

***Basilica School of St. Paul***

**317 Mullally Street, Daytona Beach, FL 32114**

**Family Handbook**

**2011-2012**



## **ACCREDITATION**

The Basilica School of St. Paul is accredited by: The State of Florida Department of Education and by The Florida Catholic Conference. We are also members of the National Catholic Education Association., The National Council of Teachers of Mathematics (NCTM), National Association of Secondary School Principals (NASSP), National Association of Teachers of English (NATE) & National Reading Association (NRA). All teachers hold current teaching certification from the State of Florida department of education.

## **ACCEPTABLE USE POLICY**

By signing this agreement, parents/guardians give their permission to allow students to use various forms of technology in this school. See: Acceptable Use Policy Agreement (last page). The handbook acknowledgement form serves as the agreement to comply with this policy.

## **ADMISSIONS**

Students will be considered for admission to Basilica School of St. Paul who are willing to agree with and abide by the religious, academic, and behavioral requirements of the school and whose parents/guardians demonstrate a desire for the school to assist them in their parental role as primary educators. In accordance with the teaching of the Catholic Church, Catholic Schools shall not discriminate on the basis of race, sex, or national origin in the administration of its educational policies, admission policies, scholarship and athletic and other school-administered programs. Continued enrollment in any given school year, and re-enrollment in any subsequent years is subject to the parents/guardians continued support of the mission of the school and demonstrated efforts to collaborate with the teachers and administration. Priority Guidelines for Admission: Currently enrolled students who are eligible for re-enrollment, siblings of currently enrolled students or alumni, students who are children of employees within the building, students of parishioners of Basilica of St. Paul, students in good standing on the current waiting list from neighboring parishes without a school, students from other parishes in the Diocese of Orlando, students transferring from another Catholic school (out of state) & Non-Catholic students. Verification by the Pastor of active family participation in the Catholic parish will be an important factor in the admission process.

Parents are further required to submit a certified original Birth Certificate, a copy of the Baptismal Certificate, a copy of the Social Security card and valid Florida Certificate of Immunization (Form 680). All students must meet the state of Florida standards for immunization.

- To be considered for admission to Kindergarten, a child must be five (5) years of age on or before September 1st of the school year for which the child is to be admitted.
- The child must be developmentally/academically ready for the desired grade placement.
- All new students must submit most current report cards, achievement tests, any other educational testing results which have a bearing on the child's educational success. Reference forms, a personal interview and/or screening will also be conducted.
- Families with children currently enrolled and in good standing at The Basilica School of St. Paul.
- Families of the Basilica of St. Paul Parish who are active and supportive parishioners.
- Families of neighboring parishes who are active and supportive parishioners in their respective parishes.
- Families of other religious denominations and non-active/non-supportive parishioners of other parishes.

Every new student to BSSP is considered on probation for the first quarter (90 days) at which time a review is completed to confirm that this school is the most appropriate educational setting for the student. Factors considered in the decision include cooperation of the parents, the student's academic performance, effort, conduct and study habits. The principal makes the final decision.

The first month tuition payment must be paid in order for a child to be admitted to the school. This is non refundable after July 1<sup>st</sup> of 2010 as it secures the child's space and costs are incurred by the school to cover books and other supplies needed for the beginning of a school year.

## **ANIMALS**

There can be no animals such as hamsters, gerbils, guinea pigs or birds in classrooms without the prior approval of the principal. Fish are allowed but they cannot be left in the classroom during extended holidays. Pets from home are NOT allowed unless they are here for a particular curriculum program. After the approval is given to the teacher by the administration, the pet will be accompanied by the adult owner who verifies their gentle nature for the special classroom activity and must then be removed from the school premises. Pets are never allowed on campus for any other reason.

## **ARRIVAL & DISMISSAL**

**School Hours are 7:30 am – 3:00 pm Monday, Tuesday, Thursday and Friday on Wednesday 7:30 am – 2:00 pm.**

The importance of coming to school on time cannot be overemphasized. School is open at 7:30am. At 7:50am students will be dismissed to their respective classes. Morning Prayer and announcements will begin promptly at 8:00am **in Mullally Hall**. Students will be considered tardy if they are **not in Mullally Hall** at the time prayer begins. Students arriving late are to report to the student services office to receive a slip for admittance to the classroom.

Dismissal – Building on the fact that we are a small community all of our parents and authorized guardians are welcome to enter the facility ten minutes prior to dismissal to pick up their child from their classroom. Parents should not pick-up students from the school before regular dismissal except in rare emergency situations. Early dismissal of students interrupts the students' academic day. We ask that parents make every effort not to sign out students during the last 30 minutes of the day. If a parent must sign out a child the parent must sign out the student or an authorized individual in the office. The receptionist will call students from class and release them to your care. If someone other than a parent is going to sign out students, the office must be notified in advance in writing. The person picking up the student will be required to show a valid photo ID.

NO re-entry of the school building(s) after dismissal is permitted. Parents, please help to teach your children to be independent and responsible. Remind them once school has been dismissed they are not allowed to come back into the school buildings because they forgot something either in their locker or classroom. The custodians and staff will not allow anyone into classrooms/lockers after dismissal. Once your children leave the school grounds, they are officially out of school supervision and may not return to the campus unless they are coming to participate in a sport. At that time, they must report directly to the Coach. If they wish to return to watch a game, they must be accompanied by a parent or other adult.

## **ASBESTOS REPORT**

In accordance with the Asbestos Hazard Emergency Response ACT (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing Materials as developed by Law Engineering is available without restriction for your inspection at the School's Administrative Office.

## **ASSEMBLIES / LITURGIES**

Students are to file in and out of school assemblies in an orderly, peaceful and respectful manner. Proper behavior during assemblies is expected of all students. Booing, yelling, whistling or talking during a program will not be tolerated. During times of worship, students are expected to show respect for the Blessed Sacrament by refraining from talking. Our students attend Masses and Prayer Services during the school year. Attention, devotion and respect are attributes and attitudes each student should bring to Mass and to all other liturgical celebrations. All students are expected to attend school liturgies regardless of their religious affiliation.

## **ASSIGNMENT BOOKS**

Parents are expected to check the student's assignment book each evening for homework and important communications from teachers. Assignment books must be checked and/or signed when requested by teachers in grades 1-8<sup>th</sup>. Assignment books are distributed by homeroom teachers during the first week of school. If lost, students have a three (3) day period to purchase another one for \$5.00 from the school office.

## **ATTENDANCE & ABSENTEEISM**

**Absence:** If students will be absent, parents are requested to call the school office prior to 9:00am to report the absence. Excused absences will only be given for illness, death in the family, and pre-approved absences. A parental note is required after all absences. Absences due to illness, which exceeds five (5) days, must have a *written doctor's excuse*. All excuses must be sent to the homeroom teacher as these are filed in the student record. All other absences will be counted as unexcused. An unexcused absence may be considered but is not limited to the following: vacations, long family weekends, extended family visits, extra-curricular activities and promotional events. These types of absences are strongly discouraged. To report a student absent, please call the school office as early as possible to notify us by leaving a message in the attendance line.

**Tardiness:** Students that arrive late to school have a difficult time adjusting to the daily routine. They miss out on important information and teachers are unable to re-teach important material to individual students who miss class time. We want to work together to promote punctuality as it is a good habit. Excused tardies are granted for "unavoidable" circumstances. Routine medical, dental and other appointments should be scheduled for after school hours. An excused absence or tardy means that the student, although marked absent or tardy, will have an opportunity to make up the lessons or assignment missed.

