



# Parent and Student Handbook 2022-2023

## **Mission Statement:**

Inspired by Saint Paul and rooted in our Catholic Faith, we seek to know, love, and serve Jesus Christ through academic excellence and our persistence in serving His people.

317 Mullally Street  
Daytona Beach, FL 32114  
Phone: 386-252-7915  
Fax: 386-238-7903

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

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## Faculty and Staff

### Characteristics

Our faculty and staff are highly qualified. All our teachers are certified by or eligible for certification with the Florida Department of Education and/or the Early Learning Coalition of Volusia and Flagler Counties and are qualified according to the guidelines established by the Florida Catholic Conference, which is the accrediting agency for our school and the Catholic schools in the State of Florida. The Basilica of St. Paul operates under the direction and supervision of the Office of Catholic Schools for the Diocese of Orlando.

The administration of Basilica School of Saint Paul is the responsibility of the principal, who is appointed by the Bishop of Orlando and who works under the supervision of the superintendent of Catholic Schools. The principal works closely with the faculty and staff to ensure quality of Catholic Education for the students.

The School Advisory Board is appointed by the principal to assist with matters related to the administration/operation of the school.

### Early Childhood

VPK Teacher and Director	Mrs. Barbie Kiesel	<a href="mailto:bkiesel@stpaulpanthers.org">bkiesel@stpaulpanthers.org</a>
Kindergarten Teacher	Mrs. Jessica Chacon-Davis	<a href="mailto:jdavis@stpaulpanthers.org">jdavis@stpaulpanthers.org</a>

### Elementary School

<b>Grade 1:</b>	Mrs. Jane Crawford	<a href="mailto:jcrawford@stpaulpanthers.org">jcrawford@stpaulpanthers.org</a>
<b>Grade 2:</b>	Mrs. Erin Roszak	<a href="mailto:eroszak@stpaulpanthers.org">eroszak@stpaulpanthers.org</a>
<b>Grade 3:</b>	Mr. Mark Wetherell	<a href="mailto:mwetherell@stpaulpanthers.org">mwetherell@stpaulpanthers.org</a>
<b>Grade 4:</b>	Mrs. Amy Van-Auken	<a href="mailto:avanauken@stpaulpanthers.org">avanauken@stpaulpanthers.org</a>
<b>Grade 5:</b>	Mrs. Melanie Clark	<a href="mailto:mclark@stpaulpanthers.org">mclark@stpaulpanthers.org</a>

### Middle School

Math / Social Studies 8th Grade:	Miss. LeeAnn Brown	<a href="mailto:lbrown@stpaulpanthers.org">lbrown@stpaulpanthers.org</a>
MS Science/ ELA 7 <sup>th</sup> and 8 <sup>th</sup>	Mrs. Sarah Alrikabi	<a href="mailto:salrikabi@stpaulpanthers.org">salrikabi@stpaulpanthers.org</a>
Religion Department Chair	Mrs. Anne Bibik	<a href="mailto:abibik@stpaulpanthers.org">abibik@stpaulpanthers.org</a>
ELA 6 <sup>th</sup> , Math and SS 6 <sup>th</sup> and 7 <sup>th</sup>	Mr. Gary Van Auken	<a href="mailto:gvanauken@stpaulpanthers.org">gvanauken@stpaulpanthers.org</a>

### Special Areas

Art	Ms. Ektemal Francis	<a href="mailto:efrancis@stpaulpanthers.org">efrancis@stpaulpanthers.org</a>
Physical Education and Athletic Director Assistant	Mr. Gerald Hilliard	<a href="mailto:ghilliard@stpaulpanthers.org">ghilliard@stpaulpanthers.org</a>



Music	Mrs. Jane Parker	<a href="mailto:jparker@stpaulpanthers.org">jparker@stpaulpanthers.org</a>
K-5 <sup>th</sup> Grade ELA Intervention	Mrs. Zoila Mateo	<a href="mailto:zmateo@stpaulpanthers.org">zmateo@stpaulpanthers.org</a>
4 <sup>th</sup> -8 <sup>th</sup> Grade Math	Mrs. Myrna Shank	<a href="mailto:mshank@stpaulpanthers.org">mshank@stpaulpanthers.org</a>
<b>Administration and Staff</b>		
Pastor	Fr. Ken Gill	<a href="mailto:kgill@basilicaofsaintpaul.com">kgill@basilicaofsaintpaul.com</a>
Principal	Mrs. Andrea Rivera- Bonilla	<a href="mailto:arivera@stpaulpanthers.org">arivera@stpaulpanthers.org</a>
Guidance Counselor	Ms. Erin Reid	<a href="mailto:ereid@stpaulpanther.org">ereid@stpaulpanther.org</a>
Resource Teacher	Ms. Ann “Windy” Guidry	<a href="mailto:aguidry@stpaulpanthers.org">aguidry@stpaulpanthers.org</a>
Technology IT	Mr. Glenn Hegel	<a href="mailto:it@stpaulpanthers.org">it@stpaulpanthers.org</a>
Facilities	Mr. Jeffrey Miller	<a href="mailto:jeffmiller@stpaulpanthers.org">jeffmiller@stpaulpanthers.org</a>
Office Manager and Enrollment Specialist	Mrs. Agny Mencia-Urzua	<a href="mailto:amencia@stpaulpanthers.org">amencia@stpaulpanthers.org</a>
Office Assistant Aftercare Coordinator	Mrs. Zoila Mateo	<a href="mailto:zmateo@stpaulpanthers.org">zmateo@stpaulpanthers.org</a>
Kitchen Manager	Ms. Cynthia Beckton	<a href="mailto:cbeckton@stpaulpanthers.org">cbeckton@stpaulpanthers.org</a>
Cook	Ms. Cynthia Beckton	<a href="mailto:cbeckton@stpaulpanther.org">cbeckton@stpaulpanther.org</a>
Cook Assistant	Ms. Latoya Cooper	<a href="mailto:lcooper@stpaulpanthers.org">lcooper@stpaulpanthers.org</a>
Aftercare Staff	Mrs. Valeska Chacon	<a href="mailto:valeska@stpaulpanthers.org">valeska@stpaulpanthers.org</a>
Custodian	Mr. & Mrs. Murray	<a href="mailto:amurray@stpaulpanther.org">amurray@stpaulpanther.org</a>

## General Information

### Introduction

The purpose of the Parent/Student Handbook is to ensure that parents and students understand the rules and regulations of the school and agree to abide by them. The policies are intended to promote the development of self-discipline, accountability, appreciation of learning, and respect for others. The information contained in this handbook enables us to cooperate and communicate effectively and provide for the safety and security of each child. All parents, guardians, volunteers, and students are expected to follow the procedures set forth in this handbook once the children are enrolled at the Basilica School of St. Paul. When in doubt regarding a particular policy, procedure, regulation, or activity, please contact the school office and/or the administration to clarify the issue.

### History

The Basilica School of St. Paul, formerly St. Paul Catholic School of Daytona Beach was established in 1926. St. Paul Catholic School originally began as St. Paul Parish School in 1925, built by the Diocese of St. Augustine. The original teachers were the Dominican Sisters of Blauvelt, New York. The school started with 35 students in grades 1<sup>st</sup> -8<sup>th</sup> taught by four of the Dominican Sisters. The community of sisters taught at the school until 1985 when they were called back to their schools in New York and the school was then led by lay administration and teachers. BSSP has provided a quality Catholic education to the Daytona Beach community for over 90 years.

- We encourage each child to achieve his/her potential –spiritually, intellectually, personally, socially, and physically.
- We believe that Basilica School of St. Paul is an integral part of the parish. We therefore prepare our students to live lives of service.
- Believing in the fatherhood of a loving God, The Basilica School of St. Paul does not discriminate based on race, color, national or ethnic origin.

### Accreditation

Basilica School of Saint Paul is accredited through the Florida Catholic Conference of Bishops (FCC). We are also members of the National Catholic Education Association (NCEA).

### Mission Statement

The Basilica School of St. Paul, in Daytona Beach, Florida, exists to assist parents in fulfilling their obligation to educate the children that God has entrusted to them. Parents are the primary source from which children derive their values; parents entrust their children to us to continue and complement the education that begun at home. We encourage each child to achieve his/her potential –spiritually, intellectually, personally, socially, and physically. We believe that Basilica School of St. Paul is an integral part of the parish. It is therefore the mission of the Basilica School of St. Paul in conjunction with the parents and guardians of our children to ***“Inspired by Saint Paul and rooted in our Catholic Faith, we seek to know, love, and serve Jesus Christ through academic excellence and our persistence in serving His people.”***

### Our Charism

***“Shining and Sharing the Light of Truth”***

### Our Pillars

***Prayer, Study, Community and Service***

# Admissions and Enrollment

## Admissions Process

Parents interested in applying for admission are required to visit the school, have their child(ren) tour the school/visit their classroom, and complete a screener test in ELA and Math (for grades 1<sup>st</sup> -8<sup>th</sup>) with the Director of Student Services. These campus tours are offered by appointment only with our enrollment specialist. Additionally, students entering 1<sup>st</sup>-8<sup>th</sup> grade must provide a student recommendation form provided by Basilica School of St. Paul.

An applicant for 1<sup>st</sup> grade or above must provide a copy of his/her most recent report card and a copy of the results of their most recent standardized tests scores. The enrollment specialist must be informed of any IEP or 504 plans the child may have before acceptance can be formalized. State health requirements must also be met before a child is accepted at BSSP. Refer to the enrollment package for a checklist of all the items require prior to acceptance. A \$75.00 registration fee is due with the application; this reserves space for your child and is non-refundable unless space is not available in the requested class. The first month's tuition is for curriculum. Students are expected to have the necessary school supplies for every day. A list of required supplies is provided to parents before the start of the school year.

## Admission Priority

In order of priority, the Basilica School of St. Paul will accept children:

1. currently enrolled at BSSP who are eligible for re-enrollment
2. whose parents are active, contributing parishioners
3. whose siblings are currently enrolled students or alumni
4. whose parents are contributing members of one of our feeder parishes
5. transferring from another Catholic school (out of state)
6. whose parents belong to another Christian traditions and/or denominations

## Admissions Policies

Students applying for Pre-K4 (VPK) must be four years old by September 1<sup>st</sup> of the year of entrance. Students applying for kindergarten must be five years old by September 1<sup>st</sup> of the year of entrance. Students entering First Grade must be six years old by September 1<sup>st</sup> of the year of entrance.

All new students entering the Basilica School of St. Paul must sign an "Authorization for Release of School records" form so that BSSP can request school records from their previous school(s).

