on academic excellence. This policy avoids the need to send students home and miss valuable instruction time. However, we maintain our high standards as our “Saints” represent San Juan del Rio Catholic School at all times.

Monitoring & Infractions

- Daily compliance checks will be conducted during homeroom or first-period class by faculty & staff.
- A “Uniform Violation” will be issued & communicated the same as a demerit for each observed violation, but will be calculated separately from behavior demerits.
- Demerits will be entered into FACTS and can be monitored through the Parent Portal for Grades 3rd-8th.
- Communications will be sent home by teachers via email, communications folder, and/or agendas for Grades PreK-2nd.

Violation Tracking & Assigned Consequences

The school will track each student’s violations over an academic quarter:

# of violations	Consequence
1–2	Verbal reminder to student and emailed reminder to parent/guardian.
3–4	Silent Lunch and cafeteria duty (assisting with cafeteria clean up)
5–6	Loss of recess; notification sent to parent.
7	Parent conference required; student will receive in-school suspension the following day.
8+	Uniform non-compliance fee charged to school account, \$25 per infraction.

- **More than 7** violations within the academic quarter will each incur an additional **\$25 fee**.
- Family may be required to meet with administration to discuss compliance plans.

Fee Policy

- A \$25 fee compensates for administrative tracking, communications, and staff oversight efforts.
- Fees are added to the student's account and will appear at the end of the quarter.
- Continued non-compliance after fee assessment may result in:
 - Suspension from certain student activities.
 - Required parent–administrator meeting for continued enrollment evaluation.

Appeals

Parents/guardians may submit a written request to appeal an infraction or fee. Appeals are reviewed within **5 school days** by the Principal or Assistant Principal. Decisions on appeals are final.

Communication & Review

- The policy will be distributed to all families at the start of each school year via email (hard copy available upon request).
- Regular reminders will be included in school newsletters.
- SJDR will review this policy annually to ensure fairness and clarity.

School-Wide Safety & Health Policies

SAFETY

At San Juan del Rio Catholic School, the safety and well-being of our students, families, and faculty and staff are a top priority. We are committed to providing a secure and nurturing environment where everyone feels protected, valued, and supported—spiritually, emotionally, and physically. Through clear procedures, ongoing training, and a community-wide commitment to vigilance and care, we work each day to ensure that SJDR remains a safe place to learn, grow, and thrive in faith.

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:

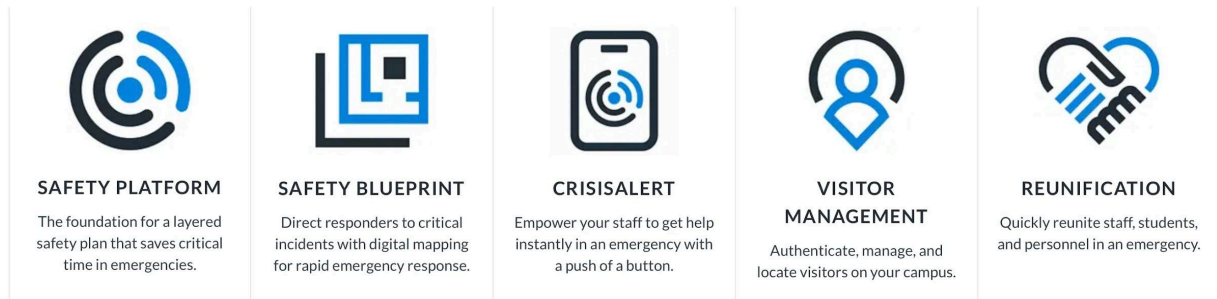
Emergency Situations

The SJDR faculty and staff receives in-service training on how to handle emergency situations annually. Fire drills (6), lock down drills (4), and severe weather drills (2) are conducted annually and are spaced out throughout the school year. 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 voice, email, and/or text messages will be utilized.

Centegix

As of this year, we are implementing the [Centegix Safety Platform](#). The CENTEGIX Safety Platform™ minimizes identification, notification, and response time in emergencies.

Our Safety Platform leverages dynamic digital mapping, real-time locating capabilities, an easy-to-use wearable panic button, and visitor management and reunification capabilities to plan for and respond faster to any safety situation. Each faculty and staff member will be equipped with a Crisis Alert Badge.