Make-up Assignments for Excused Absence: Make-up assignments will be given upon return to school. ***Please do not call the office*** and ask for make-up work to be assigned before the students return to school. This will be strictly enforced. Extended absence due to illness may be afforded a different arrangement by the teachers involved. Assignments must be completed within a time agreed upon with the teacher. An assignment not completed within the given time will be recorded as a "zero." Typically, time allowed for make-up work is equivalent to the number of days absent.

Removing students from class: Signing students out of school before dismissal is strongly discouraged. If it is necessary to pick-up students from class before dismissal, a parent must notify the School Office as soon as possible. A note should also be given to the homeroom teacher in the morning of that same day. Before leaving the building, the student must be signed out by the parent. Irregular attendance is a detriment to students' interest in school, to their scholastic achievement and to spiritual formation. Students must be in school at least 6 hours in order to participate in any after school extra-curricular activities that day.

Family Vacations: Whenever possible family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and teachers should receive written notification in advance. Assignments will be given when the student returns and the student will be given one day for each day missed to make up the class work.

## **BOOKS**

Students will be informed the first day of school on the proper care of textbooks, workbooks, and school property. No adhesives are to be applied directly to any schoolbooks or lockers. Parents will be notified if texts, workbooks, and school property are lost or damaged. If schoolbooks are damaged, parents/students will be asked to pay the cost of the replacement. All damage to school property, including writing in texts, on desks, on walls or any other surfaces is the full responsibility of the student/parent. All textbooks are the property of The Basilica School of St. Paul. Students are expected to cover all textbooks, treat them with care and in case of withdrawal return all of them back to the school.

## **BOOKBAGS/BACKPACKS**

These are required for all students in Kindergarten to grade 8. Book bags should be kept in an orderly manner in the classroom or locker. The student should clean out book bags regularly at home. ***Key chains on backpacks are not allowed.*** Book bags on wheels are allowed as long as they are book bags and not travel luggage. Travel bags/suitcases are not acceptable because they are too large.

## **LUNCH**

BSSP offers a hot lunch program to all staff and students for \$3.00 each meal, which includes a beverage (milk or water). Menus are available on our website. Lunch will be offered on a prepaid/preorder basis only. Menu/order forms will be sent home on **Tuesday** and orders ***MUST be placed by Thursday***. Parents will make a selection of how many lunches will be purchased and **returned with payment (CHECKS ONLY) to the homeroom teacher by Thursday**. If a student does not have a lunch, he/she will be provided with a PB&J sandwich at the cost of \$1.00. The PB&J may be charged if necessary however, there will be ***no charging of regular lunch***. Parents ***WILL NOT be called when students forget their lunches***. Students may bring a lunch from home as well. Microwave ovens are available to heat food brought from home. Caution is advised with the use of microwaves due to time constraints as the lunch period is limited. In support of making healthy choices carbonated canned or bottled soft drinks are prohibited as well as the delivery of purchased fast food lunches. An online payment option is available for the convenience of parents.

Microwave Use: **Only** students in grades **4<sup>th</sup> -8<sup>th</sup>** are permitted to utilize the microwaves for their personal use. This is a privilege that may be revoked when students do not follow the rules for the use of the microwave.

Lunch Time Conduct: Students are to follow directions of the teachers on duty; they are to speak softly to those at their table who sit next them or directly across from them. Students should always walk in the cafeteria and keep their hands and feet to themselves when walking or sitting in the cafeteria. Students are expected to always use good table manners and clean up after themselves.

## **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is an annual event. During this week, school spirit is promoted through prayer services, and other activities. This is a wonderful week and a time for all of us to be proud to attend or work in a Catholic school. A special calendar of events is available a few weeks prior for the benefit of all.

**CELEBRATIONS**

Simplicity and dignity is encouraged in celebrating birthdays and holidays. Parents must have the approval of the teacher prior to planning any celebration at school. Birthdays: Children may bring a treat (cookies, cake, and cupcakes) to share with classmates during their lunch time. Such treats are to be dropped off in the cafeteria (Mullally Hall), clearly labeled with children's and homeroom teacher's names. Birthday/Party Invitations: In an effort to be Christian in our approach to extending birthday and/or party invitations and in avoiding hurt feelings, the following policy is enforced: The school is unable to provide telephone numbers or addresses of students. Consult the school directory sent home by the second week of school. Invitations may be distributed in school only if the entire class is invited; or only if all boys or all girls are invited. Parents may choose to purchase a book for the library as their birthday gift to the school. A special nameplate will be placed in the book. In this way, a student of Basilica School of St. Paul will continue to celebrate a birthday long after the donor has graduated.

Students will be allowed to “Dress Up” for their birthdays. This is not a “Dress Down” opportunity. Students MUST dress nicely and adhere to the BSSP’s expectations. The sending of birthday bouquets, balloons, and other surprises to a student during school hours is not permitted.

**CELL PHONES**

Cell phones and/or pagers may not be used during school hours by students. School phones are to be used for school business only. Student use of the phone will be at the discretion of the staff or teacher. Except for rare emergencies, in order to develop responsibility, students will not be permitted to make calls for last minute changes in dismissal arrangements, forgotten assignments or lunches, etc... unless requested to do so by a teacher.

**CHANGE OF ADDRESS**

If your address, telephone number or email addresses changes, please notify the *school office immediately*.

**CHILD ABUSE REPORTING**

The Basilica School of St. Paul staff and administration will cooperate with investigations concerning reported cases of child abuse. In compliance with state law, reports will be made of all incidents in which we have reason to suspect child abuse, neglect or endangerment.

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

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

**CODE OF CONDUCT**

Respect for self, others, and property is the foundation of any moral code. It is the one rule that covers all our actions and words. We trust that the partnership between parents and the BSSP faculty and staff is one that will be a solid step in helping to nurture self-discipline in all students. A primary goal of Basilica School of St. Paul is to promote growth in self-discipline. BSSP reserves the right to discipline off-campus behavior that is not in alignment with the behavior expectations of a BSSP student.

<i>Respect the Learning Environment</i>	<i>Verbal Respect</i>	<i>Respect outside of class</i>	<i>Respect for Property</i>
Raise hand and wait to be recognized Remain in seat unless permission is granted Be prepared for class – supplies, homework, proper books, etc. Listen to person speaking – one person speaks at a time Follow directions Display a cooperative attitude Uniform worn correctly Absolutely no chewing gum or eating in class Textbooks kept covered Assignments completed as instructed and by due date	Use encouraging and affirming language about one another Compliment others Call people by their appropriate name Use good manners – please and thank you. Use positive body language Smile – acknowledge greetings and give them freely Answer with yes/no sir/ma’am.	Keep hands to oneself Hold doors for others Clean space before leaving – library, cafeteria, art, etc.. Help each other Always walk Applaud appropriately at assemblies Participate in songs, responses, and prayers – especially in Church Always follow expected Church etiquette	Care given to all belongings, one’s own and others Pick up all trash where ever seen Care given to all equipment, games, PE, Library, computer, etc No writing in textbooks or any books, desks, or other school property Restrooms kept neat and clean: toilets flushed, paper towels in receptacles and hands washed When correcting inappropriate behavior, the teacher shares a teaching and learning moment with the student The student is to explain why the behavior was inappropriate, what should have happened, and what will be done the next time. This guides students in making better choices. Students are supported in their efforts to improve by being given consequences.

#### Appropriate Expected Behaviors

Teachers and students develop rules and expectations that will help build on student self-discipline while maintaining an appropriate classroom demeanor for instruction and learning. Failure to follow the rules and expectations may lead to consequences that may warrant but are not limited to a silent lunch away from others, time out in the classroom, name marked on board, notification to parents – verbal conference and/or written notification, reasonable work detail, individual Behavior Contract (IBC), serving detention before/after school, inability to attend School and/or class functions, out of school suspension or expulsion.