## Enrollment

The following items are required prior to acceptance:

- 1) School Physical Examination HRS 3040 (Original Form)
- 2) Florida Certification of Immunization HRS 680 (Original Form)
- 3) Copy of Birth Certificate
- 4) Social Security Card
- 5) Copy of Baptismal Certificate (for Catholic students)
- 6) Copy of custody order, or other court orders (if applicable)
- 7) Completion of the Tuition Agreement in FACTS as well as any scholarship award letter.
- 8) Emergency contact information as well as all financial accounts must be current and must be made prior to the start of the school year.

### Acceptance

Parents/Guardians will receive notification of acceptance to BSSP shortly after completing the Online Application and submitting all the documents required. New students at the Basilica School of St. Paul are subject to a probation period to determine if both the student and the school benefit from the student's placement at the school. During this period, students will be evaluated for attendance, behavior, completion of assignments, adherence to school rules, and cooperation with teachers and staff. If any procedures or policies are not followed, the student will be removed from the school during, or at the conclusion of probation period.

### Custody Arrangements

Parents/guardians who are or become divorced, separated, unmarried, or who have other special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file. This information and documentation must be provided and updated upon applying for admission, re-enrollment, and whenever a custody arrangement changes. BSSP is not responsible for failing to honor arrangements that have not been made known. The Authorized Pick-Up Form must also be updated as needed to reflect all current custody arrangements. A list of adults (with their phone numbers and a copy of their driver's license) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

Any specific instructions regarding the release of the child to a parent must be in writing, signed, and kept in the student's file. Any special requests for school staff to release a child to someone other than the persons indicated in the specific instructions must be in writing and signed by the custodial parents/guardians of record.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the noncustodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is the parent's responsibility to respond to all requests for information and keep all contact information up to date with the front office including address, phone numbers, and email addresses. The names and phone numbers of emergency contacts and those authorized to pick up children must also remain current. This is crucial to maintain the safety of the children and to facilitate open, two-way communication between the school and home. A valid form of ID may be required.

### Re Enrollment

The principal may determine that re-enrollment of a particular student is not in the best interest of the child, or of the school. Such determination will be communicated to the family in writing. Some reasons for refusal of re-enrollment include, but are not limited to:

- Failure to pay tuition, student fees, or other school-related expenses
- Failure to complete with volunteer hours required.
- Behavior by a student, parent or guardian that reflects consistent lack of respect for the school, school authorities, policies, procedures, or the faith community teaching and mission of the Roman Catholic Church.



- Failure of a student, parent, or guardian to act in ways that promote the best interests of the church and school
- Refusal of a parent or guardian to collaborate with the school on recommendations made in the best interest of the student, such as diagnostic testing, referral to counseling services, behavioral assessments, and/or other educational recommendations necessary to the student's academic success
- Unwillingness of a parent or guardian to grant the school access to confidential information/access necessary for the education of the child

### After School Program

The After-School Care Program at the Basilica School of St. Paul for **2022-2023** operates from **3:15-5:30p.m.** (Monday, Tuesday, Thursday, and Friday) and from **2:15-5:30p.m.** on Wednesday. It does not operate on days when school is not in session and/or noon dismissal days.

The monthly rate (*10 equal monthly payments of \$144.80*) is based on *181* days of school at *\$8.00* per day per student for a total of *\$1,448.00* per school year. These payments must be paid to Mrs. Mateo, our aftercare coordinator, with all balances paid on the *15<sup>th</sup> day of each month.* Failing to pay aftercare fees will result in that your child (ren) will not be allowed on campus until payment is received. Payments can be made by credit card or cash to the school office.

**Late Pick-Up** – We understand that emergencies occur. Therefore, for students not registered in aftercare there will be an **\$8.00 fee per day. This fee must be paid the Friday of that week.** If you are more than 30 minutes late after 5:30pm we reserve the right to release your child to the proper authorities. Failing to pay aftercare fees will result in that your child (ren) will not be allowed on campus until payment is received.

The parents will be notified, and the student will not be allowed to return to campus until the balance has been paid in full. Please, refer to After Care Past Due Notice for more detailed information.

### Non-discrimination Policy

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

## Financial Policy

### Tuition Payments

Basilica School of St. Paul is firmly committed to providing an opportunity for a Catholic education with tuition costs that are reasonable for most families. All families shall be expected to make tuition payments according to one of the school's available payment plans. Each family's preferred manner of payment must be submitted each year at the time of student enrollment. All families must have their tuition for the current school year paid in full by the last day of school. Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be in attendance according to a formula established by the pastor, principal, and tuition bookkeeper.

For Aftercare and other extracurricular activities available for students, please refer to each registration form which contains specific information regarding financial and behavioral expectations. Failure to abide by these





rules will result in the dismissal of the students from the specific group and may result in the students not being allowed in campus.

### Payment Options

Tuition may be paid in the following ways:

- Entire tuition paid by August 1 directly to Basilica School of Saint Paul Catholic School.
- Half of tuition paid at time of enrolment and remainder by December 15<sup>th</sup>, through FACTS Tuition Management.
- Payments through the FACTS Tuition Management program (11 payments total) beginning in July ending in May.

### Scholarships

Because we want to keep our school affordable for all families, Basilica School of Saint Paul has scholarships and financial assistance available for families in financial need. These are:

**Step Up for Students** [www.stepupforstudents.org](http://www.stepupforstudents.org).

**McKay** <https://www.floridaschoolchoice.org/Information/McKay/>.

Help is also available for those families needing financial assistance, but not meeting the income guidelines or other requirements for the Step Up for Students or McKay. In all cases, families must apply for **FACTS** online at <https://www.factstuitionaid.com>

FACTS Tuition Management Service collects tuition for those families on payment plans. There is a non-refundable annual administrative fee per family for enrolling in the FACTS deduction program. This fee will be added to your tuition collected by FACTS. Please do not make this payment to the school. Credit Cards will not be accepted.

### Late Payments

It is the responsibility of each parent/guardian to keep the pastor and principal informed of their need to make any changes in their tuition payment preference option or adjustment in the amount of tuition expected to be paid. The school will work with families to set up alternate payment plans if necessary.

### Overdue Accounts

Overdue accounts will be handled as follows:

15 days late: Families overdue more than 15 days will receive a formal statement and a letter from the principal requesting payment and/or explanation of extenuating circumstances. If we do not receive payment by the date established, this will result in your child (ren) not being allowed on campus until full payment of the balance is received.

A fee of \$25 will be charged for all returned checks.

### Withdrawal

Families must notify the office manager/ enrollment specialist in writing (complete an exit form) if a student will be withdrawn from the school. Attendance on any day of a month obligates payment for that entire month. Families withdrawing during the school year must pay the remainder of that month's tuition. The school will not

forward records for students who withdraw with an outstanding balance including aftercare, sports, and other extracurricular events. Months paid in advance, but not attended, will be refunded.

## Health

### 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.

### Contagious Conditions

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, ringworm, head lice and pink eye. Notice of the contagious disease is sent home to parents of students in the homeroom and other areas where contact may have taken place. Doctor notice regarding treatment of strep, ringworm and pink eye needs to be submitted to office upon return of student.

### HIV/AIDS Policy Regarding Students

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8<sup>th</sup> 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.

### Illness

If a child is running a fever of 100°F, is nauseated or ill at home before school starts, ***do not send the child to school***. Sending the child to school exposes others to possible illness. When a student will be absent from school due to an illness, a parent is required to call the school office with the nature of the illness. Children will be sent home if any of the following conditions exist, so please keep your child home in the morning if he/she exhibits:

- Diarrhea or vomiting
- Severe cough
- Yellowish, watery, or red eyes
- Difficult or rapid breathing
- Abnormal body temperature or fever (below 97°F or above 100°F)
- Severe headache
- Head lice

If a child becomes ill at school, the teacher will send the child to the office where the office staff or school Nurse will notify the parents. If the child is running a fever, the parent must come to the school in a reasonable amount of time (within one hour) and transport the child home. The student may return after 24 hours symptom free. In the case of accident or emergency the parent also must pick the child up in a reasonable amount of time, or the school will call 911 to have the child transported to the Emergency Room at Halifax Health Medical Center.

## Clinic

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.

Whenever a child has a communicable disease, the parents must notify the school office by phone call, email, or written notice, so that health records may be kept up to date. Following certain communicable diseases, a definite period of absence from school is required. Since cases vary greatly, it is recommended that a child see the family physician, who will determine if the child is ready to return to school.

For cases of strep infection, ringworm, impetigo, conjunctivitis (pinkeye) and other infectious conditions, a child must be on medication for 24-48 hours, and be symptom-free prior to returning to school. A child's temperature must be within normal range for at least 24 hours before returning to school. Children must be free from nausea, diarrhea and vomiting for 24 hours before returning to school. If a child is diagnosed with head lice, he/she must be completely lice- and nit-free before returning to school. The child will have their hair inspected before they are allowed to return to their classroom.

A note is required from the parent and doctor if a student can come to school but unable to participate in school activities such as Physical Education.

Any allergies to foods, insects, and medications must be included on children's Emergency Information form. If a child is allergic to bee stings, the parent must provide a bee sting kit to be kept in the school office. If a child has food allergies, parents must provide an EpiPen with completed medical form from their physician to the office staff and/or school Nurse.

## Administration of Medication

The Diocese of Orlando in compliance with the state of Florida, mandates that schools must have proper documentation from a physician to administer any prescription or over the counter medication. If any medication must be administered during school hours, the parent must complete a Student Medication Authorization form before school personnel can comply with their request. Parents could obtain this form from the school office or website. The form must be completed and signed by a physician as well as by the parents. No student is to have in his/her possession any medication during school hours. All medication must be kept in and distributed through the office staff and/or school nurse.

### Administration of Medication by school personnel:

- No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation.
- The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
- The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

### Self-Administration:

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

### Appropriate Containers:

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

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

### Storage of Medication:

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

### Emergency Contact and Medical Information Forms

It is the parent's responsibility to respond to all requests for information and keep all contact information up to date with the front office including address, phone numbers, and email addresses. The names and phone numbers of emergency contacts and those authorized to pick up children must also remain current. This is crucial to maintain the safety of the children and to facilitate open, two-way communication between the school and home.

## Parent Code of Conduct

It is with every intention that a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, if parents/guardians significantly reduce the school's ability to effectively serve its students, the parents/guardians may be requested to remove their child(ren) from school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to the diocesan or schoolwide policies and regulations.
- Interference in matters of school administration or discipline.
- Failure to respect professional confidentiality in matters related to school staff, families, children, or school occurrences.
- Speaking negatively against the school, especially on social media.
- Any other behaviors that jeopardize the mission of the school. In such cases, reasonable efforts to elicit the minimum parental cooperation shall be made and documented.