Inclement Weather Closing

San Juan del Rio Catholic School will be closed for inclement weather as notified by the DOSA Office of the Superintendent. When making the decision to re-open, each Catholic school will ensure the safety and readiness of their campus prior to faculty and students returning. We DO NOT follow St. Johns County when making the decision to close and re-open.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is being 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.

Volunteer Requirements

Diocesan policy requires all volunteers and visitors who are on the school campus or attend a field trip must be fingerprinted and have a criminal background check on file in the school office, which is monitored through the [Virtus Online Database](#). Results take about 1-3 weeks to be updated in the database and permit a volunteer to participate in school activities.

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 (PGC). Information about how to get fingerprinted and/or attend the required class is available in the school office and on our school website: <https://www.sjdrsaints.org/volunteer>.

Lunchtime Visits

Parents/guardians who would like to visit and have lunch with their children during their lunch time, 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 on the front porch, 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 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 email before 8:00 a.m. of that day. Fever will be considered any temperature over 99.8 degrees Fahrenheit (F). **All students need to be fever free (back to 98.6), without fever-reducing medication. In addition, students should be "stomach bug symptom" (vomit, diarrhea, etc.) free without medications for 24-hours prior to returning to school.** If your child has any type of disease or rash, please notify the school immediately. Students will need a release from their physician for re-admission to school after contracting a disease or rash such as 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 & Over the Counter Medication

ANY medication (prescription and OTC) 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 in the school office, must be on file for all medication distributed to students. Medication that must be carried around by a student, such as an inhaler or

Epi-Pen requires a separate diocesan form completed by the 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.

There should **be no medication in a child's possession at school.** If your child needs some sort of pain reliever, sinus medication, allergy medication, etc., the medication needs to be kept up in the front office in its original container and turned in with Medication Permission form.

Epinephrine Auto-Injector Pens

A student who is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school or participating in school sponsored activities. In order to carry these, the school must receive authorization from the parent and physician 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 five days per week from 7:55 a.m. to 11:30 a.m.
- Pre-K4 students attend school from 7:55 a.m. to 11:40 a.m on VPK days unless student is enrolled in the VPK+ option.
- Pre-K3 and Pre-K4 students are required to wear the P.E. uniform and follow our school's uniform dress code.
- Pre-K3 and Pre-K4 students must arrive no later than 10am, unless meeting one of the "excused absences" reasons, in order to be marked present.
- Good behavior is expected. A student who continually demonstrates inappropriate behavior may not be ready for pre-school and may be asked to meet with administration to discuss a behavior plan.

* 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 to 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 to record homework assignments, quizzes, tests, and other important assignment dates.

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

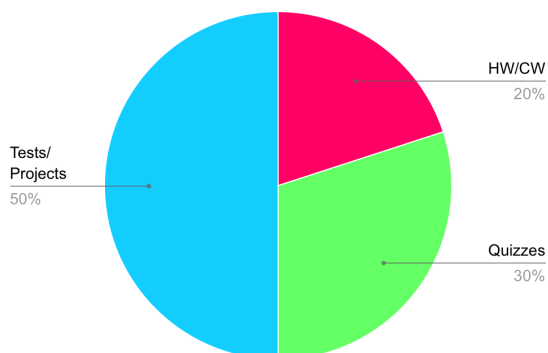
- KDG – 1st Grade - 20 minutes per night
- 2nd – 4th Grades - 40 minutes per night
- 5th and 6th Grade - 60 minutes per night
- 7th and 8th Grade - 90 minutes per night

Grading

In grades K-8, all core class grades will be comprised of three categories:

- Test/Project grades will account for 50% of a student's average (Minimum 3 grades per quarter)
- Quiz/major assignment grades will account for 30% of a student's average (Minimum 3 grades per quarter)
- Classwork/homework (completion grades) will account for 20% of a student's average (Minimum 7 grades per quarter)

SJDR Gradebooks



****Major tests/assessments will try to be limited to 2 per day (with the exception of spelling tests).**

Report Cards

Report cards are issued following the completion of each nine-week grading period. Progress reports will be sent home via email midway through each quarter. Please see school calendar for more specific dates. Grades will be posted to the RenWeb/FACTS SIS portal weekly in grades 2nd-8th 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. Students in grades 5-8 will be given access to their FACTS accounts and taught how to access their grade books in order to foster maturity and self-accountability.