Individual Behavior Contract: Individual Behavior Contracts may be offered to parents and students to provide an outline that will assist in affirming the positive change in behavior of a student that is needed for the child's success at BSSP.

Disciplinary Referral: Discipline referrals may be used as necessary to report persistent negative behavior exhibited by a student.

#### Serious Disciplinary Action/Lack of Respect That may Warrant Immediate Disciplinary Referral and Consequences

- Disrespectful conduct (verbal or physical) toward self or others, lying, theft of property, vandalism, harassment behavior
- Failure to observe school rules and expectations, truancy, plagiarism, defamatory comments about the school, parish, faculty, staff, administration or other including the use of web sites such as MySpace.com, GreatJournal.com, Facebook.com, rate a teacher.com personal web pages, etc.
- Any other conduct, which in the judgment of the school Administration is to the contrary of the mission and philosophy of this parish, school or community

Search and Seizure: The Basilica School of St. Paul reserves the right to search desks, lockers, person or personal belongings of a student. The following are considered to be serious offenses:

Student Expulsion: Expulsion results from repeated refusal to obey school rules or from conduct which endangers self, others, property, health or safety of others, and is deemed to be in the best interest of the students as well as the school community. An extremely serious single offense may also be cause for expulsion. The following are a limited sample of actions that may warrant expulsion or a request to withdrawal from BSSP.

- Actions detrimental to the moral and spiritual welfare of other students, profanity or vulgarity, assault, battery, harassment or any threat of force or violence directed towards self or others, including school personnel, continued willful disobedience, use, sale or possession of narcotics, and/or other controlled substances on or near school premises, use, sale or possession of any alcoholic beverage on the premises, stealing, smoking or possession of tobacco products, vandalism, truancy, possession of firearms, real or toy, persistent defiance of the authority of the teacher, violation of a probation contract. The administrator has final authority in all matters of discipline.

Bullying: Two definitions:

1. Bullying is when a stronger, more powerful person hurts, intimidates or frightens a smaller or weaker person deliberately and repeatedly.
2. A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus 1991).

Bullying will not be tolerated and will be subject to severe disciplinary action. All bullying incidents are to be reported to the Teacher, Guidance Counselor and Administration. A thorough investigation will be conducted. Appropriate action will be taken which can include, but not be limited to, notification of appropriate authorities, parents, suspension or expulsion. As a member of the BSSP community both parents and students agree to comply with and support the discipline policies and regulations in place to help our students coexist in peace and harmony. At BSSP we recognize that every child/person has the right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain.

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

- First:** Tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying), please stop." Then give the person the opportunity to stop.
- Second:** If the behavior is repeated on another occasion, again tell the person doing the bullying to stop and inform him/her that you are going to tell the teacher. Clearly state to the person, "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher." Then tell the teacher what has happened and tell him/her it is the second time that this has happened.

**Third:** The next time the same student bullies you tell him/her to stop and inform him/her that you are going to ask the teacher to investigate the incident. Clearly state “I don’t like what you are doing (saying) to me. Please stop. I am going to tell the teacher and ask her/him to make you stop”.

**Teachers and other school personnel are to follow the steps outlined below:**

**First:** Each verified incident of bullying must be documented in writing.

**Second:** At the time of the second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior. If the parent is not home, a call will be made to the workplace rather than leaving a message on an answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.

**Third:** If there is a third documented incident, the student will be removed from class until a conference can be scheduled with the student, the parent, the teacher, and the principal. Appropriate disciplinary measures will be discussed at this time. Listed are some of the offenses that are considered harassment or bullying. These lists serve only as samples and are not all-inclusive.

Primary Grades K-2 -Name-calling, hitting, pushing, starting or spreading rumors, invading personal space, taking and / or hiding other students’ possessions, writing unkind notes/e-mail.

Intermediate Grades 3-5 Name calling, starting or spreading rumors, negative gestures and facial expressions, lying about another student, retaliating, writing and/or passing unkind notes/e-mail, demanding another persons possessions, food, money, physical contact: pushing, shoving and or poking.

Middle School-Name calling, lying about another student, physical threats, starting or spreading rumors, negative gestures and facial expressions, insults of any kind, intimidation, demanding another person’s possessions, food, money, sarcasm with intent to hurt another etc.

Extra Curricular Activities: Students are encouraged to participate in extra curricular activities while maintaining good grades and conduct. Students must be in academic good standing to be allowed to participate in these activities. In-or-Out-of -School Suspension as well as excessive tardiness/absences makes a student ineligible to participate. A student must be in school for five (5) hours of a regular day to participate in an extra-curricular activity held after school or in the evening of that day.

Harassment: Harassment of any individual because of their sex, race, religion, color, national origin, age or disability is strictly prohibited by the Diocese. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any diocesan entity. Maintaining an environment free of discrimination and harassment is everyone's responsibility.

Sexual Harassment Policy: Catholic teaching recognizes that we are each made in the image and likeness of God and that we must treat each person with dignity and respect. Faculty and students alike should model this teaching. Sexual harassment may include, but is not limited to verbal or written sexual harassment or sexual abuse, pressure for sexual favors, repeated remarks to a person with sexual involvement accompanied by implied or explicit threats, initiation activities, hazing, wedgies or use of sexually explicit languages to other students. Any student who alleges sexual harassment by another student should bring this matter to the attention of a faculty member the Principal or any employee of the school. The Guidance Counselor or Principal will investigate the incident. An administrator, parents and affected parties will confer. A decision to substantiate or dismiss any charge will be determined upon completion of the investigation. A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include, but not be limited to, suspension/expulsion. Withholding of Special Privileges: Intervention by Administration for inappropriate behavioral issues could result in withholding of participation in special school events (field trips, field day, sports, celebrations, etc....).

**CODE OF CONDUCT POLICY FROM THE DIOCESE OF ORLANDO / OFFICE OF SCHOOLS**

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of our children. We continually review the measures we have in place to protect children, and we oftentimes ask for parental support in implementing new measures and procedures designed to make our schools a safe haven for our children. To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our school, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

Threatening or causing personal harm or injury, threatening or causing damage to school or Diocesan property, providing medical advice, conducting physical examinations of, or providing shots to, students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of

which require written permission from a parent or guardian), administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy, providing massages or other physical therapy, taking blood samples or performing any other medical procedure, examining the genitalia of any student, for any reason, touching an individual inappropriately, smoking, or encouraging smoking, on school property, asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area, denigrating or abusing any child, volunteer, or employee.

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the administration or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the administration, or Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

### **CLINIC / MEDICATIONS**

At BSSP the purpose of the school clinic is to provide first aid for injuries and illnesses, administer medication, and to notify parents if symptoms persist or appear serious. The school furnishes an emergency authorization form that directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so that information is kept updated. Parents are expected to arrange for their child to go home immediately if the clinic personnel determine the illness to be contagious or if a fever persists. If ever deemed necessary, the office staff, after consulting with the school administration, will call 911 for emergency help. If a child has a fever over 100° or vomits during the night, the child should be kept home a full 24 hours before returning to school.

If a child has a special medical condition, this information should be filed in the clinic together with instructions on how to proceed. Medications that are prescribed by a physician may be administered in school only in cases where failure to take prescribed medication during school hours could jeopardize a student's health. Any medication to be administered in school must have a pharmacy label that includes the student's name, directions for administration, and the physician's name and phone number. Prior to the administration of any medication in school the parent / guardian must sign a designated Prescription Authorization form. This form may be obtained in the school office or from our website. The same rule applies to the dispensing of over the counter medications; Ex. Tylenol, ibuprofen, cough/cold medications and sore throat/cough lozenges. Any such medication must be brought to the school by the parent or legal guardian. For the safety and well being of all students we ask that students never transport medications or drugs. Serious consequences will follow with students who do not follow this rule.