In the event the parent/guardian has caused a serious disruption, the parent/guardian may be restricted from being present on the school premises or attending school activities. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that the family withdraw their children. Documentation signed by the principal and the parent/guardian, as well as any other information or evidence of consultation with parent/guardian on the matter, must be retained on file. If the parent/guardian refuses to accept the recommended withdrawal, the procedures for expulsion may be followed.

### Raptor

Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front office (reception desk) to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. School gates will be locked at 8:00am daily. All visitors and volunteers must report to the main office and always wear their name badges/lanyards in plain sight while on school grounds or at school-related events.

### Volunteer Hours

Each family must meet a volunteer service payment of 10 volunteer service hours (5 hours for part-time PK students) per school year. Volunteer opportunities are posted on the school website throughout the year and include helping in school, fundraising activities, etc. Alternatively, parents/guardians may choose to make a cash payment for volunteer service hours to the school (\$10.00 per hour which is equivalent to \$100.00 a year). The volunteer service payment is a financial obligation and an enrollment requirement. A credit of 5 service hours or \$50.00 may be applied towards those first-year families who satisfactorily complete the safe environment and fingerprint requirement. The \$50 credit will not be applied to those families who do not complete the Safe Environment and Fingerprint. After the first year, families are required to complete the 10 volunteer service hours or pay the \$100.00 fee. Failing to abide by this requirement will result in a probationary period for the family and/or ineligibility for re-enrollment.

Any person on the campus without a badge will be directed to the office for registering their presence and receiving a badge. Parents/volunteers who observe inappropriate student behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a student and are required to be dressed appropriately for working with elementary and middle school children in a Catholic environment.



## Fingerprint Policy and Safe Environment

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

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines about safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. The Diocesan requirements must be met for individuals to volunteer in any capacity within the school.

## Procedures and General Information

### Arrival and Dismissal

Regular school hours are Monday-Friday, 7:55am – 3:00pm. School gate opens at 7:00am. All students are expected to be in their homerooms by 7:45am. After 7:55am, they are marked tardy. Students will not be allowed to come in if arriving after 8:30 am unless valid documentation is provided to the office staff. If arriving after 8:30, parents are required to accompany their child to the office.

All students in grades VPK - 8<sup>th</sup> are to be dropped off along the “coned” area close to the school office. Students should be ready to exit the vehicles on the passenger side with all their belongings. Students must always walk and use extreme caution while in the parking lot.

Students are dismissed at 3:00pm every day but Wednesdays. Wednesdays are early release and students are dismissed at 2:00pm. Parents are expected to pull all the way around the loop and wait for the children to be called.

It is expected that parents be courteous, patient, and respectful by keeping the car line moving and following directions of school personnel. Students who are not picked up by 3:20pm will be taken to aftercare.

Students who are not registered in the After School Care Program and not picked up within 15 minutes after dismissal, will sit in a designated area to wait for their parents. Please, refer to the late pick-up section.

Students are not permitted to return to the school building after being picked up unless accompanied by an adult. The child and adult must check into the front office and/or aftercare staff.

### Attendance Expectations

It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Alert the front office by dialing extension 320, each day of the absence, between 7:00-8:00 a.m.

The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a student for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this 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 a hospitalization.
- Has been under a doctor's care for a significant illness.
- Is returning to school after being excluded because of a communicable disease.

Students who are absent from classes are required to make up all missed classwork and homework. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Work not made up will cause the student's grade to be recorded as "Incomplete". A student who has a grade of Incomplete in any core subject will not be promoted to the next grade until the missing work is completed. It remains the responsibility of the student to gather these assignments and complete them in the allotted amount of time.

### VPK Philosophy

The goal of our Early Childhood program is to provide children with positive learning experiences by developing a rich environment where they feel safe to explore, enhance their interest in learning, and to feel free to express themselves. The focus of the VPK classroom teacher is on the creation of effective lesson plans and the preparation of different programs to achieve specific learning outcomes. The student must actively participate by attending class and completing assignments provided by the teacher.

Our VPK program provides inclusive settings that recognize children's varied abilities, interests, needs and learning styles while embracing diversity. The VPK curriculum offers learning experiences and materials that support children's social, emotional, academic, and physical development.

Our program believes in providing experiences to teach children to be respectful to each other and appreciate the differences among cultures.

Full Day Session	Drop off 7:55 a.m.
Program Hours	8:00 a.m. – 11:00 a.m. VPK 11:00 a.m. – 11:30 a.m. Lunch
Wrap-Around	12:00 p.m. – 5:30 p.m.

Early Dismissal Wednesday Pick Up at 2:00 p.m.

Parents must sign in and sign out their children using their legal signature (first and last name) only as proof of attendance. Daily attendance is mandatory for VPK children. Your child may have three (3) excused absences a month. Unexcused absences are those that are not properly documented.

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

Students who attend the VPK half day program, will be dismissed from their classroom at 11:00 a.m. Parents are to make sure that they sign these students out daily. Students who participate in the VPK wrap around program will be dismissed during normal school hours and will follow the school's afternoon pick up procedures.

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

### Excused Absences

Excused absences include the following:

- Illness or injury to the student.
- Serious illness or death in the student's family.
- Scheduled medical appointment.
- Required court appearance or supervised visitation.
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, etc.
- Approved school-sponsored events, school athletic events, retreats.
- Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

### Unexcused Absences

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips.
- Suspension from school.
- Truancy.
- Other avoidable absences not included on the "Excused Absence" list above.

In case of absence, students will have up to two days to make up class work and homework assigned on each day absent. Missed tests will be administered upon consultation with the teacher. If family vacations are taken during scheduled school days, the student will be responsible for making up missed work upon return. Homework and schoolwork will not be provided by the classroom teacher during the vacation. Student assignments that are turned in after the deadline may be marked down as late assignments.

**Teachers are not required to give make-up work or tests for absences due to unexcused absences nor will they give assignments prior to an impending absence because of a vacation.**

### Attendance Policy

When a student reaches 12 absences, a conference must be held with the student, his or her parent(s) or legal guardian(s), and the school administration to establish a plan to improve the student's attendance and academic performance.

After parents and principal meet, 12 more absences from school may result in an automatic retention in the grade level. In the event a total of 30 absences is reached, the student may be immediately withdrawn from school. Please be aware that all balances must be paid in full before we can release any information requested from another school.

Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

### Tardiness

Habitual tardiness disturbs classroom routine and negatively impacts those students who are on time for class. It is the parents' responsibility to make sure that children arrive at school on time every day. Tardy is considered arriving after 7:55am. Students who are tardy 3 times will receive an unexcused absence immediately. A student





arriving after 8:30am will not be allowed in campus unless a note is provided to the office staff. Excused tardies will not count against a student.

- The following reasons will constitute an excused tardy:
  - Doctor/Dental Appointment with doctors' note
  - Court/Legal Appointment with courts' note
  - Car Problems/Accident
  - Public Transportation Schedule\*
  - Inclement Weather

Doctor/Dental appointments and family vacations should be after school hours or on days scheduled as school holidays. Family vacation during the school year is extremely disruptive to the student and teacher. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. If parents choose to remove students from school, the assignments missed must be made up upon return to school.

### **Inclement Weather Dismissal**

In cases of severe weather at dismissal time, such as heavy downpours, flooding and/or lightning the Basilica School of St. Paul Administration may decide to conduct a "Severe Weather Dismissal".

When severe weather dismissal is necessary, walkers as well as car riders will not be released from campus without an adult present and instead the following procedures are activated:

- An automated parent link message will be sent via phone and email through our Renweb platform. To be successful with this matter, we ask you to please be sure the office has the most current contact phone number as well as your email on file for you.
- Students in *4<sup>th</sup>-8<sup>th</sup>* grade with siblings at school will come down by *2:45pm*. These students will stay in the hall (cafeteria) until they get called.
- Students whose parents are in the car line and/or walkers will be dismissed starting at *2:45pm*.
- All Car Riders will be kept inside the building and called for as their car pulls up & their name is announced. Parents must wait in their cars.
- Students will be loaded in the cars by the two (2) disabled parking spots that are right by the walkway. Please, make sure to **NOT** pass by these cars since we are trying to avoid getting delayed at dismissal.
- Students that are part of any sports, tutoring, aftercare, and other extracurricular activities will be dismissed at *3:25 pm* to their respective teacher in duty and/or the assigned classroom.

### **Weather Emergencies**

The Basilica School of St. Paul follows the same procedures as Volusia County Public Schools in inclement weather as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to local television and radio broadcasts regarding school closures. Basilica School of St. Paul reserves the right to re-open depending on our local campus situation. To ensure that all communication from school reaches home in a timely manner, Basilica School of Saint Paul Catholic School uses Renweb as our main way of communication. In cases where communication lines are down, the news stations will be contacted regarding information.

## Transportation

Parents should notify the school in writing if someone other than the usual driver is picking up the student. A parent may not transport a child, other than his/her own, unless written or verbal permission (in person or by phone to the School Office) is available from the other parent.

Students who are usually bus riders will ride the bus unless a note, email, or phone call from a parent state otherwise. If someone other than the parent picks up a regular bus rider, the parent needs to state who will be transporting the student. Students are not to be dropped off or met in any area other than the main parking lot. At the end of the school day, students who are car riders become the responsibility of their parents. After dismissal, teachers are not responsible for students.

Parents picking up children late, who have not called the school, are to come into the school to meet and sign out their child(ren) from Aftercare. Habitual late pick-ups after afternoon dismissal may result in financial consequences. All parents, visitors, and volunteers visiting our campus must provide a *driver's license*. A visitor or volunteer lanyard will be given to these individuals. If the individual does not have a driver's license, the person will not be allowed on campus.

Parents who request that their child(ren) walk home must fill out the BSSP Walk Home Permission Form which can be found in the school website. Additionally, faculty and/or staff are not allowed to drive students home from school unless there is written documentation using the school form provided.

## Communication

The primary method of communication from the school is by Renweb/FACTS School Notification System emails. Every Thursday, an email message will be sent to all families with the weekly newsletter from the principal, and additional school-related information. Communication between teachers and parents is highly valued at BSSP. Parents are encouraged to contact teachers if there is a problem or concern. The options for communication are:

- Call the school office to make an appointment or to contact a teacher. The teacher will return the phone call as soon as possible. Teachers are to use different methods of communication such as Class Dojo, etc.
- Send a note for the teacher in with your child, or to the school office.
- Email the teacher via their BSSP email address only for questions regarding homework, assignments, etc. **Do not email/text the teacher through their personal email address, cellphone number or any social networks such as Facebook.**

## Resolution of Conflicts with Teachers

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. **We request that parent-teacher contact occur before contact Guidance Counselor or Principal is initiated.** Only when parent-teacher contact has been ineffective parents are encouraged to confer about a teacher conflict with the principal. We respectfully request that negative or hurtful conversation about teachers, staff, or students be avoided at all costs, as this is detrimental to all relationships in the school and not reflective of Catholic/Christian values.