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		Grade 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.	2	Working Towards Expectations
1		1	Not Meeting Expectations
N/A		N/A	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 of 90 or higher in all areas. Students may achieve the "A/B Honor Roll" with grades of 80 or higher in all areas. They will be recognized at Mass following report card distribution and students will be highlighted in the following Sainly Summary. Certificates will only be given at the end of the year award ceremony for those who have achieved some form of honor roll for the entire year.

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 requirements 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 advisers, Mrs. Cathy Duncan or Ms. Betsy Cupit.

Promotion and Retention

Most students will be able to follow the school's regular program of sequential learning. However, in some cases, 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 for 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 one 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.

Failing three or more core classes will result in an automatic retention and summer school is no longer an option for passing that grade.

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 with Christ and His Church.

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 a precept of the Church, participation in Sunday Mass is considered obligatory and taken most



seriously for any practicing Catholic. 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. 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 on Wednesdays at the 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 visitor's 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.

Confessions

It is the responsibility of the students and parents to receive the Sacrament of Reconciliation 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 & the baptismal certificate is on file with the school) 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 with the certificates for both on file with the school) 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

Non-Catholic Families

All students are welcome at San Juan del Rio Catholic School despite religious affiliation. Students do not have to be Catholic; however, in choosing to attend a Catholic School, they are expected to participate in Catholic traditions. In addition, religion is a core class for all grade levels where the beliefs of the Catholic Church are taught to all students. Students do not have to participate in receiving the Sacraments (First Reconciliation & First Communion in 2nd grade or Confirmation in 8th grade) if not Catholic. For more information on becoming catholic, you can email Mrs. Rhodes or go to our church website <https://www.sjdrparish.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 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

At San Juan del Rio Catholic School, our classroom management philosophy is rooted in our Catholic faith and the belief that every child is a beloved child of God, capable of growth and goodness. We foster a learning environment built on mutual respect, high expectations, and consistent routines. Positive reinforcement is our foundation, as we strive to recognize and celebrate student successes, both big and small. When challenges arise, we approach them with

patience and intention—utilizing clear instruction, verbal reminders, and positive peer modeling before implementing appropriate consequences. We believe that behavior is learned and shaped over time, and we partner with families to guide students toward responsibility, virtue, and a deeper understanding of how their actions affect their community. Through accountability, compassion, and faith, we help our students grow into respectful, resilient, and Christ-centered individuals.

Serious Behavior Infractions

Some student behavior infractions may warrant an immediate consequence. These behavior infractions will be addressed through conversation between the student, teacher(s), guidance counselor, and/or administration. Demerits will be issued as needed. Teachers will attempt to guide and coach students to school expectations. These infractions may include, but are not limited to:

- Violation of classroom rules/school policies
- Defiance/Disrespect of authority
- Inappropriate behavior anywhere on campus (i.e. classrooms, bathrooms, hallways, lunchroom, carline, gym, playground)
- Inappropriate topics of discussion (i.e. drugs, sexual content, alcohol, violence, etc.), name calling, curse words, etc.
- Property destruction (may require repayment for damages).
- Major class disruptions
- Profanity or obscene gestures
- Possession of unauthorized items at school (i.e. unapproved electronic devices, games, cell phones, etc.). This does not include authorized electronic readers - see acceptable use policy for electronic books/readers.
- Leaving classroom/school property, during the school day, without teachers' or administrators' permission
- Stealing
- Threat/Harassment/Intimidation/Bullying
- Cheating/Plagiarism/Academic dishonesty (also results in a grade of zero)
- Fighting/physical confrontations/physical harm
- Inappropriate use of technology (FaceTime, Social Media, Text Messages, etc)
- A pattern of behavior that repeats and does not improve after intervention

Additional Consequences

Some behavior infractions may result in one of the following consequences:

- **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 an email notification. 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.
- **In School Suspension:** Spending the whole day in the office completing the class work assigned by the teachers.