Medication Policy of Basilica School of St. Paul: The office personnel follow these guidelines for dispensing medications: All medications, prescription and non-prescription, must be kept in the school clinic. Only authorized school personnel will be permitted to dispense medication to a student. Parents must have completed and on file a Prescription Authorization Form. Parents are also responsible for informing the homeroom teacher of the type of medication and time(s) the student should be sent to the clinic to receive it. Parents must personally deliver medication to the office. During the final week of school any remaining medication should be picked up and signed out by the parent only. Medications not picked up by parents will be discarded in a safe manner. Florida laws governing medications in school permit a child to carry an asthma inhaler, prescribed by a licensed physician, on their person. According to the citation, "Self-administration of asthma medication means a student's discretionary use of asthma medication prescribed for him or her."

Contagious Conditions: Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, head lice and pink eye. Without disclosing the student's name a notice of the contagious disease is sent home to parents of students in the homeroom and other areas where contact may have taken place.

HIV/AIDS Policy Regarding Students: Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades Pre-K through 8 shall be permitted to attend school in regular classroom settings provided: The health of a child, as documented by the physician, allows participation in regular academic school activities and that the child behaves in an acceptable manner that would not cause the spread of the disease or place others at risk in any way.

Early Release Due to Illness: When a child becomes ill or injured during the school day the teacher will send the child to the Clinic for determining continued attendance for that day. A child who vomits at school will be sent to the clinic and a parent will be called. Students being sent home must wait in the clinic until a parent or other responsible party on the student Emergency Form can be reached.

Health Services: According to Florida law, health and immunization records, new and updated, are due on or before the opening day of school for all students.

## **COMMUNICATIONS**

School and home share the responsibility of communicating with each other for the well being of the students. The written word and the spoken word are important means to keep the channels open and information flowing. Timely information regarding school and grade-level activities will be posted on the school's web page as well as on Edline.net. Paper copies will only be sent home as needed and always at least once a week. **It is the parent's responsibility to consistently review all school information and share it with each child as necessary.**

### Telephone Calls

We make every effort to keep interruptions of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day except for an emergency situation. Emergency messages to a student will be taken and delivered by the school receptionist. Cell phones and/or pagers may not be used during school hours by students. School phones are to be used for school business only. Student use of the phone will be at the Staff's discretion. Except for rare emergencies, in order to develop responsibility, students will not be permitted to make calls for last minute changes in dismissal arrangements, forgotten assignments or lunches, etc... unless requested to do so by a teacher.

Generally, teachers are unavailable to answer telephone messages during the school day. Messages can be left on the teacher's telephone voicemail extension and may be contacted by email as well. Teachers are asked to make every effort to return a parent's call within 24 hours. In an emergency, a message may be given to a child through the office. Students will not be called from the classroom to receive telephone calls.

E-mail: A list of teachers' E-mail addresses is available in this handbook, in the school directory, on the web page and on Edline.net. The e-mail address for a staff member is his/her first initial of the first name and the full last name.stpaulpanthers.org. For example, Mrs. O'Brien's e-mail address is iobrien@stpaulpanthers.org.

**The Diocese of Orlando and the administration of BSSP restricts staff members from answering e-mails that come directly from students; therefore, only parents/guardians should directly e-mail teachers at school or home. Teachers as well are required to communicate only with parents via email and in the case an email is sent to a student the parent must be emailed as well.**

Parental Concerns: If the problem involves procedures directly related to the classroom teacher such as homework, class assignments, playground behavior, student-to-student issues, etc, the parent must contact the supervising teacher first. For privacy reasons parents are asked not to discuss difficult or personal matters while the teacher is on duty during the regular school day. Scheduling time to discuss concerns will allow the teacher to give the parent undivided attention.

Fliers - At times, the school gives permission to certain community agencies or groups to distribute fliers to the students. The distribution of these fliers does not in any way indicate that the school authorizes or takes responsibility for the activity announced. All such fliers must be approved by Administration first.

Panther Paw – A short informative newsletter containing timely school information which is sent home every week. This newsletter is also available on Edline in PDF form. Be sure to check your child's backpack for your hardcopy. If you have school related information you'd like to see in the Panther Paw, send an email to: crivera@stpaulpanthers.org - Information received by noon on Wednesday will appear in the following issue.

School Website – www.stpaulpanthers.org – has a wealth of school information which is updated frequently

Edline.net- Parents will be issued an access code that will allow them to view student grades and a wealth of school information.

Conferences: Parents may make an appointment for a conference with a teacher, by calling 386-252-7915. Refer to the list of voicemail extensions printed in this handbook or our website for individual extensions. Parents are asked to refrain from interrupting teachers during morning classroom preparations or in carpool line for brief conferences. The Principal and/or the guidance counselor will gladly join a parent/teacher conference at the request of the teacher or parent. Teachers will only share information with a parent about that parent's child. In discussing disciplinary situations with parents, teachers will not relay the names of other students involved in an incident. Parents are not allowed, by law, to discuss disciplinary issues on campus with students who are not their own children.

## **CURRICULUM**

The Basilica School of St. Paul follows the curriculum as outlined by the Diocese of Orlando Office of Schools, which is closely aligned with the Sunshine State Standards as set forth by the Florida Department of Education. For information about the curriculum, visit the Diocesan website at [www.orlandodiocese.org](http://www.orlandodiocese.org).

## **DIOCESAN STRUCTURE**

The Basilica School of St. Paul is part of the Diocese of Orlando and is under the direction of the Office of Catholic Schools. They may be reached at 407-246-4900 or visit their website at [www.orlandodiocese.org](http://www.orlandodiocese.org).

## **DISCIPLINE OUTSIDE THE CLASSROOM/SCHOOL**

Proper student behavior in the halls, on stairways, on school grounds, while passing to and from the cafeteria, in the cafeteria, at assemblies, at sports events and at Mass is expected. All teachers have equal authority and responsibility over all students. Students should enter and leave the classroom in an orderly fashion. No student has the right to interfere with the learning of others or with the teachers' duty to instruct. Respect for the learning and teaching taking place in other classrooms is expected.

## **DIVORCED AND SEPARATED PARENTS**

Divorced and separated parents must provide the school with a notarized copy of the custody section of the divorce or separation decree. The school respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **DOCTOR APPOINTMENTS**

All doctor appointments, with the exception of emergencies, should be scheduled for after school hours. In the event of appointments that require early dismissal, a note signed by the parent or an appointment card from the doctor's office must be presented before the child is excused from school.

## **ELECTRONIC DEVICES**

Electronic devices are not permitted on school grounds unless these have been pre approved for a specific purpose. If any item is seen or carried by a student this one will be confiscated by an authorized staff or faculty member and turned in to the principal. The parent must schedule an appointment to retrieve the item.

## **EMERGENCY MANAGEMENT/DRILLS**

BSSP has an Emergency Management Plan in place to safeguard all who are on campus. The plan outlines the prudent response of the faculty and staff in the event of an emergency. This plan is available for parent review by request from the office.

The school will conduct regular fire and tornado drills. Students are instructed by their teacher on the proper procedures to follow. The safety of each person depends on the cooperation and understanding of procedures by all students for both drills.

## **EXTENDED DAY CARE PROGRAM**

A child care program is available to supervise children after school operating hours. The Extended Day Care Program operates from 3:00pm – 6:00pm on Monday, Tuesday, Thursday & Friday and from 2:00pm – 6:00pm on Wednesdays. The program provides children with as much of a “home-like” environment as possible where children have time to unwind and relax after a rigorous day of study. Snacks, homework assistance and recreational time are afforded to the children in this program. All children who are unable to be

picked up by 3:15pm will be escorted to the Extended Day Care Program and appropriate charges will be assessed. Enrichment opportunities may be offered as a part of the program however, additional fees will apply as deemed necessary.