In the case of teachers who receive continued complaints, the following process is in place:

- The principal will keep a record of complaints.
- Teachers will be consulted about the complaints and asked to modify any behaviors that may not be in keeping with good educational practice or Christian values.
- An action plan for correction will be created with the teacher and monitored by the principal.
- If complaints continue, the teacher will be required to change behaviors in order to continue employment for another school year, in accordance with diocesan employment policies and contract law.

### Field Trips

Field trips are considered part of the curriculum since they are designed to correlate with teaching units and achieve curricular goals. If a teacher arranges an educational field trip for students, parents must sign a Diocesan Field Trip Permission Form and pay (cash only) the specified cost at the established date. No child may participate without the proper signed consent form.

The school will exercise care in planning and following safety procedures for such trips. Such trips are considered part of the educational program, and every student is expected to participate. A student who does not participate in a field trip will be marked unexcused absent if he/she does not attend school on the day of the field trip. Students will also be expected to complete any work that a teacher assigns to support the curricular goals of the trip.

The school has the right to refuse to take a child on a field trip if the child fails to meet academic or behavioral requirements. On all field trips, the students must travel with the class to and from the destination. Siblings and/or other family members are not allowed to attend school-sponsored field trips. Chaperones must be fingerprinted. Only authorized chaperones are permitted to attend.

The Basilicas School of St. Paul uniform will be worn on all field trips unless otherwise indicated. Volunteer and Chaperones must dress modestly and appropriately for being in the presence of elementary and middle school students.

### Event invitations and gifts

If your child is planning a party outside of school, invitations may only be given out at school if every child in the class is invited (or all the boys / all the girls.) Please follow rules of common courtesy during school to prevent hurt feelings. If a student wishes to share holiday or birthday gifts with other students, gifts should be exchanged outside of school, unless all students in the class are included.

### Birthday Observances

Students may come to school dressed out-of-uniform on the day of their birthday. If the birthday falls on a Saturday or Sunday, they may dress down on Friday or Monday, not both days. If their birthday falls on Wednesday (Mass Day), they may dress down on Tuesday or Thursday, not both days.

Parents may send a small treat for distribution. This treat must be store-bought, or bakery prepared. The treat should be individually portioned and sufficient for all members of the class. Please notify your child's homeroom teacher if you plan on a birthday in the classroom.

All other birthday celebrations will take place outside of school time. Students may not accept balloons or flowers in the classroom or the office.

### School Telephone

The phones in the school are to be used for school business only. Students have no access to their cellphone during school hours. In the case of an emergency or sickness, the office will make a call for a student. If there is an emergency a message may be given to a child through the office staff. Students will not be called from the classroom to receive telephone calls.

Generally, teachers are unavailable to answer telephone messages during the school day. A parent may leave a message in the office for a teacher. Every effort will be made to return a parent's call within 48 hours. Email communication is most efficient as well as any other communication tool established by your child's teacher.

### Lost and Found

Any items found in the school building or on school grounds should be given to the school receptionist to be placed in the Lost and Found designated area. Items placed in the Lost and Found will remain there for 10 days. After 10 days, items are donated to charity or various missions. Please "name tag" all clothing. Lost valuables (i.e. glasses, watches, keys, and jewelry) may be claimed in the office.

## Uniform Policy and Appearance

The Basilica School of St. Paul is a modest, conservative Catholic School. When a child arrives at school in shoes or clothing other than that outlined in this handbook, a parent/guardian will be notified of the infraction by a phone call from the school Office and/or the Dean of Discipline. A student in violation of the uniform or non-uniform regulations may be required to remain in the office until he/she has the necessary clothing to dress appropriately. Disciplinary action may result.

Students who consistently violate the uniform policy will be subject to the following disciplinary consequences. If the uniform violations continue and surpass 10 violations in one school year, the student may be asked to withdraw from the school. Wearing the Basilica School of St. Paul uniform is a privilege that many students are not given. The uniform must always be treated with respect and worn appropriately. Students may be required to purchase new uniform pieces that no longer fit properly or are washed out.

Uniforms can be ordered online only through our uniform company, Risse Brothers at [www.rissebrothers.com](http://www.rissebrothers.com). All uniform regulations and guidelines are subject to the discretion of the principal.

- Pants/shorts must be worn at the waist with a black belt.
- Shirts must be always tucked in. (Do not apply on days where there is PE)
- Skirts and skorts must be worn no shorter than 3 inches above the knee.
- Shorts must be worn no shorter than 3 inches above the knee.
- If students choose to wear a T-shirt under their uniform shirt, the T-shirt must be plain white with absolutely no writing or graphics.

Parents are responsible for ensuring that students wear the uniform correctly. Parents also accept responsibility for purchasing new uniform pieces once old pieces no longer fit correctly or are faded/washed out.

**Students who wear uniform bottoms that are too tight or too short will be asked to purchase a proper fitting uniform and may be asked to change before being allowed back to class.**

The Administration reserves the right to have students call home for a change of clothes if child does not comply with uniform policy. A student dress code can be found in the school website under the uniform section. If any questions, please feel free to stop by the front office and see our uniform display.

### Cool Weather Uniform (Approximately Mid November – Beginning March)

Same as the warm weather uniform for the boys and girls with the addition of the navy-blue Basilica School (w/logo) jacket or any other SOLID navy-blue jacket. This last one does not require the school logo. In extreme bouts of cold, boys and girls may wear white only solid long-sleeve t-shirt or turtleneck under the appropriate uniform shirt. Girls may wear solid white, solid black and/or solid navy-blue tights with their skirts/shorts. Parkas, jackets, and coats that are not solid navy blue are not permitted to be worn in the classrooms nor are hats, hoods, gloves/mittens. The classrooms are climate controlled for your child's comfort.

### Jewelry

One watch (NO "Apple Watch" or any other watch in which a child uses as a means of communication) one bracelet, and one necklace (not a choker) may be worn. Necklaces must be simple and thin, preferably with a religious medallion. The jewelry chosen must not be gaudy or draw undue attention. Understated is the rule. Girls may wear one pair of stud earrings only. Decorative earring backings are not approved. Earrings may be worn on the earlobes only. Boys may not wear earrings on any part of the body.

### Hairstyle, Personal Appearance and Hygiene

#### Boys:

- A business style haircut where hair is tapered and not kept long or tied back is most appropriate.
- Hair must be kept short and properly trimmed to ensure that hair is not touching the ears and is an appropriate length on top. There are not designs to be cut into the hair.
- The length should not present a ragged, unkempt, uncombed, or extreme appearance.
- Hair should be short enough that is not tied back.
- Hair should be neatly always combed. When combed down, it should not fall over the ears or touch the eyebrows.
- Sideburns will not be longer than halfway down the ear.
- Any facial hair must be shaved.
- Hair must be a natural hair color.

#### Girls:

- Hair must not cover the eyes.
- Hair must be a natural hair color.
- Hair must be well kempt, carefully combed, neatly styled

#### All students:

- Permanent marking of any part of the skin is not acceptable.
- Writing on the skin or clothing via pen, pencil, markers, or any other utensil is not acceptable. Violation of this rule will result in the student being asked to wash it off immediately and/or replace their damaged uniform at the expense of the parent.
- Make-up may not be worn to school or during the school day; this includes nail polish and artificial nails.

- Student hair must be a natural color.
- Hairstyles that are considered distracting in the classroom will be addressed and the student will be asked to correct it immediately.
- The teachers and Principal reserve the right to judge the appropriateness of a hairstyle and altered color. “Trendy” hairstyles may not be permitted, and a picture should be reviewed by administration prior to receiving the haircut.
- Mohawks and fauxhawks are not permitted and designs must not be cut or shaved into haircuts.
- Designs must not be cut or shaved into haircuts or eyebrows.

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

Students are expected to not only respect their uniforms but their bodies as well. Therefore, students are asked to bathe daily and keep uniforms washed and in good condition. Students are also expected to maintain proper oral hygiene as well.

### Dress Down Days

Appropriate attire is expected on these days. Most dress down days will have a theme and students are encouraged to stick to the theme. Students are not required to dress down and if they choose not to do so, they may wear their regular uniform.

Spirit shirts can be worn on Fridays. The remainder of the uniform (outside of shirt) must follow the guidelines mentioned above.

**Birthday Dress Down Days:** Students may come to school dressed out-of-uniform on the day of their birthday. If the birthday falls on a Saturday or Sunday, they may dress down on Friday or Monday, not both days. If their birthday falls on Wednesday (Mass Day), they may dress down on Tuesday or Thursday, not both days.

#### **Students MAY WEAR:**

- Jeans
- Tennis Shoes
- Loose-fitting shorts no shorter than three inches above the knee
- Skirts no shorter than three inches above the knee
- Skorts no shorter than three inches above the knee
- Sweatshirts
- Dresses no shorter than three inches above the knee
- Slacks
- Headband/ Hair Bows
- Clips and grips (basic)
- Hair Ties
- Scrunchies
- Basic Headwraps

#### **DO NOT WEAR:**

- T-shirts that display inappropriate or unacceptable advertising.
- Sweatpants, beach wear and/or boxer shorts.
- Tank tops, spaghetti straps, camisole, off the shoulder tops, racerback, or strapless tops.
- Provocative, transparent, or translucent clothing.
- Torn, frayed clothing or cut offs.

- Oversized/undersized clothing.
- Leather or vinyl clothing.
- Spandex or extremely tight-fitting clothing (this includes skinny jeans/jeggings).
- Pajamas or sleepwear of any type (Except as a theme day).
- Hats (Except as a theme day).
- Low-cut shirts or anything that shows skin at the midriff.
- Rolled coordinates at the waist causing them to not fit within the acceptable BSSP length guidelines.
- Open toed and open heeled shoes. No high heels, sandals, or flip-flops, tennis shoes with wheels or lights.
- Jewelry that does not coincide with the Dress Code in the most recent Family Handbook.
- Make-up other than what is allowed according to the Dress Code in the most recent Family Handbook.
- Clothing items that do not fit BSSP's image.
- Hair accessories outside of one mentioned in student may wear section including, tiaras, cat ears, unicorn horns etc.
- Nail polish

**Parents may be called to bring appropriate clothing to school if the child is found to be in violation of the above expectations. Students who, after one warning, wear inappropriate clothing on a dress-down day will lose the privilege of dressing down for the remainder of the school year.**

## Academic Information and Students Evaluation

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

Our policy of open communication invites parents to contact teachers via e-mail during school hours. This should always be done through the school e-mail address and never at the home of the teacher or on the teacher's private phone.