- **Out of School Suspension:** Student not allowed to attend school in person. Responsible for obtaining and making up any missed work. Student is not allowed to participate in any after-school activities that day.
- **Saturday School** (\$50 fee to be paid that day): Students will attend school in uniform from 7:30am-11:30am. Student will participate in various activities deemed appropriate by teachers and administrators.

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.

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 / Reasonable Suspicion

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.

If the teachers or administrators are given a reason to believe the students are in possession of something that could cause harm, a backpack search could be implemented.

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 matter 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 to 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 wrong doing. 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. Under 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:** The student's 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:** The student's 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 the 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 or with a coach's permission.

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. and 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 considered 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 for any expenses arising out of any liability or claiming 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 Catholic 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. All parents are automatically considered members of the HSA. Executive Board members are chosen by the principal, pastor, and committees established to further the good of the school. General meetings of the HSA will be held quarterly, 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 Advisory Board

The School Advisory Board is comprised of both church members and school parents who have been chosen by the pastor and principal for their 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@sjdrsaints.org to obtain an application.

ATHLETICS

The Athletic Committee

Regarding athletics, San Juan del Rio Catholic School follows the rules and regulations of the Catholic Grade School Conference. The Athletic Director works closely with the principal, assistant 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.

Academic Eligibility Requirements for Athletic Participation

Students must maintain satisfactory progress to be eligible to participate in school-sponsored athletic activities. The following academic standards must be met:

- A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject.
- A student is also academically ineligible if he/she receives one (1) grade of 59 (F) or below in any subject.

The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling

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.

- 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.

School-specific policies: San Juan del Rio will adhere to the above academic eligibility policy. However, the Principal reserves the right to implement stricter guidelines at the local level regarding this rule, as well as policies concerning student conduct, including but not limited to behavioral expectations, adherence to school rules, and the impact of grades in special area subjects (e.g. Art, Music, Physical Education, etc.) on eligibility. While special area subjects may not be considered "major subjects" for the two D's and one F rule, consistently low grades or failing grades in these areas *may* impact a student's overall academic standing and therefore their eligibility. Any such additional guidelines will be communicated to students and parents/guardians directly. Furthermore, behavioral conduct that results in disciplinary action, such as suspension, may also affect a student's athletic eligibility, even if the student meets the minimum academic requirements.

Monitoring Academic Progress: Student grades will be checked before progress reports, report cards, and before tryouts to determine eligibility. Students and parents/guardians are encouraged to monitor academic progress regularly through Renweb.

Consequences of Academic Ineligibility:

- a) 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 above. Students must be academically eligible prior to tryouts according to existing criteria.

- b) 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.
- c) 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.
- d) A student may not attend practice or game the day of a school absence. A student missing 3 or more classes is considered absent for athletic competitions.
- e) Principals reserve the right to suspend a student from a team for unsatisfactory conduct.
- h) All students shall be given equal opportunities to try out 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.

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 and have it uploaded in the SJDR Big Teams portal.

1. Injury – Any student not allowed to play because of injury, must have a “clear to play” report from the physician before returning to play.
2. Transfers – Any student who transfers into a school after a sports season has begun is ineligible to play that sport.
3. 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.
4. Unsportsmanlike Conduct for Athletes – Any athlete who strikes, curses/uses racial slurs, 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. See [Saints Athletics Behavior Plan](#).

HANDBOOK AMENDMENTS

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

EARLY CHILDHOOD HANDBOOK ADDENDUM

This addendum applies to grades PK3, PK4 and Kindergarten.

VPK Philosophy

We, the Early Childhood Community at San Juan del Rio Catholic School, strengthened through the Eucharist, believe that each child is a unique gift from God. We believe families are the first and most influential educators of their children. We are here to partner in the faith journey of the entire family. Our goal is to provide a loving, safe, and inclusive environment in which children are positively challenged to reach their full potential. Our play-based, child-centered program reflects the integration of all the domains (spiritual, social-emotional, physical, cognitive, and linguistic), to support the development of the whole child. Through building relationships, educators plan and provide a balance of developmentally appropriate learning experiences and environments that engage children as they grow in Christ. Jesus said, "Let the children come to me and do not hinder them; for to such belongs the kingdom of heaven." -Matt 19:14. We are committed to working together with each family to fulfill His mission.