### **FIELD TRIPS**

Teachers plan educational field trips when the curriculum lends itself to out-of-class activities. Advance notice is given to parents regarding such outings. Release forms (required by the Orlando Diocese) are sent home and must be completed and returned to the teacher before the trip and no later than the requested date. Students who do not return their release forms at least 24 hours before the scheduled trip will not be permitted to go on the field trip-but will remain in school and be given an assignment. Only authorized (cleared fingerprint card on file) chaperones may accompany classes on trips. See: Fingerprint & Background Check. Siblings may not accompany chaperones. Chaperones must give their undivided attention to the children in their care. Failure to adhere to this policy may bar the chaperone from future attendance.

### **FINANCIAL OBLIGATIONS**

Parents must remain current in their financial obligations to the school. Families are to take the initiative of contacting the administration to explain the reasons for any delinquency and the steps for the correction of any outstanding accounts. Delinquency may impact the child's ability to participate in school sponsored activities. Your access to report card grades will not be permitted until the unpaid financial obligations are met.

### **“FORGOTTEN” ITEMS**

The office will not interrupt instruction to deliver “forgotten” items to students. Our office staff will use discretion when delivering items. Parents are asked to be prudent in dropping off “forgotten” items as it goes against our policy of teaching responsibility.

### **FUNDRAISING**

Fundraising is vital to our school. Your cooperation and participation are needed and greatly appreciated throughout the year. Fund raising efforts are under the direct supervision of the Home and School Association, Student Council and SADD and supervised by the principal. All monies are raised specifically for school programs and activities. BSSP does not approve door-to-door selling of items, and soliciting contributions, pledges, or orders of any kind.

### **GRADING SYSTEM**

The assessment and evaluation procedure is an important component of the teaching and learning process. Formal parent/teacher conferences are scheduled for grades K-8th throughout the year. Informal conferences between parents and teachers may take place at any time during the school year and are encouraged. A developmentally appropriate checklist is given to preschool parents. Academic grades and conduct grades are given in all subject areas. A grade below C in any subject on a Report Card or Interim Report prevents a student from participating in sports games and achieving Principal's High Honors and Honors Certificate until the grade is brought to a C or higher.

In accordance with the policy for the Diocese of Orlando, the grading scales are: O= Outstanding/ S = Satisfactory / N= Needs Improvement/ U= Unsatisfactory / IN = Improvement Needed / A=90-100 / B= 80-89 / C=70-79 / D=60-69 / F = 0-59

Quarterly Academic Honors: Students in grades 6-8, receiving all “A’s” will receive a Principal’s High Honor Roll Certificate. Students receiving “A/B’s” in their academic/enrichment subjects will receive a Principal’s Honor Roll Certificate. An honor roll student may not have a “C,” “F,” “N,” “IN,” or a “U” in any subject area or conduct. Student Progress Reports- These are not issued as parents may access student grades as frequently as possible via Edline.net.

Report Cards: A report card is issued four times during the year to inform parents of a student’s progress in subject areas and conduct. The final Report Card will be ready for pick up some time in June at the front office. Parents wishing to receive the final copy by mail – will need to leave a self-addressed stamped envelope at the front office.

Incomplete Grades will be issued to students who missed work due to illness or other extenuating circumstances. The incomplete work must then be completed within the time assigned by the teacher. If not, the incomplete work will be recorded as an “F”. This is not to be interpreted as a “grace period” to make up late or misplaced work.

### Academic Probation

Students must have a passing grade in all of the core subjects (Math, Language Arts, Social Studies, and Science) and an overall academic average of at least "C" in order to be eligible for promotion. Students failing to meet this requirement will be placed on academic probation at the close of the next grading period. In order for academic probation to be

removed, the student must achieve an overall academic of at least a "C" by the end of that grading period. If not, a conference will be held with the student & parents and the parents may be asked to seek an alternative educational facility where their child will be able to experience greater success.

Retention: In some cases retention may be required. Parents will be made aware of this possibility as early as it has been identified. Every effort to help the child achieve success will be put forth by the faculty, parents and school administration.

### **GUIDANCE SERVICES**

Guidance services are provided to students enrolled at The Basilica School of St. Paul. The counselor may assist parents obtain if necessary special services through the county in which they reside in. Each situation will be assessed individually as our goal is to help each child be successful at our school.

### **HEALTH RECORDS**

All students must have the proper health and immunization forms on file in the school office as mandated by the State. Non-compliance will prevent your child from attending school.

### **HEALTH SCREENINGS**

Students at The Basilica School of St. Paul participate in health screenings such as hearing, vision and scoliosis as part of our age-appropriate health care provided to students. All health screenings are conducted in such a manner as to insure each child's privacy. We ask that you send a written request to the school or written notification to be kept on file if your child has any health issues or is under the care of a physician or if you would prefer that your child not participate in the screenings. Please note: each child will be screened unless a written request for your child not to participate is received in writing prior to the announced screening date.

### **HOME AND SCHOOL ASSOCIATION**

The purpose of the Home and School Association is to support and enrich the educational programs of the School. This will include: Opportunities for fellowship that develop a strong and meaningful Christian community among school families, faculty, staff, and administration. Planning and coordinating safe fund-raising activities. Providing interesting and informative programs relevant to the needs of the School community. All parents are encouraged to become active members and serve on any of the many committees comprising Home & School. All school volunteers must be fingerprinted and cleared through the Diocese of Orlando. See: VOLUNTEERS

All parents, guardians and staff of Basilica School of St. Paul are members of the Home and School Association. Parents are required to fulfill hours of volunteer service to the school or in support of the school as stated in the Volunteer Service Covenant completed at the time of registration. Hours are to be recorded in the Service Hours Book located in the school office. Service hours help us in providing services to our students and help build community with each other. Each service hour is valued at \$10. Should service hours not be fulfilled by May 1st, bills will be mailed for any unfulfilled hours at the rate of \$10 per unfulfilled hour. Our goal is service, not collecting funds. General Meetings are held throughout the year and will include committee reports as well as important updates and reminders.

### **HOMEWORK/STUDY PRACTICE**

Homework, by definition is defined as work that must be completed at home as a continuation of daily educational experiences. Homework must belong to one of the four categories (1) Practice and reinforcement of concepts presented in class that day (2) Completion of class work that was not completed during class (3) Review of concepts for demonstration of knowledge on quizzes and tests (4) Completion of long-term projects or research papers for demonstration of independent learning. Parent participation in homework should decrease over the elementary years until there is no involvement at all by seventh-eighth grades. Guidance and support from the parent is helpful if done in moderation.

The following provides some developmental time frames per grade level. Note that these are guides not a definite. Some students take a little longer and others will complete the homework well in advance of the allocated times. Parents Note: Have your child teach you; one learns by doing, not being told what to do. The goal of study practice is to spend time (at a minimum ½ hour in Primary Grades, and an hour in Intermediate and 1½ hours in Middle School) in perfecting skills learned during the day, or to spend time reading more extensively about materials learned. Just as any field of endeavor in the professional world requires disciplined study for those who excel, so, too, the world of a student requires daily practice and study. Student Agendas are available for student in grades 2-8 for the homework/project information to be written in.

## **INSURANCE**

Every child in The Basilica School of St. Paul is covered by the Diocesan insurance plan for the hours he/she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year in your Home & School packet.

## **LOST AND FOUND**

Items are turned in continually. Clothing, books, backpacks and other items can often be located in the lost and found designated in the clinic, while more valuable items such as jewelry and wallets are kept in the School Office. Please check in the School Office if your children are missing items. Returns would be facilitated if such items were marked with student's name. Please mark all children's clothes and belongings with full names in permanent marker. Lost items of value are announced on the day they are found. If they are not claimed within two weeks time, they will be donated to the St. Vincent de Paul Thrift Shop or given to the finder. Unclaimed school uniforms are forwarded for recycling.