**Questions about grades must always be directed to the teacher, rather than to the principal, as the teacher knows a student's achievement level much more closely.**

### Parent/Teacher Conferences and Students Records

If parents require a conference during the school year, they must make an appointment with the individual teacher. Please do not plan on having conferences during drop-off or pick-up. All conferences must be scheduled with the teacher. From 7:55 a.m. to 3:15 p.m., the teacher's responsibility is teaching and the supervision of the students, meetings during those hours are not allowed.

Parents requesting records, transcripts and/or recommendations, must make a request to the school office five days before the records are needed. Records will be sent via the U.S. Mail.

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

## Grading System

### Pre-K (VPK)

Developmental Progress Report three (3) times a year, Report Card three (3) times a year

### Grades K-2<sup>nd</sup>

**AP - Advanced Proficiency:** Student work consistently surpasses grade level expectations for this trimester with independence, accuracy, and a high level of quality.

**P - Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy and quality.

**DP - Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.

**EP - Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.

**IP – Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level.

**N/A – Not taught OR Not Assessed** during this trimester

### Grades 3<sup>rd</sup> -5<sup>th</sup> – Standards Based Report Card

**AP - Advanced Proficiency:** Student work consistently surpasses grade level expectations for this trimester with independence, accuracy, and a high level of quality.

**P - Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy and quality.

**DP - Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.

**EP - Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.

**IP – Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level.

**Left in blank – Not taught OR Not Assessed** during this trimester

### Grades 6<sup>th</sup> -8<sup>th</sup>

#### Academics

A = 90 – 100	Conduct and Effort (See Awards Section for this purpose)
B = 80 – 89	Responsibility
C = 70 – 79	Participation
D = 60 – 69	Assignment Completion
F = 59 or below	Interpersonal Skills

Please note that the number grade will automatically transfer into a letter grade through our Renweb System.

#### Homework

Reasonable homework, based on grade level and student need, will be assigned at the individual classroom teachers' discretion. Homework expectations will be clearly communicated by the individual teacher. It is a





reasonable expectation that students in all grades will have some type of homework each night. It is recommended that parents support their child in homework completion by setting up parameters for working at home.

### Progress Reports and Report Cards

Report Cards are important tools of communication issued three times during the year to inform parents of a student's progress in all subject areas and conduct. These report cards will be distributed at the end of each trimester. Copies of the Progress Reports will be available online 3 times per year. Parents are encouraged to keep up with student progress by monitoring their Parents Renweb account.

**A grade below C (70) in any subject on a Report Card or Interim Report may prevent a student from participating in sports and school sponsored extracurricular activities/clubs until the grade is brought to a C or higher.**

### Academic Probation

A student whose academic performance indicates serious deficiencies, such as two D's or one F on a report card, may be placed on academic probation. Students on academic probation may not participate on any Basilica School of Saint Paul Catholic School athletic teams or participate in extracurricular activities.

### Promotion/Retention

A student will be promoted to the next grade when he/she has successfully completed the previous grade. A student may be retained in Grades K-3 if he/she has not mastered the skills necessary for success in the next grade. Retention in the primary grades is normally dependent upon the development of reading and language arts skills. If a child is to be retained, report cards and daily papers must consistently show marks, which indicate failure to progress. A conference with parents to advise them of the possibility of retention and to discuss possible remedial actions should be held following the end of the second trimester. Follow up teacher parent conferences to evaluate academic progress of the child must be held. The principal, after consultation with appropriate staff members and parents, will make the decision as to whether a student is retained or not. Additionally, students accruing excessive absences over the course of the school year that affect their academic growth may possibly be considered for retention based on our attendance policy.

### Report of Academic Progress

Report cards are distributed three times a year. Parent-Teacher conferences are available for all parents at the end of each trimester. If a child has difficulty, a conference between the parent and teachers can be scheduled at any time. This may be done by email, writing a note to the teacher or by calling the school office. At mid-quarter, each student in grades K-8<sup>th</sup> will receive an interim progress report, which will give parents a report of student achievement to date.

### Awards

Students in K-8<sup>th</sup> grade are eligible for the following awards.

**High Honor Roll-** This award will be given to students with **ALL A's and 1 or 2** in conduct at the end of each trimester.

**Honor Roll-** This award will be given to students with **ALL A's and B's and 1 or 2** in conduct at the end of each trimester.



Note: Students with a 3 in conduct will be automatically taken off the HHR and/or HR.

**Dominican Pillars-** This award will be given to students who received *ALL 1's in conduct*. K-2 grade teachers, will refer to learner behaviors when giving this award.

**Christian Citizenship Award-** This award will be given at the teachers' discretion. It is given to a student who goes above and beyond when it comes to serving the community.

Note: Awards are given to those who have earned them during the trimester.

**Outstanding Improvement Award-** This award will be given at the teacher's discretion at the end of the school year. Given to students in each class that had demonstrated outstanding improvement in each subject area including specials (Art, Music, PE)

**Outstanding Achievement Award-** This award will be given at the end of the school year. Given to the student in each class with the highest grade in each subject area including specials (Art, Music, PE)

**Academic Excellence -** This award will be given at the end of the year to students with *ALL A's and 1 or 2* in conduct for all 3 trimesters.

**Academic Achievement -** This award will be given to students with *ALL A's and B's and 1 or 2* in conduct for all 3 trimesters.

Students who receive a detention or a suspension are automatically ineligible for academic honors/ awards in the trimester during which the infraction occurred.

## Honors

### **National Junior Honor Society and National Elementary Honor Society**

An Induction Ceremony is held twice a year for those students who qualify for admission to the BSSP NJHS and NEHS. Qualification is based on GPA and the student's personal qualities including leadership, service, citizenship, and character. Students who qualify will be notified by the NJHS coordinator and guided through the application process.

Once inducted into the organization, students must attend scheduled meetings, and continue to uphold the standards of the NJHS or they can be placed on probation or removed.

### **Algebra I**

Based on the Diocese of Orlando Algebra I Credit and High School Placement Process Policy, students may be enrolled in Algebra I in the 8<sup>th</sup> grade based on the following criteria:

1. Completion in 7th grade of a math course that aligns with Grade 7 Mathematics Advanced #1205050 with a final course grade no lower than 80%.
2. Prior year Iowa Assessment/Terra Nova scores in Math must fall no lower than the 70th percentile.
3. Iowa Algebra Aptitude Test (IAAT) with benchmark scoring no lower than the 55th percentile.

This is a high school level course and requires a commitment from students and families. Those who are eligible to be enrolled in Algebra I will receive communication regarding additional requirements.



### Extracurricular Activities Eligibility

Students in grades K–8<sup>th</sup> who are eligible to participate in extracurricular activities such as Sports and of Service Club (Altar Servers, Safety Patrol, Choir for 4<sup>th</sup> and 5<sup>th</sup>) must maintain at least a ‘C’ in each academic subject and a 1 or 2 in conduct/behavior to remain academically eligible. Students with a 3 in conduct, two (2) referrals, and excessive tardiness/absences are not to be part of extracurricular events.

### Testing

A child’s scores on standardized tests will be shared with the parent and will also be filed in student’s cumulative folder. No individual or agency outside of the school system will be permitted to inspect a child’s school records without the written permission of the parent and in the presence of school personnel.

Tests administered through the year include but are not limited to MAP, ACRE, Terra Nova and a screener that is a requirement for all students who would like to enroll in our school. A high school placement test is given to the 8th grade students in December.

### Academic Records

A parent/guardian may request to review their child’s academic, social and/or emotional records within a reasonable amount of time. Parents of students transferring to other schools must notify Basilica School of St. Paul in writing and must sign an official release form before records are forwarded to the receiving school. The transfer of any student’s records shall be contingent upon fulfillment of all financial obligations. However, health information must be released to the receiving school.

BSSP respects the rights of non-custodial parents therefore, in the absence of a court order to the contrary, BSSP will provide a non-custodial parent with access to the academic records and other school-related information regarding the child.

Basilica School of Saint Paul is committed to working with parents to get necessary paperwork completed in a timely manner following the rules for privacy for all students.

### After School Program

Basilica School of Saint Paul Catholic School offers an After School Care Program of supervision for students attending Basilica School of St. Paul. The program is offered to students in pre-kindergarten through grade eight and operates on school days only, until **5:30 P.M.** Registration is required for participation.

The After-School Care Program at the Basilica School of St. Paul for **2022-2023** operates from **3:15-5:30p.m.** (Monday, Tuesday, Thursday, and Friday) and from **2:15-5:30p.m.** on Wednesday. It does not operate on days when school is not in session and/or noon dismissal days.

The monthly rate (*10 equal monthly payments of \$144.80*) is based on *181* days of school at *\$8.00* per day per student for a total of *\$1,448.00* per school year. These payments must be paid to Mrs. Mateo, our aftercare coordinator, with all balances paid on the *15<sup>th</sup> day of each month*. Failing to pay aftercare fees will result in that your child (ren) will not be allowed on campus until payment is received. Payments can be made by credit card or cash to the school office.

**Late Pick-Up** – We understand that emergencies occur. Therefore, for students not registered in aftercare there will be an **\$8.00 fee per day. This fee must be paid the Friday of that week.** If you are more than 30 minutes late after 5:30pm we reserve the right to release your child to the proper authorities. Failing to pay aftercare fees will result in that your child (ren) will not be allowed on campus until payment is received.

Children who are registered in the After School Care Program **MUST** be picked up no later than 5:30 P.M. A late fee of \$10.00 per every 15 minutes will be assessed if the students are not picked up by 5:30 P.M. If a child is not picked up by 6:00p.m., authorities will be called. All After School Care Program fees are billed through the School Office. A student cannot participate in the After School Care Program unless fees are up to date or by approval from administration. The parents will be notified, and the student will not be allowed to return to campus until the balance has been paid in full. Please, refer to After Care Past Due Notice for more detailed information

## Discipline

In accordance with our school mission, which emphasizes in seeking to know, love and serve Jesus Christ through academic excellence and our persistence in serving His people, each student will be considerate of the rights of others in all interactions. Discipline in a Catholic school is an important part of moral guidance. All students are expected to cooperate with the mission and policies of the school which are designed to foster mature development and personal responsibility. Students are subject to the school's disciplinary code whether their inappropriate behavior occurs on or off school property, or over any communicative forums, including but not limited to, internet, cell phones of any kind, or other electronic devices or media.