Assessment Reports

All Early Childhood students will receive: a progress report (PK3) or a Diocesan Report Card (PK4 & Kindergarten), at the end of each quarter. 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 sent 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/herself, then the parent will be called to come and assist in the clean-up and possibly take the child home.

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

Classroom Birthday/Holiday Celebrations

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

Birthday celebrations are a special time. A small snack may be sent in with your child during morning carline. The teacher will celebrate your child's birthday with the class during an appropriate time of their day. Please be sure to contact your child's teacher regarding what is appropriate for a birthday snack. 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, paraprofessionals, 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 PreK Options:

- Half Day (leave at early dismissal 11:30am or 11:40am)
- Full Day (leave at regular afternoon carline 2:55pm)
- Full Day & Extended Day (ability to stay from 3:30-6:00pm)
- Drop in (unplanned full day) \$25/day per child

Each family is to fill out the Extended Day registration card (pink) 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 daily.

PK3 students who stay after 11:30 and PK4 students who stay after 11:40 am are considered "Full Day" students. 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 "Extended Day" students. 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 PK3 classroom, or on the Early Childhood playground. Please send in a snack and a re-fillable water bottle if your child is staying for Extended Day.

In order for your student to attend any of our ELC/Extended programs, Pre-K3 and 4 students **must arrive no later than 10:30am**, unless meeting one of the "excused absences" reasons.

Field Trips

Various on-campus field trips and enrichment activities will be offered throughout the school year. The PreK children will not participate in any off-campus field trips. Kindergarten will attend 1-2 trips off-campus per year with chaperone opportunities.

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 of rest time, NOT nap

Each child in PK3 and PK4 "Full Day" Students 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.

Staggered Start

The Early Childhood Students, (PreK3 and PreK4 ONLY), 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 – L), will attend on the first official day of school and the other half of the class, (those with the last name beginning with letters M – Z), will attend on the second official day of school. The whole class will attend on the third official day of school.

Promotion to the next grade**(Not for Kindergarten moving to 1st grade)**

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.

Saints Athletics Behavior Plan

Athlete Expectations

As a student-athlete, I agree to:

1. Show Respect to coaches, teammates, opponents, officials, and spectators at all times.
 2. Follow School Rules on and off the field/court. This includes behavior, attendance, and academic eligibility.
 3. Commit to the Team by attending practices and games unless excused by a coach.
 4. Demonstrate Good Sportsmanship in both victory and defeat.
 5. Use Appropriate Language and avoid gestures or behaviors that are unsportsmanlike.
 6. Communicate Appropriately with coaches regarding absences or concerns.
-

Parent/Guardian Expectations

As a parent/guardian, I agree to:

1. Support Coaches' Decisions and allow them to coach without interference.
 2. Encourage Positive Behavior by cheering respectfully and avoiding negative comments toward officials, players, or coaches.
 3. Communicate Respectfully with coaching staff at appropriate times, and not immediately before, during, or after games.
 4. Model Good Sportsmanship at all events.
 5. Ensure My Athlete Attends practices and games, and arrives on time.
-

Consequences for Misbehavior

If an athlete receives a school-issued demerit, the following consequences will apply:

- 1st Demerit: Verbal warning
- 2nd Demerit: Assigned additional conditioning
- 3rd Demerit: One-game suspension and a conference with the coach, athlete, and parent
- 4th Demerit: Two-game suspension
- 5th Demerit: Removal from the team and ineligible to try out for the next sport season

Note: Demerits received in any school setting (classroom, hallway, lunchroom, etc.) count toward this total.

I have read and agree to follow the Saints Athletics Behavior Plan:

Student Name (Printed): _____ HR: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Diocese of St. Augustine

Student Name: _____

Office of Educational Services

HR Class: _____

STUDENT AND PARENT/GUARDIAN AGREEMENT 2025-2026

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: _____

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

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

Student Signature

Date

Student Name (PRINT)

Homeroom



Family Last Name: _____

San Juan del Rio Catholic School
PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT 2025-2026

Please sign all applicable agreements 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) & Homeroom(s):

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.