## **MEDIA CENTER**

All students have access to the school library, and should appreciate the library as a source of information and enjoyment. Library books may be checked out for a one (1) week period for grades K-5th and two (2) weeks for Middle School grades 6th-8th. Any child who loses or destroys a book will pay the cost to replace the book. Report Card grades will not be accessible until outstanding books are returned and/or outstanding fees are satisfied. Parents are encouraged to also obtain a Volusia County Public Library card for their child(ren).

## **NON-DISCRIMINATORY POLICY ON ADMISSION AND HIRING FOR THE DIOCESE OF ORLANDO**

The Catholic Schools of the Diocese of Orlando state the following policy in regard to admission and hiring practices: No person, on the grounds of race, color, sex or country of national origin, is discriminated against in admission or in receiving services of any school operated by them, nor do they hire or assign staff on the basis of race, color, sex or national origin either of the individual or of the student.

## **PHOTOGRAPHY AND PUBLICATIONS / DIOCESAN POLICY**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we) the parent(s) or legal guardians of a student enrolled at The Basilica School of St. Paul, do hereby consent, authorize and grant permission to the Diocese of Orlando and The Basilica School of St. Paul, Daytona Beach, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In addition, we consent to The Basilica School of St. Paul use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including without limitation, pictures, sketches, essays, short stories, poems and projects) for inclusion and display on the school's website. As safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that The Basilica School of St. Paul has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website. In granting, such permission (I) (we) hereby relinquish and give the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use.

**If you DO NOT give permission for your student to be photographed, interviewed, videotaped, or for your student's pictures or work to be displayed on the Basilica School of St. Paul website, please notify the administration in writing.**

## **PHYSICAL EDUCATION**

All students are scheduled for Physical Education classes. Students (K-8th) who are unable to participate in P.E. must present the teacher with a written note from a parent or doctor stating the reason. A note from a parent explaining why the student is not able to "dress out" will excuse the child for that day only. All students are required to wear a P.E. Uniform purchased from Fontaine Uniforms (1-800-621-8263). It is highly recommended that you label your child's P.E. uniform. See: Uniforms

## **PLAYGROUND SAFETY RULES**

Children must be supervised - by an adult - at all times.

Playground must not be used when wet, during non-daylight hours, nor during inclement weather.

Playground equipment is designed to be used by children ages 5 to 12.

Damages are to be reported immediately to school office

Swings: No standing, kneeling, twisting or jumping off.

Slides: Use steps. Slide down feet first. Always begin from sitting position. One child at a time.

### **PRAYER**

Prayer is a natural part of the school day. Each day begins and ends with prayer. Each classroom has a prayer table. Encourage your child's prayer life by joining him/her in family prayer.

### **REPORT CARDS / GRADING**

These are issued four times a year (1 per quarter) to inform the parents of the academic progress of each student enrolled at BSSP in grades 1<sup>st</sup>- 8<sup>th</sup>. The conduct grade for students in grades 1<sup>st</sup>-5<sup>th</sup> will be recorded by the homeroom teacher as they are self contained and in grades 6<sup>th</sup>-8<sup>th</sup> students will receive a conduct grade for each subject as they are departmentalized.

Parents of students in the primary grades (Pre-K & Kindergarten) will receive a report that will inform the parent as to their developmentally appropriate progress each semester.

### **RETURNED CHECKS**

When any checks are returned for insufficient funds, issuer will be notified that all future payments must be made with cash, money order, or certified funds for the remainder of the year. A \$35.00 penalty fee will also be assessed for each returned check. Checks will be re-submitted to the bank for collection. If payment is not processed a notice will be mailed providing the parent with a fourteen (14) day notice to respond, the Administration has the option to exclude your children from classes until payment is made or until a payment schedule has been arranged with the principal.

### **REVIEW OF RECORDS**

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing. Within 48 hours, the school will permit the parent to review the file in the presence of a witness delegated by the principal.

### **SAFE COMPUTER NETWORK**

In an attempt to keep a secure computer network and stand alone computers, no electronic files are allowed to travel between your home and the school computers. If you wish to bring home a project, bring a blank disk to copy to, with the understanding that it is not to come back to school.

### **SPECIAL EDUCATION**

Parents must submit copies of all diagnosis and evaluations pertaining to that student - including psychological educational evaluations, information regarding any medication the student is taking, and the reason for taking the medication. Failure to do so may result in the student not being accepted at The Basilica School of St. Paul. If, after the student is accepted, it is found that requested information was withheld, The Basilica School of St. Paul reserves the right to terminate said students' enrollment. Parents of students that presently attend BSSP that are subsequently diagnosed with a physical, emotional, or behavioral condition, or receive a psychological educational evaluation, will be required to sign a Release of Information form, so that BSSP can obtain a copy of the results, which will be kept in a limited access confidential file. The purpose of this request is so that we can legally make special accommodations for students with special needs. If we do not have documentation stating student's diagnosis and/or special needs in our files we cannot legally make special accommodations for that student. All parents are required to sign an agreement to this policy on the signature page of this handbook.

### **SPIRIT and SPORTSMANSHIP -SCHOOL MASCOT - Panther**

Common courtesy and good sportsmanship are very important. Students should consider visiting teams, officials, and visiting team supporters as guests and treat them as such. Respect the rights of all spectators. Accept the officials' decisions as final. Booing and jeering are not allowed at school events by anyone! Be modest in victory and gracious in defeat.

## **SPORTS PROGRAMS AND PARTICIPATION IN OTHER CLUBS / ORGANIZATIONS**

Representing the school in the sports program of the Diocese and participation in other clubs and organizations is a privilege extended to students. There are certain academic and conduct requirements for students who wish to participate. Academic Requirements: Students must maintain a combined average of 2.0 in major subjects (science, social studies, religion, language arts, and mathematics) as well as maintaining a passing grade in specials (Music, Spanish, and Art). Any student that has a failing grade in any area will not be allowed to participate in any extra curricular activities, sports, clubs, or organizations. This policy will be strictly enforced. Conduct requirements: Students must be recommended by their teachers based on their cooperation with school rules and regulations and their conduct in class. Teachers will advise the athletic director if students are ineligible to participate based on the above criteria. Eligibility is determined by performance in the prior grading period.

## **STUDENT SERVICE HOURS**

In preparation for high school and in line with the teachings of the church we have established a moderate volunteer hour requirement for our middle division students (grades 6<sup>th</sup> - 8<sup>th</sup>) Each student is expected to have completed half of the required hours by December 1<sup>st</sup> and to turn the corresponding form to the religion teacher. The expectations are as follows: Grade 6- 10 hours, Grade 7- 15 hours, Grade 8- 20 hours.

## **STUDENT ORGANIZATIONS/ ACTIVITIES**

NJHS - National Junior Honor Society, Student Council, SAAD – Students against Destructive Decisions, Safety Patrol are some of the organizations available to our students.

## **TESTING**

To ensure the overall quality of The Basilica School of St. Paul academic program and to monitor each individual student's progress, the Iowa Test of Basic Skills is administered to students in Grades 3-8 in the fall and to students in Grade 2 in the spring. Parents will receive a parent copy of the test results. A school copy is also placed in the student's cumulative file. The Guidance Counselor will assist in interpretation of individual results if needed. Fifth and Seventh grade students take the Iowa Writing Test. Fifth and Eighth grade students take the Catholic Religious Education test (ACRE). Midterm and Final exams are given at the end of the semester to Middle School Students (6, 7 & 8) in all major subject areas.