The purpose of discipline is:

- 1) To promote moral, spiritual, and physical development.
- 2) To develop self-discipline.
- 3) To develop respect for oneself and others.

Our school has the responsibility to provide our students with a safe, clean, and pleasant environment as well as with the best formation program to meet their needs within the limitations of the school's resources. We strive to provide security from physical, verbal, and written harassment as well as treatment in a fair, consistent and respectful manner. At BSSP we respect confidentiality when reporting inappropriate actions. It is therefore required that students comply with the rules of the school and submit to the authority of teachers and others in authority over them.

It is the student's responsibility to:

- Always conduct him/herself as a Christian young person.
- Share experiences in safe and pleasant surroundings.
- Maintain regular and punctual attendance.
- Come to class prepared.
- Act safely in everyone's interest; accept responsibility for their actions.
- Practice good health habits.
- Be honest and polite. Use proper and courteous language.
- Show respect for the rights, feelings, and property of others.
- Seek help for social, emotional, and academic concerns.

- Adhere to rules during any related activities.
- Work through a decision-making process with staff to explore alternative behaviors which are acceptable and more appropriate.
- Respect ethnic, racial, religious, gender, intellectual and physical diversities of all people.
- Report any inappropriate behavior to a responsible adult.
- Always wear the school uniform properly and for all classes (Refer to the Dress Code).
- Enter rooms only with the permission of the teacher and in the presence of school personnel.

Students must abide by this code of conduct. They are expected to be respectful in their interactions with others. Some examples of unacceptable behavior are:

- Deliberately disrupting a teacher's class or the general quiet of the school
- Disrespect for teachers and/or other adults assisting in the school
- Behaving in a disrespectful manner in church
- Disruptive classroom behaviors
- Stealing/cheating or any other form of copying from another student on tests or school assignments, books or other materials and plagiarism.
- Foul language either spoken or written.
- Harassment or sexual harassment in the form of inappropriate verbal or physical conduct.
- Using profanity or derogatory language, and/or making obscene gestures
- Physical or verbal abuse or violence of any form including fighting.
- Bullying behavior toward another student(s) / making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation, etc.
- Possession of intoxicants or illegal drugs including electronic cigarettes.
- Possession or use of any weapon, or any device or instrument that could be used as a weapon.
- Use of electronics including cell phones without the permission of and supervision of a faculty member.
- Any unauthorized/inappropriate use of technology –internet, and cell phones – is prohibited.
- Technology is not to be used outside of the classroom setting (including lunch, bathroom and recess).
- Any use of technology must be authorized by the administration or faculty.
- Forgery of another person's name.
- Defacing property / books / materials.
- Publicly challenging a teacher on a reprimand and/or consequence given to him/her or another student.
- Gum chewing.
- Eating in the classroom without permission.
- Failure to follow the dress code.
- Tardiness to class.
- Playing with toys, balls, etc. in the dismissal area after school.
- Failure to take proper care of books and materials /lost books.
- Failure to be prepared for class (materials, homework, tests not signed).
- Failure to follow teacher directions.

- Fighting, harassing, or bullying another student, i.e. any actions that result in deliberate, hurtful acts or statements that physically or emotionally hurt, frighten or threaten another student
- Throwing rocks, mulch, sticks, or anything that might injure another student
- Students are not allowed to chew gum on school/church property.
- Students must not have cigarettes, or other tobacco products, alcoholic beverages, drugs, fireworks, or weapons on school property.
- Students are never permitted to run inside the building.
- Students may not enter the building during recess or after dismissal without permission from a teacher/staff member.
- Students may not leave school property without permission.
- Students who bring their cell phone to school must turn it into the homeroom teacher in the morning and may pick it up at the end of the day.
- Students are required to follow all uniform and non-uniform regulations.

As soon as school personnel is aware or has identified any of the unacceptable behaviors mentioned above, those knowledgeable responsible adults will take immediate action to correct the behaviors. This includes but is not limited to inappropriate behavior performed via social media.

All infractions of the Discipline Policy will be reported to the Guidance Counselor who will then report the issues to the principal and schedule a meeting to discuss the matter with the child's parents if necessary. The principal, in consultation with the pastor and/or teachers, reserves the right to determine whether an incident constitutes a serious infraction. Parents will be notified as soon as possible in cases of significant disciplinary situations that involve their child/ren.

Students must show proper respect for all school property and will be held responsible for any damage to school property. This includes books, the building, instructional equipment, educational and sports equipment, technology, and the school grounds.

### Harassment

The Basilica School of St. Paul is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyberbullying. Harassment or bullying, verbal or written, of any student by any other student is prohibited. All reports of harassment or bullying will be treated seriously. Students making such threats face detention, suspension, and/or expulsion. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

### Threats

In the event of any threat of violence or other inappropriate illegal behavior, Basilica School of St. Paul reserves its right to take all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

## Technology Use

Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phone, email, social networking sites, calculators, DVD players, and cameras (Technology Equipment) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send, or use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner that violates any local, state, or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited.

## Consequences of Prohibited Offenses

Discipline is generally handled by the classroom teacher. When necessary, the case will be investigated by our Dean of Discipline and/or Guidance Counselor. The principal will support a teacher's discipline policy as well as the decision made with the student services team.

## Suspension

In cases of serious violation of school rules, procedures, and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary in-school or out-of-school suspension.

As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardians will be notified and asked to confer with the proper school authorities about the matter. In all cases, written records of each suspension will be kept on file.

## Expulsion

If it is determined that a student's interests would be better served in another environment, or that the individual's behavior poses a significant threat to him/herself or a threat to others, a student may be expelled.

The administrator of the school must contact the Catholic Schools Office before any action regarding expulsion takes place. Under ordinary circumstances, the student will have been suspended at least once during that school year. The principal is the final recourse in all disciplinary situations.

## Students Services

### Guidance Counselor

A certified counselor serves the needs of students, parents, faculty, and administration. This is accomplished through large and small group guidance classes, academic testing, and individual consultation. Appointments can be made with the counselor by calling the school office. ***The counselor is allowed to speak to students at Basilica School of Saint Paul as needed.***

The Student Support Team consists of the parent/guardian, the guidance counselor, the principal, and the student's teacher(s), and its purpose is to ensure students' needs are being successfully met in the classroom. The Guidance Counselor, in conjunction with the classroom teacher, identify students who are struggling due to learning differences and recommend the best avenue for their future success.



The Guidance Counselor works with the principal in carrying out the school's academic and behavior programs. This person understands and responds to the challenges presented by today's diverse student population. The Guidance Counselor provides proactive leadership to engage all students in the delivery of programs and services to support the students' academic achievement, personal and social development.

### Sacramental Formation Program

Basilica School of Saint Paul Sacramental Formation Program is under the direction of the Parish Director of Basilica Church of Saint Paul. Students in grade 2 are prepared for two sacraments – Reconciliation (fall) and First Communion (spring). Students in grade 8 are prepared for Confirmation (spring). Students must be baptized in the Catholic Faith to receive the sacrament, and parents are required to be active partners in the preparation of their child for these sacraments. Information about preparation for these sacraments will be sent home in a timely manner by the Parish.

### Media Center/Technology Lab/ Library

The school's Technology Lab was created for students to be able to use technology to help aid in their studies. Books are also available for students to check out. Students should return books when they are due so that others may enjoy them too. Lost books must be paid for at the replacement cost of the book. Reference books must be used in the Media Center only. Lost or damaged books are the financial responsibility of the parents of the students who check them out. Report cards and transcripts can be withheld for Media Center infractions.

### Wellness Committee

The purpose of the Wellness Committee is to maintain the Basilica School of Saint Paul environment as one that protects and promotes students' health and well-being thereby supporting the students' ability to learn through healthy eating safety precautions, and physical activity. The most up to date Wellness Policy can be viewed in the front office.

## Panther Café

Basilica School of St. Paul will be implementing a new option available to certified schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the School Year 2022-2023.

### Breakfast and Lunch

Breakfast will be served from 7:15 a.m. – 7:45 a.m.

Nationally, schools that participate in the CEP can provide healthy lunches each day at no charge for all students enrolled in BSSP. Alternatively, students may pack their own lunch that does not require the use of a microwave. Soft drinks in bottles or cans **ARE NOT** permitted in the cafeteria. No outside foods are permitted during lunch periods.

BSSP also have an afterschool snack program for those who are registered and attending After Care.

All children in BSSP will have breaks; one in the morning when a small, healthy snack may be eaten and recess before or after the lunch period. Outdoor recess is a time of exercise and play. All children should bring a morning snack, packed lunch if desired, and drink (water). Glass-bottled drinks and sodas are not permitted. Breakfast and lunch is served each day at no cost.



During lunch time students are expected to:

- Sit at the table while eating.
- Talk quietly with the people at their table.
- Clean up any spills, pick up any paper, and put all trash in proper bins.
- Stay at the table until dismissed by the lunch monitor.

### Snack

Students are encouraged to bring a healthy snack to school every day. Please speak with your student's homeroom teacher about peanut allergies as there are classrooms that are peanut free on campus. If a classroom has been deemed peanut free, please do not send any snacks to school that contain peanut ingredients.

Please do not send in any cakes or sweets that will require the need of storage in the cafeteria as it is not allowed in the school cafeteria. All shareable items must be sealed and purchased from a store.

### Allergies

If there are any students that have any food allergies, it is very important that you inform the Food Service Manager at Panther Café and return all required documents regarding your student food allergy.

## Athletic Department Policies

### Sports

Basilica School of St. Paul is a member of the Diocese of Orlando Catholic Youth Sports League. The athletic department may have the following sports available:

- Boys (grades 6-8): Soccer, Basketball, Flag Football, Coed Track
- Girls (grades 6-8): Soccer, Basketball, Volleyball, Coed Track
- Coed (grades PK-5): Soccer, Flag Football, Track

Students may try out for as many of the sports activities as they wish. All fees for participation in sports are the responsibility of the parents. Students may not register/participate in another sport unless the previous season's sport is paid for in full. If a child is absent from school on the day of a practice, game, party or meeting they may not participate. If a child goes home sick from school they may not participate in the practice, game, party, or meeting – even if they “feel better.”

### Criteria and Fees

The criteria for the sports program will be provided to participating students and families by the Catholic Youth Sports league. All parents are required to attend the “Parent like a Champion Today” workshop if their child would like to be part of any sport team. Other requirements are below:

- Pay a nonrefundable fee for each sport which is payable when a child is accepted on a team.
- Academics has and always will come first. Students with a "D" or "F" in any subject area on their most recent progress report and/or report card will not be able to participate until the grade is raised to at least a "C". At the discretion of the principal, an academic success plan can be put in place for a student-athlete to return to the team earlier in circumstances where a student is showing considerable effort to improve their grade and placing academics first. The principal will retain the right to allow or deny a student the ability to participate.
- The team coach is responsible for discipline at practice and games.

- It is a privilege to participate as a member of a Basilica School of St. Paul sports team. The principal reserves the right to remove a student, temporarily or permanently, from a team.
- The rules, regulations, and behavior policies set forth by Catholic Youth Sports (both student and parent) are nonnegotiable. If parents or students refuse to abide by the wishes of any coach, official, teacher, administrator, or Catholic Youth Sports representative they will be asked to leave immediately and may be required to withdraw from the sport.
- All unpaid balances must be paid for a child to participate during another sports season.

### Discipline

Student-Athletes are held to a high standard of conduct, both on and off the field. Students who have a detention or suspension will not be allowed to participate in athletic games during the week or on the weekend following the detention or suspension. They are still required to attend and participate in practices.

## Student Conduct Guidelines

While students are in school ground, it is expected that they follow our behavior expectation matrix which includes being prepared to learn, accept responsibility for their actions, worship God and to always show respect. These behaviors are essential when it comes to ***“Shining and Sharing the Light of Truth”*** which is our charism. These expectations are also in alignment with our four pillars: ***Prayer, Study, Community and Service***. Discipline is generally handled by the classroom teacher. The principal will support a teacher’s discipline policy.

### Classroom (Including Assemblies and Special Area such as: PE, Art, Music)

- Arrive on time. Enter and exit in an orderly manner.
- Attend to teacher, materials, and directions
- Participate, think, and respond
- Have supplies and complete activities
- Take ownership of actions. Booming, yelling, whistling or talking is not permitted.
- Help others when asked
- Acknowledge God’s role in learning
- Pray for guidance and patience for yourself and others
- Treat self and others with kindness
- Wait turn to share ideas
- Take care of personal and community property

### Outside and Playground (Including PE)

- Be safe: listen to and follow rules
- Keep hands, feet, and objects to self
- Share playground equipment
- Correctly ask for, use, and return equipment
- Students must ask permission to use the restroom
- Recognize how you treat others during play and correct problems
- Thank God for all you love about nature
- Take a moment to recognize God’s role in creating play and fun
- Make kind and good choices
- Listen to peers’ ideas and needs

- Have good sportsmanship

### Hallway

- Walk with space
- Stand up straight
- Keep hands to self, at side, folded or as instructed
- Always follows expectations
- Remain quiet even if others are talking
- Go directly to destination
- Treat others as you want to be treated
- Engage in prayerful reflection when waiting quietly for group
- Follow adult instructions
- Voice is silent
- Always stay to the right
- Act in an appropriate manner when using the drinking fountains

### Office

- Enter quietly
- Make eye contact
- Accept feedback on how to talk to adults
- Listen to and follow directions
- Look at what is happening and decide what to do (wait, ask)
- Be humble when making requests
- Acknowledge others with eye contact and kindness

### Cafeteria

- Sit or wait patiently in designated area
- Appreciate food
- Politely request meal
- Always listen for teacher directions
- Use table and proper manners while eating
- Use an inside voice
- Wash or sanitize your hands before eating
- Ask permission to use the bathroom
- Celebrate God for being generous, providing food and comfort
- Clean up area before and after eating
- Talk about fun and academic events
- Help when appropriate
- Acknowledge others with eye contact and kindness

## Mass and Field Trip

- Be quiet, listen, and think about what is said
- Actively participate
- Return permission slip on time
- Take ownership of your actions and choices
- Report problems to adults
- Keep hands, feet, and objects to self
- Through prayer and actions, give thanks to God for special blessing and opportunities
- Treats self and other with kindness
- Ensure field trip site, volunteers, peers, and self are well taken care of

## Restrooms

- Quietly enter/exit restroom
- Wait for your turn
- Know how to care for your body
- Use resources and supplies as intended
- Make sure you keep restroom clean
- Loitering and vandalism is prohibited
- Thank God for natural resources
- Spend minimal amount of time in restrooms
- Immediately report problems to adults

## Weapons Policy and Public Scandal

To provide for a safe environment, the possession or use of firearms, other weapons or explosive devices on school property is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on school property is not permitted. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.

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

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

**After the situation has been thoroughly investigated, the student may be expelled.**

In the event of public scandal involving a BSSP student, the student will be subject to disciplinary action for:

1. Actions gravely detrimental to the moral, spiritual and physical welfare of other students.
2. Actions which are detrimental to the school's reputation.
3. Grave offenses which may include a violation of criminal law; or
4. Actions so outrageous as to shock the conscience or behavior of the community.

5. Student's off campus behavior that includes inappropriateness toward teachers, students, or the school, or the presentation of themselves in the realms of social media as well as other public forums.

**Disciplinary action may include dismissal from the school.**

### Typical Classroom and School Wide Consequences

- Parents Phone Call & Email
- Student Conference
- Parent/Teacher Conference
- Loss of Privileges
- Lunch Detention
- After School Detention
- In School Suspension
- Parent Pick Up
- Refer to Guidance/Mediation
- Restitution or Corrective Practice
- Administrative Parent Conference
- Out of School Suspension

## Bullying Policy

As a member of the body of Christ and part of the community of Basilica School of St. Paul, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. **Bullying is repeated aggressive behavior that is intentional and that involves an imbalance of power or strength.** A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional/relational bullying); and sending insulting messages by email or text message (cyberbullying). Please also see the Diocesan 'Bullying Guidelines Flowchart' on our school website.

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

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

Teachers and assistants will follow these steps:

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

<b>Examples of Bullying by Grade Levels (not all inclusive)</b>		
<b>VPK, K-2<sup>nd</sup></b>	<b>3<sup>rd</sup>-5<sup>th</sup> Grade</b>	<b>6<sup>th</sup>-8<sup>th</sup> Grade</b>
<ul style="list-style-type: none"> <li>Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)</li> <li>Taking and/or hiding another student's possessions.</li> <li>Invading personal space</li> <li>Starting or spreading rumors / gossip</li> <li>Hitting, pushing, biting</li> <li>Writing unkind notes / pictures</li> <li>Disrespect to another person's belonging</li> <li>Falsely accusing another student</li> </ul>	<ul style="list-style-type: none"> <li>Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)</li> <li>Pushing or poking</li> <li>Writing and/or passing unkind notes</li> <li>Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property</li> <li>Lying about another student</li> <li>Negative gestures and facial expressions</li> <li>Insulting of any kind, belittling, put downs</li> <li>Starting or spreading rumors / gossip</li> <li>Retaliating</li> <li>Falsely accusing another student</li> <li>Demanding another's possessions, food, or money</li> </ul>	<ul style="list-style-type: none"> <li>Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)</li> <li>Lying about another student</li> <li>Starting or spreading rumors / gossip</li> <li>Physical threats</li> <li>Intimidation</li> <li>Writing and/or passing unkind notes</li> <li>Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property</li> <li>Negative gestures and facial expressions</li> <li>Insults of any kind</li> <li>Demanding another's possessions, food or money</li> <li>Sarcasm with intent to hurt another</li> <li>Taking and/or hiding another student's possessions</li> <li>Falsely accusing another student</li> </ul>

### Required Withdrawal

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

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior that is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyber bullying.
5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior.
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere, which would reflect adversely on the Catholic school and the Church.
11. Cheating.
12. Consistent disrespect for other students such as sexual harassment of another student; or
13. Violation of Diocesan Network Acceptable Use Policy.

Additionally, it is the school's policy that a parent's failure to comply with the requirements of this handbook is cause for immediate required withdrawal.

### Substance Abuse Policy

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. All Diocese of Orlando Schools, including Basilica School of St. Paul, are "smoke-free" and "vape-free" environments. The disciplinary process for possession/use of any e-

cig/vaping device is the same for tobacco products. The possession and/or use of tobacco/smoking/vaping products or devices by underage children is illegal in the State of Florida.

- Sale/distribution of nicotine dispensing devices or nicotine products to persons under age 18 prohibited.  
**Fla. Stat. § 877.112(2)-(3) (2019)**
- Possession of nicotine dispensing devices or nicotine products by persons under age 18 prohibited.  
**Fla. Stat. § 877.112(6) (2019)**

The definition of terms for this policy is as follows:

1. “Controlled Substances” are defined as illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, vaping, vaping devices, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.

2. “Abuse” or “Substance Abuse” means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

- It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.
- A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such abuse takes place, also may warrant discipline up to and including required withdrawal
- If a student is found to be in possession of Controlled Substances at school, on school property, or at a school sponsored event, or if a student is found to be selling or distributing Controlled Substances at school, the following steps should take place:
  1. Law enforcement should be called when prosecution could occur and the student would then be turned over to law enforcement.
  2. Parents/guardians should be contacted and informed of the situation.
  3. The parent should be informed orally and in writing that the student has been suspended.
  4. Complete cooperation with law enforcement should be provided.
  5. The Superintendent should be notified as soon as possible.
  6. An incident report should be filed within 24 hours.
  7. After the situation has been thoroughly investigated, the student may be expelled or otherwise disciplined.

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

1. The student will be required to take a drug test performed at the school’s discretion, whether a rapid drug screen or reference lab of the school’s choice. No chain of custody is required.
2. Parents will be contacted before and after the drug test is taken.

3. If parents refuse a rapid drug screen performed at school, they are required to immediately (within two hours) take their child to a school-approved lab for screening with MRO (medical review officer) accepted results sent to the school administrator required.
4. If a student is non-negative for any drugs tested, parents will immediately pick up the student and be required to participate in a follow-up program and/or counseling.
5. In a subsequent meeting with the parent, make suggestions for a follow-up program or counseling for the student. Follow-up counseling is required for re-admittance to the school, and the school has the right, even on a first offense, to expel the student if circumstances warrant.
6. Refusal to follow the recommendation for the drug test or to participate in follow-up counseling may result in required withdrawal.
7. Repeated instances of the student being found to be under the influence of Controlled Substances will result in required withdrawal.

### Student Search

- A. The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.
- B. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to all property brought on school grounds or to school events.
- C. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.
- D. All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- E. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the administration, including random searches.
  - If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
  - If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, the student will be detained under the supervision of an administrator until parents are contacted. Parents will be informed that the student is risking possible suspension or required withdrawal for refusing to comply with the directive.
  - If an illegal drug or controlled substance is seized, the school authority will contact local law enforcement to report; law enforcement may make an arrest. The school authority will then secure the student and the contraband until law enforcement arrives at the school.