## **TUITION**

Tuition rates are determined yearly. Supply list cost, material fee and registration fee are not included in the tuition. Tuition payments are due on the schedule selected by the financially responsible person. Late payment fees will apply if payments are not made as agreed upon. In order for a child to re-register all accounts must be current. Final grades will not be posted or released until all financial obligations are met. Tuition payments are the primary source of financial support for the academic programs of Basilica School of St. Paul. Tuition must be paid in a timely and consistent manner by the individual who is financially responsible.

For the convenience of parents three tuition payment options are available: Monthly Payment Plan paid each month through SMART Tuition, Semi-Annual Plan of two payments and one Payment in full at the beginning of the year.

Monthly tuition payments and semi-annual payments are made through the SMART Tuition. Parents' tuition payments are made through auto debit of a designated savings/checking account selected by the parent. In cases which there is an outstanding balance transcripts for eighth graders will not be forwarded, nor will report cards be issued. In extreme cases eighth graders may be removed from participating in graduation events.

## **UNIFORMS**

### **PURPOSE**

The student dress code was formulated in an effort to ensure an environment that is free from distractions and conducive to learning. Families must comply with these requirements for the respect and support of our school environment. A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. The school uniform shall be modest and appropriate, irrespective of current fashion trends and styles.

The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation. Students should always appear neat and well kept. Parents are responsible to insure that their student is in complete uniform, pressed and clean and is properly groomed to attend school.

#### MAKE UP AND NAILS

Girls in the Middle school may only wear clear lip-gloss and clear nail polish. No acrylic nails or French manicures. Only white T-shirts without logos may be worn under the uniform shirts.

#### JEWELRY

Only a small cross necklace is acceptable. Earrings should be small and no larger than the ear lobe and no more than one earring per ear. Dangling earrings are not allowed. Boys may not wear earrings.

#### HAIR AND DRESS

Hair accessories must match and conform to uniform colors. Hair wraps may not be worn. There are no extremes in hairstyles or hair color. Boys' hair must be cut short (above ears) and natural color. Girls' hair must be neatly groomed and natural color. Spiked hair or hair with excessive dressing is not permitted. Boys' hair must be cut above the eyebrows, (not pushed back or to the side), above the collar in the back and above the ears on the sides. No tails are permitted or long sideburns. All uniform pieces should fit appropriately and be tailored to avoid showing undergarments. Blouses and shirts are worn neatly tucked in at all times. Shorts/skirts should be no shorter than three inches above the knee. Shoes are properly laced. No writing or decorations on shoes or visible skin are permitted. Boys are to wear belts each day.

BOYS			BOYS & GIRLS		
Navy	Flat Front Short	K-8TH	Red	Short Sleeve Pique Polo Shirt with Logo	K-5TH
Navy	Flat Front Trouser	K-8TH	White	Short Sleeve Pique Polo Shirt with Logo	6TH , 7TH & 8TH

GIRLS		
Plaid	Drop Waist Jumper	K-3RD ONLY
White	Short Sleeve Peter Pan Blouse	K-3RD ONLY
Plaid	Plaid Skort	K-8TH
Navy	Low Rise Slack	K-8TH
Navy	Girls Walking shorts	K-8TH

#### Lost and Found

Please “name tag” all clothing. Lost and Found articles will be displayed on the clothes rack in Mullally Hall. Periodically, all unclaimed articles will be sent to various missions. Lost valuables (i.e. glasses, watches, keys, and jewelry) may be claimed in the office.

#### Dress Down Days

***Dress down days are a privilege!*** These are a privilege not a right. Clothing must be clean, neat, proper size, no frayed edges, no rips/tears, no patches, no logos and no low cuts (with midriff showing). Students who fail to follow these guidelines will be asked to call a parent to bring them their school uniform which the student will then wear for the rest of that day.

#### Guidelines for Regular and Dress Down Days

##### **The following should not be worn:**

T-shirts that display inappropriate or unacceptable advertising, Sweat pants, beach wear, nylon shorts, nylon sweats, informal play shorts, and/or boxer shorts, provocative, transparent or translucent clothing, torn, frayed clothing or cut offs, oversized/undersized clothing, leather or vinyl clothing, spandex or extremely tight-fitting clothing, pajamas or sleepwear of any type (Except as a theme day), hats (Except as a special treat), shirts that are tied or that are not long enough to be tied, rolled coordinates at the waist causing them to not fit within the acceptable BSSP length guidelines, open toed and open heeled shoes, heels on shoes may not exceed 2” in height including the sole of the shoe, capri pants made of spandex, lycra or extremely tight-fitting material, no jeans or jean coordinates (except on designated days). ***The principal reserves the right to make the final decisions when questions arise concerning the appropriateness of articles of clothing and hair styles.***

All students will wear white ankle socks (must cover the ankle), black belts with shorts that require a belt and all black shoes or sneakers with no markings and or logos. Shoes that have these must have them covered with a permanent black marker.

**COOL WEATHER UNIFORM** – November through March. Students may wear over their regular school uniform one of the following: pullover sweatshirt with school logo, pull on sweatpants with school logo or a full zippered hooded sweatshirt with logo. Girls may wear tights (navy blue or white only) & turtle necks (navy blue or white only).

**P.E. UNIFORM (ALL GRADES – \*\*Pre-K thru 8<sup>th</sup>) GIRLS AND BOYS**

Black athletic shoes are required for all PE classes. All students will wear a grey t-shirt with logo and a red mesh short from the vendor company.

**Uniform Vendor Information**

Reese Brothers is our selected vendor. You may purchase uniforms BY PHONE: They accept phone orders with a credit card as long as you know your sizes. BY FAX: You may also fax orders to 407-767-5252 BY MAIL: Mail to the store with the address listed; ONLINE: You may also order online at [www.rissebrothers.com](http://www.rissebrothers.com) IN PERSON: You may visit the nearest location at 100 Candace Drive, Suite 120, Maitland FL 32751. If you have any questions, or need further information, please call our store at 407-339-1486, or email me at [cassandra@rissebrothers.com](mailto:cassandra@rissebrothers.com).

**USE OF SCHOOL NAME & LOGO**

The Basilica School of St. Paul owns the school or program's name and the administration has the right to restrict its use. This holds true for all activities in or out of the school parameters including use of such on school names, logos, etc... on blogs (myspace.com, etc...). Abuse of this ruling will result in serious consequences (determined by Administration).

**VISITORS/CLASS INTERRUPTIONS**

All parents and visitors must check in at the School Office and obtain a visitor/volunteer badge. Teachers are very busy during the school day. Parents who wish to visit with a teacher may call send an e-mail or send a written note to the teacher in advance. An appointment may then be arranged. In order to respect their privacy, teachers should not be telephoned at home. In order to sign out a student any time during school hours, proper identification is required. Notify the School Office if someone, other than a parent, is signing out the student. In order to respect the privacy rights of individuals, the Parent/Student Directory is the only resource available with family addresses and telephone numbers. Please do not ask administration or faculty for addresses or telephone numbers of families not listed in the directory.

**VOLUNTEERS**

Volunteers are always welcomed and appreciated. To be a volunteer the following criteria must be met:

**Fingerprinting-** The Diocese of Orlando has enacted the following policy in an effort to ensure the safety of those persons under the care of the Diocese: All employees, volunteers, chaperones, clergy, seminarians, religious brothers and sisters will be required to submit a completed ***Criminal Background Check Form*** as well as a complete set of fingerprints so as to facilitate a criminal background investigation. Eligibility for employment, volunteer work, and or ministry will be contingent and conditioned upon a satisfactory background investigation. This background investigation needs to be updated every five (5) years. You will not be able to volunteer until the school office has received confirmation of the clearance. This policy will apply to all employees, parents, chaperones, and volunteers of The Basilica School of St. Paul. This includes any person who interacts with children at The Basilica School of St. Paul. In addition compliance with the diocesan "Safe Environment Training" is required. Regretfully volunteers may not bring siblings to school activities and or events, (field trips, classrooms, activities, etc....).