## Diocese of Orlando

# Office of Catholic Schools Responsible Use Policy

### 1.0 Introduction

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

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

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

- The Basilica School of St. Paul network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Basilica School of St. Paul makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

### 2.0 Definitions

#### 2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in Basilica School of St. Paul
- **Faculty/Staff:** any person who is employed by Basilica School of St. Paul, whether part-time or full-time, who provides instruction to students

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

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

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



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

### **3.0 Usage Policies**

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

#### **3.1 Web Access**

Basilica School of St. Paul provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

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

#### **3.2 Email**

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

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

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

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

Recognizing the benefits collaboration brings to education, Basilica School of St. Paul may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students, or teachers at school during instructional hours.

#### **3.4 Mobile Devices Policy**

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



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

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

### **3.5 Personally Owned Devices Policy**

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

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

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

### **3.6 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

### **3.7 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

### **3.8 Netiquette**

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

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

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

### **3.9 Plagiarism**

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

### **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

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

### **5.0 Cyber Bullying**

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

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

### **6.0 Sexting**

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school, it should be reported to the teacher or principal.

### **7.0 Examples of Responsible Use**

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

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

### **8.0 Examples of Irresponsible Use**

I, the student will **not**:

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

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

### **9.0 Internet Safety Plan**

- ✓ Basilica School of St. Paul implements an effective internet filtering and reporting solution {Name Solution}, that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with {Name Solution} from unauthorized access, including "hacking" and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Basilica School of St. Paul will hold an informational meeting to address the policy.

### **10.0 Limitation of Liability**

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

## 11.0 Violations of this Responsible Use Policy

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

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

## 12.0 References

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

# Diocese of Orlando School Policies

## Diocese of Orlando Mission Statement

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

## Acceptable Use Policy

An Acceptable Use Policy for all parishes, schools and entities of the Diocese of Orlando is below. This policy is important for the protection of Diocesan Intellectual Property, as well as assuring the safety of the users. This policy supersedes any other policy which may have previously been signed regarding the use of the Internet. The Basilica School of Saint Paul Catholic School families must sign an acknowledgement that they have received the pertinent information and will abide by Diocesan Policy.

## General Guidelines

The use of a network account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet) in this school must be in support of education and research and consistent with the educational objectives of Basilica School of St. Paul. In addition, a student accessing the network from a school site is responsible for all online activities that take place using his/her account. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

### Acceptable Uses of the Network

All activities which support learning and teaching for Basilica School of St. Paul users are encouraged to develop uses for their individual needs and which take advantage of the network's functions: electronic, conferences, bulletin boards, databases, and access to the Internet. The school uses a monitoring service called BARK, that allows administration and teachers to monitor all computer activity by the students. If administration finds anything inappropriate, parents or authorities will be notified.

### Examples of Unacceptable Uses of the Network

- Using impolite or objectionable language.
- Using the network in ways that violate Federal, state, or local laws.
- Activities which cause congestion of the network or otherwise interfere with the work of others
- Using the network for commercial purposes or for financial gain.
- Sending or receiving copyrighted materials without permission.
- Using the network for sending or receiving obscene materials.
- Circumventing security and/or authentication measures.
- Unauthorized access to another's resources, programs, data etc.
- Vandalizing network resources, including the uploading or creation of computer viruses.
- Falsifying one's identity to others while using the network.
- Installing unauthorized software on the computer network.
- Using network resources to commit forgery, or to creating a forged instrument.
- Sending or receiving e-mail from the school computers.
- Attempting to change the format of the opening screen or any other formatted screen in the system.
- Attempting to access sites that are not permissible by standards established by the school.

### Public Information

Electronic communication should never be considered completely private. Basilica School of St. Paul reserves the right to view all communications. Basilica School of St. Paul is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record.

The full Diocesan Acceptable Use Policy can be found in Section 14 of this Handbook and is considered part of the documents necessary for full enrollment. It is to be read, discussed, and signed by parents and students.

### Child Abuse Reporting

Any clergy, religious, lay employee or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures. ▪ Contact the Florida Department of Children and Families toll free abuse registry hotline at 1-800-962-2873 within the same calendar day.

- Respond to the local DCF callback with additional information.
- Cooperate with all authorities in the investigation of any child abuse report.
- Parents must make note that the school can call DCF if a child is absent or tardy from school for an excessive period, as deemed appropriate. It is the responsibility of each parent/guardian to ensure their child is in school and on time (arriving prior to 7:55AM) each day and that the educational needs of their child are not being neglected.

### Hazardous Materials Policy

Basilica School of St. Paul is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando. In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed is available without restriction for your inspection in the school office. We ask that you make an appointment if you wish to review the plan.

### Inappropriate Behavior/ Language Policy

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment) by students is unacceptable. As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken as deemed appropriate by the teacher and administration. This includes but is not limited to inappropriate behavior performed via social media.

### Media Consent Policy

The Diocese of Orlando requires that all students have a signed Photo / Video Release form on file in the school office before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by Lourdes Academy and the Diocese of Orlando.

### Academic Records

The Basilica School of St. Paul voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request to the administration must be submitted by the parent and will be complied with by the school within 24 hours. For students transferring to another school, the original records must be sent using the United States Postal Service according to state law. The school must withhold student records when financial obligations are not met or a plan for payment has not been made with principal. However, health information must be released to a receiving school.

### Title IX

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

### Child Protection

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

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice unless provided by a certified person.



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

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the principal, or the Office of Schools. Our experience and that of experts, particularly in school violence, is that telltale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated. Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this information.

### Insurance

Every child at Basilica School of Saint Paul Catholic School is covered by the diocesan insurance plan for the hours 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.

### Emergency Drills

State Law requires that fire drills be held monthly. Please see the Diocese of Orlando Emergency Guide titled, “The Standard Response Protocol.” Posters are made visible in all classrooms and major areas of the school. Posters note the procedures to follow during drills. Faculty, staff, and students have been informed about our procedures. The “Standard Response Protocol: Parent Information Guide” is available in our school website. We encourage all parents to review this information made available to you on our website under ‘Parent Resources’ and by clicking on ‘Forms and Downloads.’

### Crisis Plan

Basilica School of St. Paul has developed a crisis plan in case of a lockdown or emergency evacuation. The plan has been developed in cooperation with local law enforcement to provide the best security for our students and staff.

### Faithful Citizenship

- The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved.
- Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities.
- The posting of political materials in Diocesan schools or on a school's property is strictly prohibited.
- Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date).



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**15.00 Basilica School of St. Paul Parent Authorization**

Please circle your choice in each box and sign at the bottom. The following have been addressed in the parent-student handbook.

**15.01 Parent Agreement**

Yes/No I have read the parent-student handbook, understand its contents, and agree to abide by it and to support the school’s policies and procedures, including the withdrawal policy. The principal reserves the right to amend the parent-student handbook at her discretion. Parents and students will receive appropriate notification if changes occur. Changes to the handbook may be necessary for the efficient operation of BSSP. I understand that all items cannot be covered in a handbook and the principal will make all decisions on issues that arise that are not covered in this handbook.

**15.02 Code of Conduct / Athletic Policy / Dress Code**

Yes/No I have read and understand the code of conduct, athletic code and dress code included in this handbook. I will ensure that my child follows the rules and regulations specified here and agree to be bound by the consequences as outlined.

**15.03 Diocese of Orlando Photo/Video Permission**

Yes/No For and in consideration of the benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) / (We), the undersigned parent(s) or legal guardian(s) of the student above enrolled at the Basilica School of St. Paul, Daytona Beach, Florida, authorize its agents, employees or duly authorized representatives 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 granting such permission, (I) / (We) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right, title, and interest (I) / (We) may have in the finished pictures, negatives, reproductions, or copies, and further waive all rights to approve the use of such photographs, motion pictures, video tapes or audio tapes and so release all claims of any nature whatsoever arisen for their use.

**15.04 Diocese of Orlando Acceptable Use Policy**

Yes/No Diocese of Orlando technology users are responsible for abiding by all the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance. Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP. As the parent/guardian of this student, I have read the Authorized Use Policy and discussed it with my child. I understand that access to the Internet and emerging technology is designed for education purposes only. I hereby give my consent for my child to have use of the Internet and emerging technologies. I acknowledge that should my child, or any child for whom I am legally responsible, access information other than that which is intended for instruction, study or research related to the curriculum, the Diocese of Orlando will not be held responsible. I certify that the information contained on this form is correct.

**15.05 Family & Student Service Hours**

Yes/No I agree to provide 10 hours of family service (5 hours for part-time PK students) to the school during the 2022-2023 school year. I understand that I may choose to donate \$100 to the school if I am unable to provide volunteer time. A credit of 5 service hours or \$50.00 may be applied towards those first-year families who satisfactorily complete the safe environment and fingerprint requirement.

Yes/No I understand that my child, if in grades 6-8, will complete the required service hours (6th grade – 10 hours, 7th grade – 15 hours, 8th grade – 20 hours) and are separate from my service hours as a parent.

***This page must be completed and returned to your child’s teacher by the end of the first full week of school unless otherwise noted by the Principal or School Office.***

Grades 4-8 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Notice of Behavior Expectations

2022-2023

Dear Parents/Guardians:

At the Basilica School of St. Paul, we believe that “a strong, positive, authentic Catholic school culture forms in children not only knowledge, but also a worldview that defines their understanding of their purpose in life: that they were made by God who loves and knows them, and that they are all called to serve others.” Actions and the choices we make define who we are and who we want to become. Our Dominican heritage focuses on four pillars: **Prayer, Study, Community and Service**. Therefore, in our school, students are challenged to pray, study, build community and serve. A pillar is a supporting, integral member or part of a community and our society. Therefore, it is essential that faculty, as well as students and their families are a pillar when it comes to support, live, and embrace our mission.

Students who attend the Basilica School of St. Paul must demonstrate a willingness to create and support a culture of love and respect. Dealing with chronic misbehavior that contradicts our beliefs and principles diminishes the teaching and learning process. Unfortunately, the Basilica School of St. Paul does not have the resources to accommodate behaviorally challenged students. Therefore, failure to adhere to the school’s behavioral standards and embrace our mission, may result in a student’s dismissal.

Please sign below indicating that you have read and understand this policy.

Yours in Christ and Mary,

Andrea Rivera-Bonilla  
Principal

I have read and understand this behavior policy.

Student’s Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Copy to be filed in the principal’s office**

*Please remove this page and return to the Office Receptionist within five (5) days of receipt of this document. You will be contacted for this page if it is not returned within the five (5) designated days.*