**Volunteer Service Hour Covenant-** Our school community distinguishes itself for the outstanding support that our parents provide to our school sponsored activities. Parental support provides for wonderful activities to take place and for outstanding participation of our students in such activities. We encourage and promote parental involvement in our school. All parents must follow the Diocese of Orlando background and fingerprinting process prior to interacting or volunteering with students.

As a volunteer at The Basilica School of St. Paul, I hereby agree to abide by and adhere to all of the following guidelines, as conditions of my involvement with the school:

- As a parent or guardian of a student registered at the Basilica School of St. Paul, I understand that I am responsible to share my time and talents with the school community.
- I understand that I am called forth to volunteer a minimum of 20 hours of service to the school or church community, during this school year. The service can be fulfilled by my active participation in any school event or church activity that calls forth my service. These hours may also be obtained through various volunteer positions available at the school or parish.
- I realize that I am responsible for logging these volunteer hours in the School Office. I also understand that if I do not complete my hour obligation during the school year, I will be billed and will be responsible for paying the school \$10.00 per hour for all unfulfilled hours.

- I am aware of the utmost serious nature and responsibility associated with my involvement in the school. This attitude will guide all of my activities and interactions with the students, faculty and staff.
- I will not discuss with anyone occurrences which may take place in the classroom or on school grounds. I will protect the integrity of each child and teacher by upholding confidentiality at all times.
- All of my interactions with the students with the students/class will only occur at the specific request of and guidance by the classroom teacher.
- I will not initiate any activities without the prior consent and approval of the classroom teacher or administrator.
- My activities and interactions will not disrupt or hinder the instruction process in any way, but instead must always be supportive and conducive to the learning environment.
- I will never engage in discussions or dialog of a personal nature while in the classroom, or anywhere on the school grounds.
- I will arrive on time to perform my volunteer duties and will leave the school grounds upon completion of my duties.
- I agree that if I deviate from these guidelines, as pointed out by school officials, I will forfeit my privileges as a volunteer and I will no longer be allowed to volunteer under this program for the remainder of the school year.
- I understand that it is only through the strict adherence to these guidelines, which govern my interactions with the students, faculty and staff, that the privilege of assisting as a volunteer is extended.

**Volunteer Hour Covenant Guidelines**

Service	Hours	Service	Hours
Baked Goods		Major Fundraiser Coordinator	Full Credit
Store Bought	1 hour per event	Major Fundraiser Assistant Coordinator	Length of time
Home Baked	2 hours per event not item	Room Parent Coordinator	Full Credit
Maximum 5 hours per school year for baked goods		Room Parent	Full Credit
		All full time Employees	Full Credit
HAS Meetings	1 hr. per family per meeting	Coaches	Full Credit
Pot Luck Dinners	2 hours per family (includes meeting & food)	HSA Officers	Full Credit
Saturday Work Crews	Length of time	Field Trips	
Playground / Lunchroom	Length of time	Chaperones	Length of trip not to exceed 4 hours
Classroom Volunteers	Length of time	Drivers	Length of trip not to exceed 4 hours +1 hour
The following are not eligible for hours: Orientation nights, Class meetings, Christmas Program, Parent Teacher Conferences, Donation of materials, equipment or other goods (computers etc.)		Parish Activities	Length of time – Not to exceed 5 hours per school year

**WEATHER EMERGENCY**

The Diocese of Orlando policy states that in case of inclement weather, the students will follow the instructions for the Volusia County schools. The local television and radio stations (WESH-Channel 2, WCPX-Channel 6, WFTV-Channel 9) will carry officially authorized Basilica School of St. Paul closings. In the event that Volusia County schools are not in session, The Basilica School of St. Paul will also be closed. Please note: our reopening may occur sooner than the local public schools. Closing/Reopening information may also be posted on the Diocese of Orlando web page: [www.doschool.org](http://www.doschool.org). The School will also activate the “school reach” system (if operational) that will place a call home with the latest information regarding reopening.

**WITHDRAWAL FROM SCHOOL**

The Administration Office must be notified of a pending move at least one (1) week prior to the withdrawal date. A Notification of Transfer form must be completed, all library books and school textbooks returned in good condition, and all financial obligations satisfied before student records can be released to the receiving school.

## WRITTEN NOTES

A written parental note to the homeroom teacher is required for any of the following reasons: absenteeism and tardiness; permission to leave school early or permission to walk off campus; permission to miss PE due to illness or injury; permission to go home with someone other than parent.

*The administration of Basilica School of St. Paul retains the right to amend any part of the Handbook for just cause and parents will be notified, in writing, when changes are made.*

## Diocese of Orlando Network Acceptable Use Policy - for All Parishes, Schools and Entities of the Diocese of Orlando - Parent Addendum

*(Please note these are excerpts from the full document)*

### 5.3 Unacceptable Use

1. A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies which offer such database opportunities. This type of database can also compromise a person's identity and/or place an individual in danger, if the database is misused or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given e-mail addresses to communicate with other subscribers. In addition, the database should NOT:
  - a. Offer Chat or Chat Rooms
  - b. Allow Blogs
  - c. Require or Request Photos of Subscriber
  - d. Ask for Age or Gender of Subscriber
  - e. Display Subscriber E-Mail Addresses
  - f. Allow Subscribers Access to Other Subscriber Information
  - g.
2. The following activities are, in general, prohibited. Authorized users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
  - a. Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal or international law while utilizing the Diocesan entity-owned resources.
  - b. Authorized users are prohibited from attempting to circumvent or subvert any system's security measures. Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.
  - c. When an authorized user becomes "unauthorized" by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges or information for which he/she has not been authorized.
2. **System and Network Activities:** The following activities are strictly prohibited, with no exceptions:
  1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocesan entity.
  2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner's authorization is prohibited.
  3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
  4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
  5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
  6. The installation or use of Instant Messaging is prohibited.

7. Using a Diocesan computing asset to access inappropriate or offensive material or to engage in the procuring or transmitting of material that violates Diocesan anti-harassment or hostile environment policies.
8. Making fraudulent offers of products, items, or services originating from any Diocesan entity account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, creating or propagating viruses, hacking, network sniffing, spamming, pinged floods, packet spoofing, password grabbing, disk scavenging, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Diocese of Orlando is made.
12. Executing any form of network monitoring which will intercept data not intended for the authorized user's host, unless this activity is a part of the authorized user's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

5.4 **Email and Communications Activities:** Diocesan entities maintain electronic mail systems. These systems are provided by the Diocesan entity to assist in conducting business within the Diocese.

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.
2. Unauthorized use, or forging, of email header information is not allowed.
3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is not allowed.
4. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam) is not allowed.
5. The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.
6. The e-mail system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal e-mail through such networks as AOL, Yahoo, GMAIL, should be accessed on a limited basis.
7. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.
8. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
10. Notwithstanding the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any e-mail messages that are not sent to them.
11. Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user's messages without the latter's permission.
12. All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.
13. The appropriate authority should be notified if a user becomes aware of e-mails which violate this policy.

**10.0 How to Comply With The Children's Online Privacy Protection Rule** In order to provide interactive service, Diocesan entities might collect personally-identifiable information from the users the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando on-line privacy policy. The privacy policy is posted on the Diocese of Orlando website, [http://www.orlandodiocese.org/outreach/child\\_youth/online\\_policy.html](http://www.orlandodiocese.org/outreach/child_youth/online_policy.html).

